

Minutes: Children and Families Commission Meeting

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

Meeting Date, Time and Location February 01, 2012
3:30 p.m.
Chair Haugan called the meeting to order at 3:32 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.
- 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
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Report – Leslie Egge, Advisory Committee

The Advisory Committee met on January 26. The agenda consisted of nine discussion items:

- “Investing in Children” RFP update
- Draft of the Advisory Committee By-Laws
- First 5 Stakeholder and Partner Surveys
- Governor’s Proposed State Budget Update
- First 5 Advocacy and Policy work
- Child serving agency update
- Future funding of priorities
- Development of Subcommittees

The Committee agreed to review the proposed bylaws and bring back

recommendations with the intent to finalize them at the next meeting. They also agreed to consider establishing a subcommittee and will make a selection at the next meeting. The next Advisory Committee is scheduled for February 23, 2012 at noon at First 5 San Bernardino.

**Report –
Karen E. Scott,
Executive
Director**

AB 99

The judgment for AB 99 was filed on January 18 and formally served to the defendants on January 19. The 60-day window for the state to file an appeal closes on March 19.

The Honorable Judge Debra Kazanjian used strong language to support the prohibition on supplantation in the Prop 10 initiative.

Subsequent action for Commissions as we move through the legal process and the aftermath is to make sure that Commissions refrain from simply rebuilding reserves. Commissions must explore ways to invest and spend down funds, and educate about the impact of lost services, and the importance of early education and early intervention. And while not engaging in supplantation, Commissions must find ways to be creative and flexible with the programs our individual Commissions are funding or are needed in our respective counties.

Investing in Children RFP Update

92 proposals are moving through the internal and external review process and this is shared on page 1 & 4 of the Executive Director report. Between February 7 and March 30 the 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.

Governor's Budget Proposal

Early analysis shows mention of Prop 10 only twice:

- Once in allocating \$50 million to the Department of Developmental Services to make up for the funds it received last year from the State First 5 Commission, which it will not receive this year, and
- As a suggestion that Prop 10 is among local resources that might be used to help with state child care budget reductions.

At this point, the Governor's budget proposal does not impact Proposition 10 directly although it will touch the lives of the children we serve. Deep cuts to CDE-administered child care programs, half-day preschool, and the elimination of transitional kindergarten are of particular concern. First 5 Commissions met and discussed ways to support new statewide initiatives such as CA Home Visiting Program and CA Department of Social Services Quality Parenting Initiative.

Other concerns and issues related to the State Budget include:

- The Realignment Proposal to move child care services from Alternative Payment Providers and Resource and Referral entities to counties.
- Current year trigger cuts.
- Short and long term funding challenges for child care and development programs.
- Reductions in health and human service programs for low-income families and children.

- How elected officials view services for low-income families.

F5SB staff is exploring these issues and programs and the Advisory Committee will be reviewing and re-evaluating priorities as determined by their recent data driven work and any updates and may assist the Commission in expanding on these priorities.

F5SB staff will be working closely with our County legislative staff to enable us to be as proactive as possible as we invest in the future of our children in San Bernardino County as intended with Prop 10 dollars. The Advisory Committee will begin work to produce and present a policy agenda recommendation to the Commission. The goal with development of a policy agenda is again to be more proactive, to support or participate in advocacy activities, much like a children's movement and utilize the partnerships already formed.

In addition, F5SB staff will conduct informative visits to our Assembly Members and State Senators to share what our Commission is doing and the value of this investment in their district. The goal is that they know fully at least one or two programs that exist because of Prop 10, they can talk readily about these programs, and they understand how the population is affected without the program and its outcomes.

Nurturing Parenting

This is the only allowable curriculum under the Investing in Children RFP. F5SB is hosting the training February 27-29; F5SB provides the location only - agencies must pay for the program and certification. This training opportunity is full and closed.

The Lisa Project

As of January 29, there were 1,098 visitors to the exhibit at ARMC. The exhibit opens tomorrow, Thursday, at the Victor Valley Mall. See Page 3 of ED Report.

Staff Corner

Our corner feature for this month is Walid Wahba, the newest member of the F5SB family who is an Accountant. You can read his interesting story on page 2.

Project

Supervisor Gonzales has shared an idea related to identifying continued gaps in services and possible duplication of services with County departments who serve our same age population. After the Children and Families Services Department completes their 2012 Countywide Self-Assessment meeting on February 13, Executive Director and F5 staff will determine next steps in organizing a convening of key players and bring forth a responsive recommendation to the Commission.

The idea would be to start with the county agencies first and then meet with CBO's later in the year. Funding needs and opportunities developed from these workshops could not supplant program and service funding, but could enhance and provide opportunity to strengthen our non-profit network in providing services, and allow the Commission to report even stronger outcomes for the investment dollars into our communities.

Commissioner Gonzales reiterated the importance of County departments working together, expanding services, networking and reducing duplication of services and supplantation issues.

Commissioner Egge stated she noticed when trying to search for County data during her recent work with the Advisory Committee that it was difficult to obtain since there

was not one place to collect data from. Commissioner Egge suggested that a collaboration among County departments to create a central database to extract needed information would be beneficial.

