

# FIRST 5 SAN MATEO COUNTY

## Presentation of the June 30, 2022 Fiscal Year End Financial Statement Audit

**Brown Armstrong**

**Accountancy Corporation**

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[www.ba.cpa](http://www.ba.cpa)

Contacts: Thomas Young, CPA  
Partner



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## Agenda

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- Audit Timeline/Critical Dates List 4
- Audit Areas of Focus 5
  - Significant Risk Areas
  - Significant Audit Areas
- Results of the Audit 7
  - Audit Opinions Issued
  - Required Communication (SAS 114 Letter)
- Questions/Thank Staff 8

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## Scope of Services Recap

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- ❖ Audit of First 5's financial statements in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States
- ❖ Other communications required by professional standards including:
  - Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit Performed in Accordance with *Government Auditing Standards (Yellow Book Report)*
  - Report on State Compliance
  - Required Communication with those Charged with Governance (SAS 114)

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## Audit Timeline/Critical Dates List

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- Audit Planning – July 2022
- Fieldwork – August 22, 2022
  - Walkthroughs and Understanding of Key Accounting Areas
  - Update Minutes and Agreements
  - Substantiate Material Accounts and Balances
- Draft Financial Statements and Reports - September 2022
- Audit Opinions Issued – October 11, 2022

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## Audit Areas of Focus

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Significant Risk Areas	Brown Armstrong's Response
Revenue Recognition - Receivables and Revenue	<ul style="list-style-type: none"> <li>•We confirmed proposition 10 revenue</li> <li>•vouched to documents for other revenues</li> <li>•Other substantive analytics were also performed</li> </ul>
Management Override of Controls	<ul style="list-style-type: none"> <li>• An understanding of controls over journal entries was obtained and a detailed sample testing of journal entries was performed</li> <li>•Inquiries performed with individual involved in the financial reporting process about inappropriate or unusual activity relating to the processing of journal entries</li> </ul>
Payroll and Disbursements	<ul style="list-style-type: none"> <li>•Walkthrough performed over all significant accounting areas to gain an understanding</li> <li>•Test of controls was performed over payroll and disbursements (a sample of 40 each were tested - no findings)</li> </ul>

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## Audit Areas of Focus

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Significant Audit Areas	Brown Armstrong's Response
State Compliance	<ul style="list-style-type: none"> <li>•Perform procedures for ensuring First 5 complied with the First 5 Guide for: <ul style="list-style-type: none"> <li>•Contracting and Procurement</li> <li>•Long Range Plans</li> <li>•Conflict of Interest</li> <li>•Administrative Costs</li> <li>•County Ordinance</li> <li>•Program Evaluation</li> <li>•Financial Condition of the Commission</li> <li>•Salaries and Benefit Policies</li> </ul> </li> </ul>
Accounts Receivable (AR) and Revenues	<ul style="list-style-type: none"> <li>•We performed substantive testing procedures for AR such as: <ul style="list-style-type: none"> <li>•Test for proper recording in the correct period</li> <li>•Walkthrough understanding of controls</li> <li>•High level analytics</li> </ul> </li> </ul>
Accounts Payable (AP) and Expenditures	<ul style="list-style-type: none"> <li>•We performed a search for unrecorded liabilities to ensure AP was complete</li> <li>•We performed walkthrough understanding of controls</li> <li>•We performed high level analytics</li> </ul>
Net Pension Liability (NPL) and Net OPEB Liability (NOL) and Related Accounts	<ul style="list-style-type: none"> <li>•We obtained the actuary valuation reports</li> <li>•We reviewed the County calculations</li> <li>•performed walkthrough understanding of controls</li> <li>•We performed high level analytics</li> </ul>

