

Minutes: Children and Families Commission Meeting

330 North D Street, Fifth Floor, San Bernardino, California 92415

Meeting Date, Time and Location January 04, 2012
3:30 p.m.
Chair Haugan called the meeting to order at 3:34 p.m.
San Bernardino County Government Center, Covington Chambers
350 North Arrowhead Avenue
San Bernardino, CA 92415

Pledge of Allegiance The Pledge of Allegiance was led by Chair Haugan

Attendees

Commissioners Present

- Mark Daniels
- Leslie Egge
- Josie Gonzales
- Linda Haugan
- Maxwell Ohikhuare, M.D.
- Guillermo Valenzuela, M.D.
- Nancy Ruth White

Staff Present

- Karen Scott, Executive Director
 - Cindy Faulkner, Operations Manager
 - Ann M. Calkins, Executive Assistant
 - Debora Dickerson-Sims, Administrative Supervisor II
 - Mary Jaquish, Interim Supervisor
 - Staci Scranton, Supervising Office Assistant
 - Scott McGrath, Supervisor
 - Regina Coleman, Commission Counsel
 - Scott Johnson, Media Specialist II
 - Mary Alvarez, Staff Analyst II
 - Pattie McGinty-Hagedorn, Staff Analyst II
-

Report – Leslie Egge, Advisory Committee

The next Advisory Committee meeting scheduled for January 19, 2012 has been rescheduled to January 26 at noon at First 5 San Bernardino. The committee will hear an update on the “Investing in Children” Request for Proposal process. They will also review the Advisory Committee Bylaws and make suggestions for any revisions. Members will review and reevaluate priorities for future funding opportunities if additional funding becomes available due to the final ruling of AB99.

January 04, 2012

Page 2 of 4

Report –
Karen E. Scott,
Executive
Director

Happy New Year!

AB 99

Executive Director expects to learn more about the final ruling on AB 99 in the coming weeks. Once the process is complete, the Commission can begin to plan future investments in the success of our children ages 0 -5 and their families.

First 5 Advisory Committee will be reviewing and reevaluating priorities as determined by their recent data driven work and may assist the Commission in expanding on these priorities. Regular budget workshops will be held in the spring.

Investing in Children RFP Update

First 5 San Bernardino received 95 proposals in response to this RFP release. Overall, the proposers seem to understand what the Commission is seeking and that the goal is to produce positive and measurable outcomes for children. In this time of high unemployment, the Commission has good reason to be confident that the level of expertise being sought exists in our county. “Raising the bar” raises the quality of services for our children and provides a strategic benefit of more efficient and effective use of resources.

The **Administrative Review** has been completed. Notices to proposers unsuccessful to this point will be mailed before January 13. Any proposer affected at the Administrative Review has no Appeal rights as outlined in the RFP.

The **Fiscal Review** process began on Tuesday, January 3 and will be completed by Friday, January 6. All organizations that submitted a proposal will undergo a standard review process by an outside team of accountants which will yield an overall financial rating. Those organizations earning satisfactory ratings will continue on to the program review phase. Those not successful will be notified by April 2, 2012.

First 5 is currently seeking external reviewers to review and score proposals. A reviewer training will be provided on January 19 from 11:00 a.m. – 1:00 p.m. at the F5SB office. It is anticipated that the time commitment for reviewing proposals would be about 8 hours total.

All **program reviews** will be completed by February 6. Proposals not moving forward after these reviews will be notified by April 2 and proposer will have 10 days in which to apply for appeal, if appropriate. There will be only one Appeal Review.

Between February 7 and March 30, F5SB administrative process includes compiling scores, evaluating reviewer results, performance and capacity reviews, conducting clarity reviews, site visits, incorporating executive team recommendations and establishing evaluation tools and measurement for negotiation.

In the months of **March through May**, contract negotiations will be completed. Recommended contracts will be brought forth to the Commission for approval in the months of April, May and June with an effective start date of July 1, 2012.

Changes to
Agenda

No changes to report.

Consent A motion was made by Commissioner Valenzuela and seconded by Commissioner Daniels to approve the following consent item. Without further comment or objection, motion carried

Item No.	CONSENT ITEMS
1	Approve minutes of December 07, 2011 Commission Meeting (Affected Districts: All) (Presenter: Ann M. Calkins, Executive Assistant, 387-1502)

Item No.	DISCUSSION ITEM
2	<p>Approve Amendment A1 to CFC 06-01 Administrative Costs Policy to provide that administrative costs shall not exceed 12% of actual annual expenditures. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)</p> <p>Discussion: Commissioner Valenzuela asked how do we know if we are within the correct percentage range as far as other commissions? Executive Director Scott answered by referring to the First 5 Financial Management Guide which states that it depends on the size of the commission, the size of the grants and a host of other variables. It is virtually impossible to make the comparison to other commissions unless they operate the exact same way we do.</p> <p>Chair Haugan stated that 5 to 9 percent is very low and that 12 percent seems about average.</p> <p>Public Comment: None.</p> <p>A motion was made by Commissioner Gonzales and seconded by Commissioner Ohikhuare to approve Item 2. Without further comment or objection, motion carried.</p>
3	<p>Select Chair and Vice-Chair for the Children and Families Commission of San Bernardino County. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)</p> <p>Discussion: None.</p> <p>Public Comment: None.</p> <p>A motion was made by Commissioner Gonzales and seconded by Commissioner Valenzuela to re-elect Commissioner Haugan as Chair and Commissioner Ohikhuare as Vice-Chair for 2012 with the next election planned for January 2013. Without further comment or objection, motion carried.</p>

Public Comment Meridyth McLaren, California State University, San Bernardino

Commissioner Roundtable None

Adjournment A motion was made by Commissioner Gonzales and seconded by Commissioner Ohikhuare to adjourn the meeting. Without further comment or objection, motion carried. Chair Haugan adjourned the meeting at 4:50 p.m.

**Next
Commission
Meeting** February 01, 2012
3:30 p.m. – 5:00 p.m.
San Bernardino County Government Center
Covington Chambers
385 North Arrowhead Avenue
San Bernardino

Attest

Linda Haugan, Chair

Ann M. Calkins, Commission Secretary
