



**Riverside County Children & Families
Finance Subcommittee
December 8, 2021, 2:00 PM**

**First 5 Riverside ZOOM
585 Technology Ct
Riverside, California 92507**

Finance Subcommittee Members Present: Jose Campos, Deborah Clark-Crews, Malinda Margiotta

Administrative Staff Present: Tammi Graham, Executive Director; Yvonne Suarez, Deputy Director of Administration; Barbara DuBransky, Deputy Director of Programs; Paul Robles, Fiscal Manager; Carol Abella, Administrative Services Manager II; Patricia Perez, Administrative Services Officer; and Cori Robinson, Administrative Secretary II

Legal Counsel: Ronak Patel, Deputy County Counsel

A. Welcome/Call to Order – Yvonne Suarez, Deputy Director, Administration

Yvonne Suarez, Deputy Director of Administration conducted roll call.

- B. 22-01: Adopt Resolution** of the First 5 Riverside County Children & Families Commission, Authorizing Remote Teleconference meetings of the Legislative Bodies of First 5 Riverside County for the period of December 8, 2021- January 8,2022. Pursuant to the Ralph M. Brown Act. – Ronak Patel- Deputy County Counsel

*Subcommittee Member Deborah Clark-Crews moved to approve action item 22-01 as presented. Subcommittee Member Malinda Margiotta seconded the motion. **Motion Carried.***

C. Approval of Draft November 16, 2020, Finance Subcommittee Minutes - Yvonne Suarez, Deputy Director

*Subcommittee Member Deborah Clark-Crews moved to approve the November 16, 2020 Finance Subcommittee Minutes. Subcommittee Member Jose Campos seconded the motion. **Motion Carried.***

D. Public Comments (for items not listed on the agenda)

None.

E. Overview - Finance Subcommittee - Yvonne Suarez, Deputy Director

Ms. Suarez gave a timeline of the establishment and structure of the Finance Subcommittee. Because current appointments will soon be ending, new appointments will be considered at the January 26, 2022 Commission meeting.

Ms. Suarez gave an overview of the current fiscal team and highlighted that for the 2nd year in a row, the Commission has had a clean audit.

1. Budget 21-22 Commission Format Review

Ms. Suarez reviewed the current budget format and explained that additional columns are included for budget revisions.

2. Budget 22-23 Commission Format Discussion

Time was provided to discuss the budget format. No changes were requested.

F. Fund Balance Fiscal Year 20/21 Highlights - Patricia Perez, Administrative Services Officer

1. Fund Balance Policy Requirements - Patricia Perez, Administrative Services Officer

Ms. Perez gave an overview of the current Fund Balance policy, including amount for budget stabilization and minimum reserve.

Ms. Perez highlighted FY20/21 year-end fund balance allocations, including changes from prior year. The Commission ended FY20/21 with a fund balance of \$33.5 million.

G. Review Strategic Plan Funding Allocation- Paul Robles, Fiscal Manager

Mr. Robles gave an overview of Strategic Plan allocations as well as expense trends for each Goal Area.

H. Review Trends - Prop 10 & Prop 56 (backfill) - Yvonne Suarez, Deputy Director

Ms. Suarez gave an overview of Prop 10 projection methodology by the State – Department of Finance and Prop allocations statewide. Riverside County's allocation has remained consistent throughout the years. Ms. Suarez detailed the various taxes that make up Prop 10 and went over Prop 56 trends.

I. Quarterly Financial Highlights - Review Format - Patricia Perez, Administrative Services Officer

Mr. Robles presented quarterly financial highlights including program, evaluation, and admin expense percentages. Format to be modified to include projections.

J. Future Agenda Items:

Input for FY 23/24 Strategic Plan Allocation.

K. Adjournment: Adjournment at 2:37 p.m. to the next Regular Meeting of the Riverside County Children and Families Finance Subcommittee to be determined.

Meeting Minutes Recorded by Cori Robinson, Administrative Secretary II