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## Results of the Audit

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Report	Summary
Report on Financial Statements (Opinion)	<ul style="list-style-type: none"> <li>Unmodified</li> </ul>
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards (Yellow Book Report)	<ul style="list-style-type: none"> <li>No noncompliance noted</li> <li>No material weaknesses noted</li> <li>No significant deficiencies or control deficiencies identified</li> </ul>
Report on State Compliance	<ul style="list-style-type: none"> <li>No noncompliance noted</li> </ul>
Required Communication to those Charged with Governance in Accordance with Professional Standards (SAS 114)	<ul style="list-style-type: none"> <li>Implementation of GASB Statements – GASB Statement No. 87, <i>Leases</i></li> <li>Significant Estimates Reviewed <ul style="list-style-type: none"> <li><input type="checkbox"/> Fund balance commitments</li> <li><input type="checkbox"/> Investments</li> <li><input type="checkbox"/> Net Pension Liability (NPL)</li> <li><input type="checkbox"/> Net OPEB Liability (NOL)</li> </ul> </li> <li>Disagreements with Management – None</li> <li>Corrected and Uncorrected Misstatements – None</li> </ul>

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## Questions/Thank Staff

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## Purpose of the Annual Report to F5 California

The Annual Report provides information about our local activities and expenditures to First 5 California. It includes:

- Fiscal Information (e.g. expenditures)
- Client data (number of children, parents, and providers served)
- Narrative (County Highlights and brief description of Evaluation Activities)



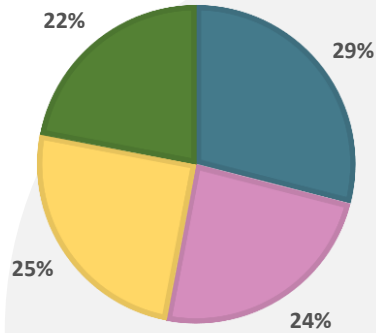
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# Our Local Investments



- Family Functioning: \$1,115,043
- Child Health: \$1,130,938
- Child Development: \$1,355,058
- Improved Systems of Care: \$1,002,961

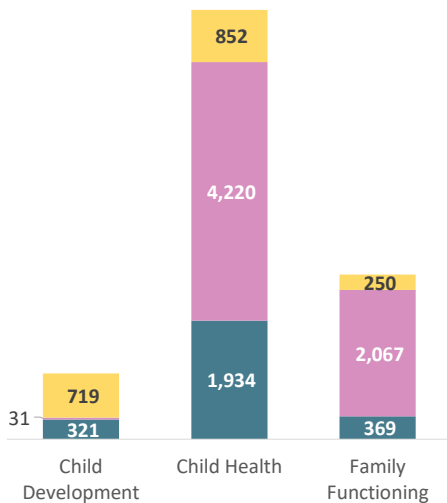
■ Child Development    ■ Family Functioning  
■ Child Health        ■ Improved Systems



