



## **Memo**

**To:** Commissioners, First 5 Ventura County

**From:** Jennifer Johnson, Director of Operations (On behalf of the Administration/Finance Committee)

**Date:** June 18, 2015

**Re:** Recommendation to update Commission policy for the amount spent on program evaluation

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### **Background**

As required by the statute under Health and Safety Code section 130151(b)(7), the Commission has a policy on the amount spent on program evaluation.

The Commission approves an annual allocation and budget for program evaluation, identified as Results Based Accountability & Quality Assurance, at the time of budgeting. The proposed revision to the policy clarifies that the annual amount for program evaluation is set in the budget for each fiscal year.

### **Recommendation**

The recommendation is to update Commission policy for the amount spent on program evaluation, as attached.



## **POLICY RELATED TO AMOUNT SPENT ON PROGRAM EVALUATION<sup>1</sup>**

First 5 Ventura County ("The Commission") will allocate an amount for program evaluation ~~annually in the in its strategic plan and will approve a~~ budget for each fiscal year. The Commission will track expenditures for evaluation and maintain records with respect to the results of the evaluation.

### **Procedures:**

- ~~1. In its strategic plan, the Commission will identify the amount to be allocated to program evaluation.~~
- ~~2.1.~~ \_\_\_\_\_ Prior to the beginning of each fiscal year, the Commission will approve an annual budget for program evaluation.
- ~~3.2.~~ \_\_\_\_\_ Expenditures for program evaluation may include maintenance of the evaluation software system, the annual evaluation report, training activities around results accountability and quality assurance, and technical assistance and support.
- ~~4.3.~~ \_\_\_\_\_ Expenditures related to program evaluation will tracked in the Commission's accounting software system. Expenditures and the variance to budget will be reported on monthly.
- ~~5.4.~~ \_\_\_\_\_ The amount spent by the Commission on evaluation will be in the notes to the financial statements and noted in the management's discussion and analysis (MD&A).
- ~~6.5.~~ \_\_\_\_\_ The Commission will conduct an annual evaluation on its overall funding strategies and on its funded programs. Findings and recommendations from the report will be used to guide future funding and strategic planning decisions.

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<sup>1</sup> In accordance with Health and Safety Code Section 1350151(b)(7)