Chair Haugan stated that the Children’s Policy Council does work with County departments who serve children and the Council’s primary focus is directed towards gaps and duplication in services.

Chair Haugan directed that this item be brought back to the March 7, 2012 Commission Meeting.

Changes to Agenda

Ann Calkins, Executive Assistant announced that Agenda Item 2 should read “Approve revised minutes from December 7, 2011, not December 1.” This correction only applied to the posted agenda as the actual agenda item has the correct date.

Consent

A motion was made by Commissioner Gonzales and seconded by Commissioner Ohikhuare to approve the following consent items. Without further comment or objection, motion carried

Item No.	CONSENT ITEMS
1	Approve minutes of January 04, 2012 Commission Meeting (Affected Districts: All) (Presenter: Ann M. Calkins, Executive Assistant, 387-1502)
2	Approve revised minutes of December 07, 2011 Commission Meeting (Affected Districts: All) (Presenter: Ann M. Calkins, Executive Assistant, 387-1502)
3	Approve the Assignment and Assumption Agreement to transfer the Knotts Family and Parenting Institute family resource center contract to Victor Community Support Services, Inc., effective February 15, 2012. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502) <u>Discussion:</u> Commissioner Gonzales asked that the location of services for the above contract be provided for clarification. The services will take place at 1505 West Highland Avenue, Suite 19 in the city of San Bernardino and will be provided by Victor Community Support Services, Inc. <u>Public Comment:</u> Gwen Knotts, Founder and Chief Executive Officer, Knotts Family and Parenting Institute. Ms. Knotts delivered a letter and a policy brief outlining the challenges that may occur with small to medium-size community-based organizations related to cost reimbursement contracts endorsed by the Commission.

Item No.	DISCUSSION ITEM
4	Approve Amendment A1 to CFC 12A-11 Financial Audit and Reporting Policy to provide clarification to budget adjustments. (Affected Districts: All) (Presenter: Debora Dickerson-Sims, Administrative Supervisor II, 387-1505) <u>Discussion:</u> None. <u>Public Comment:</u> None.

	A motion was made by Commissioner Gonzales and seconded by Commissioner White to approve Item 4. Without further comment or objection, motion carried.
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INFORMATION ITEMS	
5	<p>Receive information on the financial position of First 5 San Bernardino as of the second quarter of Fiscal Year 2012. (Affected Districts: All) (Presenter: Karen Scott, Executive Director, 387-1502)</p> <p>Discussion: Executive Director Karen Scott stated that within the last hour, an issue was brought to her attention and CFC 06-01 Amendment A1, "Administrative Costs Policy", to which today's item is related, will most likely be brought back to the Commission for further revision; perhaps to include the words "at year end" when referring to the administrative cost not exceeding 12 percent. Executive Director Scott also added that providing a quarterly report of the Commission's financial position adheres to CFC 06-01 A1, even to the point where stated "In the event that actual administrative expenditures exceed 12% of the operating budget, the Executive Director will inform the Commission in open session. The Commission will review the administrative costs and determine appropriate action." Executive Director Scott reports that no action is needed as percentage will be below 12 percent at year end as projected.</p> <p>Commissioner Ohikhuare asked that if the administrative cost is fixed, why is it showing as a percentage of actual per month? If it is fixed between 9 to 12 percent of the commitment, then it should remain as is.</p> <p>Commissioner White asked if agencies are not able to expend their monies by mid-year is there a reason they cannot do that? Operations Manager Cindy Faulkner answered that the agencies should know what they can expend and who they can offer services to. Contracts are monitored on a monthly basis and if the agencies are under-spending, First 5 staff analysts will question that and implement program modifications if needed.</p> <p>Commissioner White stated that she posed her question after hearing of the cost reimbursement contract issue mentioned in Agenda Item 3. Commissioner White stated if this process is keeping services from being delivered to the zero to five population then further review may be needed.</p> <p>Cindy Faulkner responded that First 5 has aligned itself with County contract procedures and those contracts are reimbursable.</p> <p>Commissioner Ohikhuare asked if the projected budget of 70 percent expenditure is a trend. Ms. Faulkner stated that this is based on what First 5 has seen in the first six months of a contract. Administrative Supervisor Debora Dickerson-Sims indicated that First 5 contracted for 22 million dollars, however, budgeted for 25 million dollars and projects that a majority of the contracted dollars will be spent.</p> <p>Public Comment: None.</p>
6	<p>Receive information relating to purchase of iPads. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)</p> <p>Discussion: Commissioner Gonzales stated that this technology needs to be</p>

	embraced and cannot be ignored. The outcome produced by using this technology will be efficient and effective business practices, especially in terms of staff time, equipment use, paper and additional office supplies which were needed to create hard copies for each month's agenda. Public Comment: None.
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Public Comment James Moses, Child Care Planning Council, KidsNCare. Mr. Moses delivered a CARES Plus Update brief to the Commission.

Commissioner Roundtable None

Adjournment A motion was made by Commissioner Egge and seconded by Commissioner Daniels to adjourn the meeting. Without further comment or objection, motion carried. Chair Haugan adjourned the meeting at 4:34 p.m.

Next Commission Meeting March 07, 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