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N = 10,763

■ Children    ■ Parents/Family Members    ■ Providers

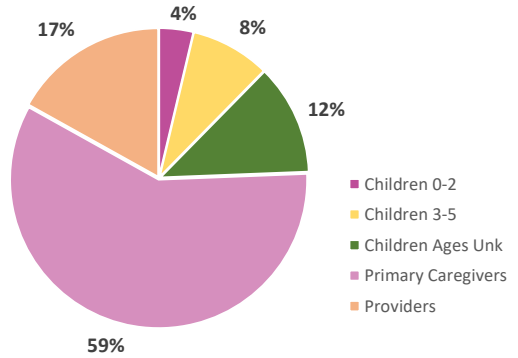


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## Clients Served

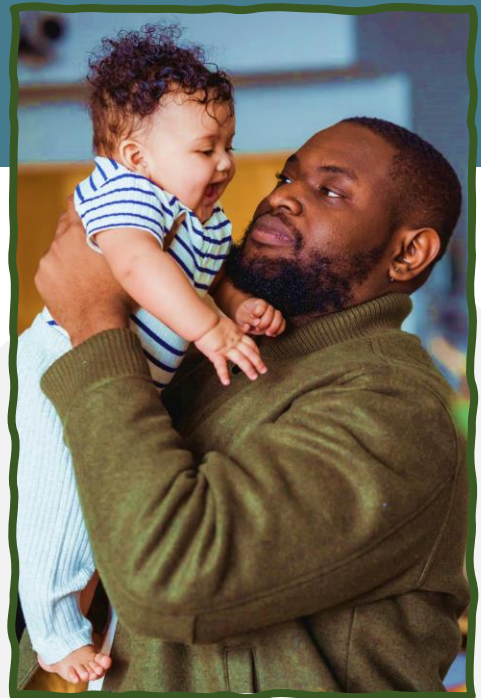


# Clients Served, by Type



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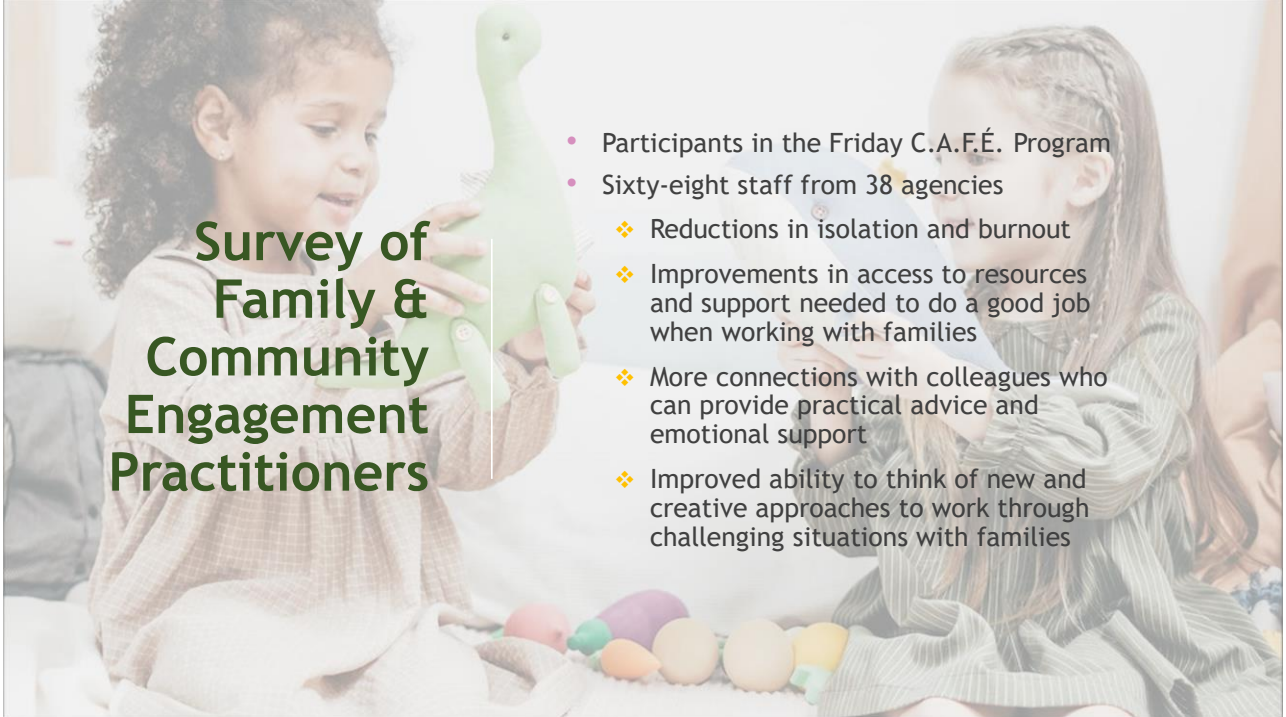
# Family Demographics



Race/Ethnicity	First 5 SMC	San Mateo County
AI/AN	0.4%	<1%
Asian	15%	23%
Black/African-American	2%	1%
Latino	61%	32%
Pacific Islander	2%	2%
White	12%	32%
Multiracial/Other	8%	13%
Language	First 5 SMC	San Mateo County
English	46%	56%
Spanish	48%	17%
Asian Languages	3%	19%
Bilingual English/Spanish	3%	8%

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## Survey of Family & Community Engagement Practitioners

- Participants in the Friday C.A.F.É. Program
- Sixty-eight staff from 38 agencies
  - ❖ Reductions in isolation and burnout
  - ❖ Improvements in access to resources and support needed to do a good job when working with families
  - ❖ More connections with colleagues who can provide practical advice and emotional support
  - ❖ Improved ability to think of new and creative approaches to work through challenging situations with families

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## SMC Early Learning Workforce Study

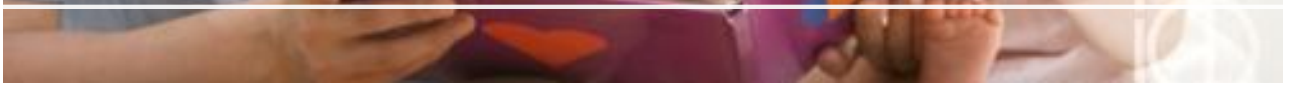
- One in three providers is considering or planning leaving their job
- The median provider reported a monthly gross income of \$3,000-\$4,000; the median monthly rent for a 1-bedroom apartment in SMC is \$2,680
- 37% of providers do not receive benefits
- Four in ten programs have waitlists, with infant and toddler care more impacted
- Two-thirds of providers noticed changes in child behavior and development as a result of the COVID-19 pandemic

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Questions and Comments



# FIRST5 COMMISSION BROWN ACT TRAINING

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October 24, 2022  
Jennifer Stalzer  
Deputy County Attorney

COUNTY OF SAN MATEO



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PURPOSE OF BOARDS  
AND COMMISSIONS



TYPES OF BOARDS  
AND COMMISSIONS



DUTIES OF  
MEMBERSHIP

COUNTY OF SAN MATEO



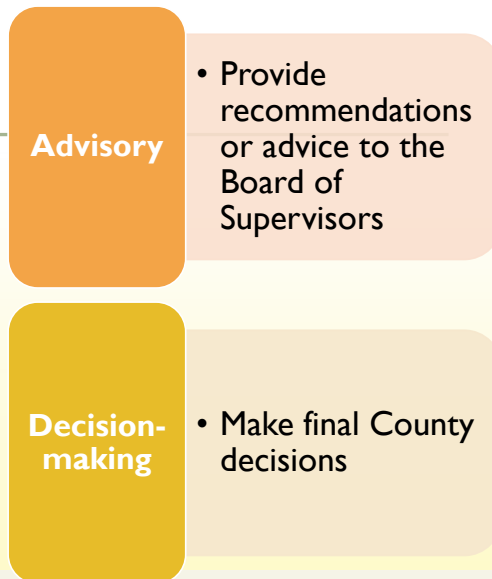
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# PURPOSE OF BOARDS AND COMMISSIONS

<p><b>Provide</b></p> <ul style="list-style-type: none"> <li>• Provide important perspective to County government</li> </ul>	<p><b>Gather and analyze</b></p> <ul style="list-style-type: none"> <li>• Gather and analyze public input and recommend options</li> </ul>	<p><b>Provide</b></p> <ul style="list-style-type: none"> <li>• Provide legally-required advice or decisions (in certain cases)</li> </ul>	<p><b>Public Benefit</b></p> <ul style="list-style-type: none"> <li>• Further the overall public benefit</li> </ul>
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## TYPES OF BOARDS AND COMMISSIONS



## TYPES OF BOARDS AND COMMISSIONS

### What determines type?

- State law, County Charter, or Board action (ordinance or resolution)

### Resources

- Your Board or Commission’s formation documents
- <https://bnc.smcgov.org/>, “duties” description and “authority”
- Staff liaison

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### Advisory Boards and Commissions:

Agricultural Advisory Committee  
 Arts Commission  
 Bicycle and Pedestrian Committee  
 Charter Review Committee  
 Child Abuse Prevention Council  
 Child Care Partnership Council  
 Commission on Aging  
 Commission on Disabilities  
 Commission on the Status of Women  
 Community Corrections Partnership Council  
 Confined Animal Technical Advisory Committee  
 Domestic Violence Council  
 Emergency Medical Care Committee  
 Health Care for the Homeless/ Farm Workers Health Program

Housing and Community Development Committee  
 Juvenile Justice Coordinating Council  
 Juvenile Justice & Delinquency Prevention Commission  
 Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Commission  
 Measure K Oversight Committee  
 Mental Health and Substance Abuse Recovery Commission  
 Midcoast Community Council  
 North Fair Oaks Community Council  
 Parks and Recreation Commission  
 Pescadero Municipal Advisory Council  
 Public Authority Advisory Committee  
 Veterans Commission  
 Youth Commission








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**Non-Advisory (Decision-Making) Boards and Commissions:**

- |                                   |   |
|-----------------------------------|---|
| Assessment Appeals Board          | Deferred Compensation Committee             |
| Bayside Design Review Committee   | First 5 Commission                          |
| Board of Building Permit Appeals  | Planning Commission                         |
| Business License Board            | San Mateo Medical Center Board of Directors |
| Civil Service Commission          | Treasury Oversight Committee                |
| Coastside Design Review Committee |   |

## DUTIES OF MEMBERSHIP

-  • Learn the function of your board
-  • Prepare for and attend meetings regularly
-  • Comply with applicable laws
-  • Respect fellow board members and the public
-  • Engage in board functions to improve the community

# LEGAL OVERVIEW

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Brown Act

Public Records

Ethical Considerations

Form 700

COUNTY OF SAN MATEO



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## GOVERNMENT TRANSPARENCY LAWS

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- Ethical value of government transparency laws (including Brown Act, Public Records Act, Political Reform Act)
  - **Trustworthiness:** the public trusts a process it can observe.
  - **Respect:** all perspectives have a right to be heard and considered in the public decision-making process
- The conduct of the public's business IS the public's business

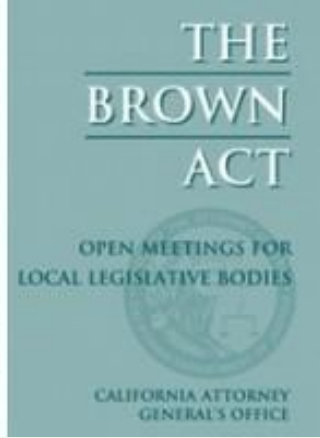
COUNTY OF SAN MATEO



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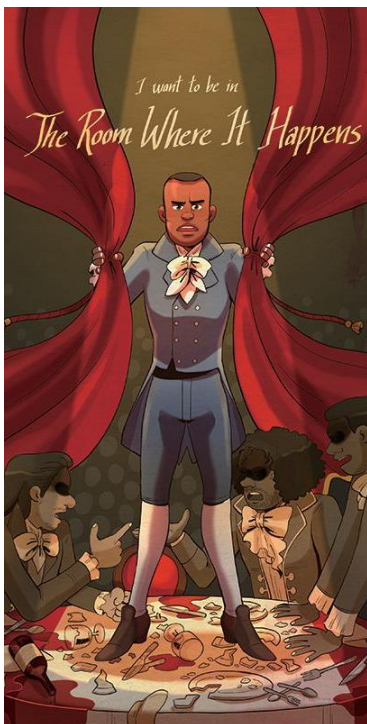
# THE BROWN ACT



COUNTY OF SAN MATEO



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## BROWN ACT – PUBLIC MEETINGS

- Purpose: public business is done in public meetings
- “All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.”

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## BROWN ACT

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- To Whom Does it Apply?
- What's a Meeting?
- Agenda Requirements
- The Public's Rights
- Closed Sessions
- Consequences for Violations

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## BROWN ACT – TO WHOM DOES IT APPLY?

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- Applies to “legislative bodies”
- “Legislative body” means:
  - Governing board of local agency
  - Boards, commissions, and committees created by formal action of the governing board
- Does not apply to individual decision makers, such as department heads

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## COMMITTEES NOT SUBJECT TO BROWN ACT

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- Ad hoc advisory committees made up solely of legislative body members and constituting less than a quorum
  - No continuing subject matter jurisdiction
  - Limited term



## WHAT IS A MEETING?

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- Any congregation of a majority of the members of the legislative body at the same time and place to **hear, discuss,** or **deliberate** on any matters within its jurisdiction.
- **What this means:** A majority may not consult outside an agency-convened meeting.

\*\*\*AB 361 provides for virtual meetings during state of emergency\*\*\*



## ILLEGAL MEETINGS

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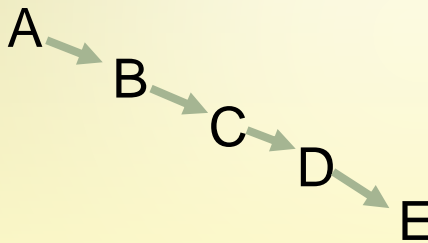
- A majority of members may not “develop a concurrence as to action” on business through serial meetings, intermediaries, communication, or other means of subterfuge.
- Use caution with social media



## ILLEGAL MEETINGS

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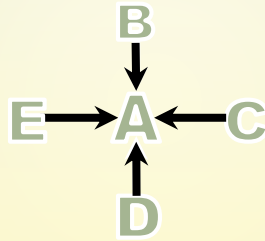
“Serial” Meeting (5 members)



## ILLEGAL MEETINGS

Intermediary or “Hub” Meeting (5 members)

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COUNTY OF SAN MATEO



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## WHAT IS NOT A MEETING?

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- Individual contacts between board members and another person
- Majority of board\* at
  - Conference open to the public
  - Social or ceremonial occasions
  - Open and noticed meeting of another body of the local agency, or a legislative body of another local agency
  - Public meeting on topic of local community concern

\*As long as majority does not discuss board business

COUNTY OF SAN MATEO



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## AGENDA AND NOTICE REQUIREMENTS

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- Effective notice is essential for an open and public meeting. Whether a meeting is open or how the public may participate in that meeting is academic if nobody knows about the meeting.
- Regular meeting: agenda posted 72 hours prior
- Special meeting: agenda posted 24 hours prior
- Agenda must contain brief description of every item to be discussed
- Closed session items must be listed
- Must include time for public comment

COUNTY OF SAN MATEO



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## LIMITED CIRCUMSTANCES WHERE BOARD MAY SPEAK TO ITEMS NOT ON AGENDA

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- Brief response to statements or questions
- Brief announcement or report on own activities
- Ask questions for clarification
- Refer to staff for information
- Request staff to report back
- Direct staff to place matter on future agenda

COUNTY OF SAN MATEO



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## RIGHTS OF THE PUBLIC

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- Right to be notified of items on agenda
- Right to attend without identifying oneself
- Right to record the meeting
- Right to speak before or during consideration of an item
- Right to see Board materials
- Broad right to speak to variety of topics

COUNTY OF SAN MATEO



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## CLOSED SESSION

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Allowed for purposes of discussion on:

- Litigation
- Personnel
- Real property
- Labor negotiations
- Closed session items must be briefly described on the posted agenda and the description must state the specific statutory exemption.
- Must report out in open session “action taken”

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## DISCLOSURE OF INFORMATION FROM CLOSED SESSION

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- Disclosure or leaking of information learned in closed session is prohibited
  - Injunctive relief, referral to grand jury, disciplinary action
- Disclosure permitted when:
  - Legislative body grants consent
  - Confidential inquiry to DA or grand jury due to perceived violation of law
  - Information that is not confidential

COUNTY OF SAN MATEO



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## CONSEQUENCES OF BROWN ACT VIOLATIONS

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- Lawsuit brought by the DA or any interested persons
- Violations may be stopped by civil lawsuit
- Some actions, if not “cured,” may be declared void
- Criminal sanctions for intentional violations (up to 6 months in jail/\$1,000 fine)
- Attorney’s fees

COUNTY OF SAN MATEO



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# Family Engagement Unity Grant



**FIRST 5**  
SAN MATEO COUNTY

A sea change  
for education

# First 5 is funding the following:

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- Father Involvement Strategies
  - Offer monthly Father Café meetings to Head Start and Early Head Start families
  - Host an annual Fatherhood Summit
  - Partner with SMCOE for Parent Café discussions
- Family Development Credential Course
  - Target 10 community partners to obtain a 90-hour credential

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# Father Cafes



**FIRST 5**  
SAN MATEO COUNTY

A sea change  
for education

# What are Father Cafes?

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**Purpose: promotes responsible fatherhood and healthy relationships through parenting education and skill building**

First part: Activity Based involving parent and child.

Second part: Breakout into two separate rooms to discuss issues and help support one another to strengthen the family - one room for moms and another room for Dads.

Sample topics: 5 Protective Factors for a Strong Family, Healthy ways to connect with your child.



# Unduplicated Participants Ethnicity and Language

## Unduplicated Participants

Fathers only	30
Mothers only	1
Both Parents	31
Guests of parents	5
Guest from different agency	2
Total	69

## Ethnicity/Race

Hispanic	62
Non-Hispanic	1
Multiracial	3
Asian	2
White	1

## Languages Spoken

Spanish only	38
Spanish and English	21
English only	7
Arabic and English	1
Tagalog and English	1

- We used:
  - Child Plus Text Messages and Email to pass out Fathers Café Flyers
  - Family service specialists emailing parents on Upcoming Fathers Café.
- Next Year, Charlie and I will personally attend site meetings and hand out Father Café Flyers.



# Testimony:

This pandemic has been a challenge for many people. For my family and I it has been an opportunity to learn and grow together. Before the pandemic I was working six days a week and having time with my family was nice as long as my daughter wasn't in school. But during the pandemic and not being able to work as many hours created an opportunity for me to participate in the father cafés. The pandemic also gave me an opportunity to participate in the school Izzy to help with the little things here and there. From participating with Izzy and the father cafés it showed me a tremendous amount of opportunity that was available for me to help with my daughters education as well as other families to learn and grow and gain knowledge and information of what is available in the county and how we can help their families as well. I am so blessed to have been a part of Izzy and the father café that I would encourage any father to do so, in fact I encourage every father to do so. From the fathers café I was able to share the information and knowledge that I gained as a martial arts teacher over the years that I have been teaching but also create a space that when I need it knowledge or information on different ways to connect grow with my family that I had a pool of information from the other fathers that were going through some of the similar things that I was and had great information to share with me.

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# WELCOME TO FDC INFO SESSION







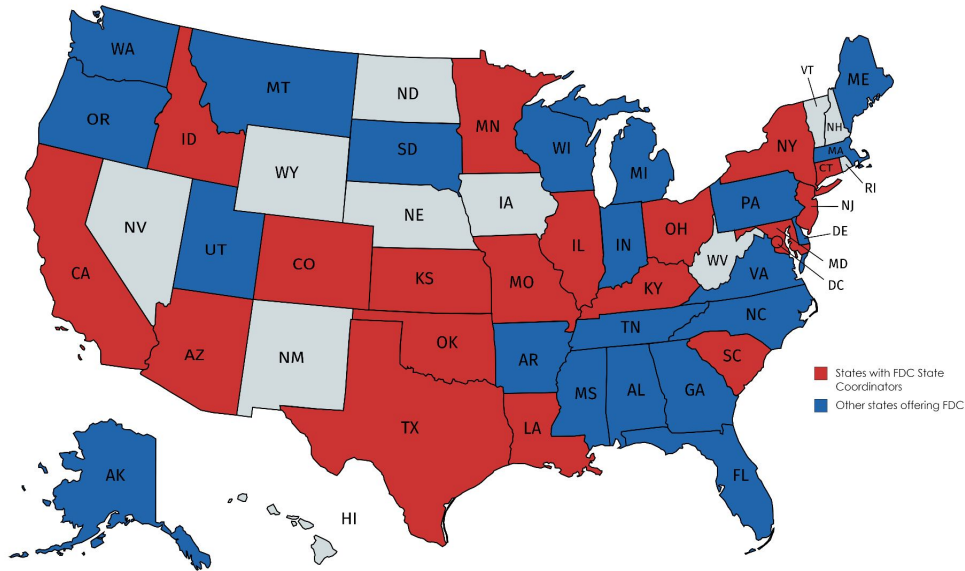
The Family Development Credential™ (FDC) Program is a professional development course and credentialing program for frontline family workers to learn and practice skills of strength-based family development and support.



University of Connecticut

Center for the Study of Culture, Health, and  
Human Development

# Brief History of FDC



Created with mapchart.net ©

- ▶ Initiated by a coalition of NY state agencies
- ▶ Developed and administered at Cornell University- established in 1996
- ▶ Since 2010, administered by University of Connecticut
- ▶ There are currently communities in 24 states implementing the FDC program
- ▶ Excelsior College Units

# To earn the FDC, a worker:

- ▶ Completes 90 hours of interactive classroom instruction facilitated by a certified FDC Instructor
- ▶ Prepares a Skills Portfolio, working with a Portfolio Advisor
- ▶ Passes a credentialing exam



# FDC Outcomes: What research shows

- ▶ Increased effectiveness in working with families
- ▶ Enhanced skills in helping families develop their own goals
- ▶ Improved communication among workers
- ▶ Workers used family development skills in their professional and personal lives

# The FDC Model

The *Empowerment Skills for Family Workers Handbook*, has 10 chapters covering core concepts of the family development approach.

Interactive classroom activities promote self-reflection, discussion and exposure to different perspectives.

Workers apply theory and practice skills through portfolio development.

**Thank You!!!!**

