

## Minutes: Children and Families Commission Meeting

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

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**Meeting Date, Time and Location** July 11, 2012  
3:30 p.m.  
Chair Haugan called the meeting to order at 3:35 p.m.  
San Bernardino County Government Center, Covington Chambers  
350 North Arrowhead Avenue  
San Bernardino, CA 92415

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

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**Conflict of Interest Disclosure** Commission members were reminded to review agenda items for contractors, subcontractors, and agents, which may require member abstentions due to conflict of interest and financial interests.

Commission member abstentions shall be stated by the Commissioner and recorded by the Commission Clerk on the appropriate item. A Commission member may not participate in or influence the decision on a contract for which their abstention has been recorded. No conflicts were noted for any of the agenda items.

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**Attendees**

**Commissioners Present**

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

**Staff Present**

- Karen E. 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
- Mary Alvarez, Staff Analyst II
- Larry Hernandez, Staff Analyst II

July 11, 2012

Page 2 of 6

- Jeffrey Pontius, Staff Analyst I
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**Report –  
Leslie Egge,  
Advisory  
Committee**

The next Advisory Committee meeting is scheduled for August 23, 2012 at noon at First 5 San Bernardino.

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

Special Commission Meeting - Monday, July 16, 2012 at 11:30 am at First 5 San Bernardino; to review Ethics Guidelines, Conflict of Interest and Brown Act Policies and Procedures.

Daddy's Tool Bag – Under the Community Engagement function, we are seeking to include the DVD in Kit for New Parents. F5SB is coordinating with other child serving organizations to create a Fatherhood Alliance with Children and Family Services – Family to Family Program, The Mom & Dad Project, Victor Community Support Services and Making a Difference Association. Through this collaboration we would like to bring the full Daddy's Tool Bag program to San Bernardino County in support of fathers.

The kick off will be at a First 5 event at the San Bernardino 66ers stadium on August 24. Mr. Hendricks will be in attendance to talk with new dads and distribute copies of his DVD.

Snack Pack Program – This program is not being provided over the summer months. F5SB has placed a listing of summer feeding sites on page 3 of the ED report and on the First 5 website under News and Announcements.

Communication to Contracted Agencies

- Welcome Letter from ED to all Contractors – 06/29/2012
- Fiscal Close Out Reminder from Operations Manager – 07/05/2012 which included due date for final invoices, back up documentation requirements and action to be taken for the disposition of assets
- Assignment of Staff Analyst - 07/11/2012

First 5 will continue the prioritizing process and intent to release additional funding opportunities for strategic special programs.

Reporting of First 5 Funding - Preparing publication and/or correspondence that reports the final First 5 Commission funding for FY 2012/13 to share with our BOS, State and local governments including Senators, Assembly members, mayors, county departments, United Way 2-1-1 and identified funders.

Final State Budget - Two \$40M requests of First 5 CA Commission funds in order to achieve General Fund Savings for FY 2012/13. One for the Department of Health Care Services and one for the Department of Developmental Services.

The Lisa Project Evaluation Report

Great job to Children's Network and the hundreds of volunteers from county departments, schools and community organizations!

Regarding Agenda Item #6B:

Termination of Contract # EC004 - Pursuant to "Section VII, Term", of the standard agency contract, authorizing the Executive Director to do so, I have terminated Contract #EC004 with Save the Children Foundation effective 07/01/2012 without

cause and by mutual agreement. No expenses have been incurred and no expenses will be reimbursed under Contract #EC004.

**Changes to Agenda**

Ann Calkins, Executive Assistant, announced the following change:

“Agenda Item 6: Approve Gap Fill Services for Early Literacy Education and Preventative Oral Health Education Direct Service Contract Items A thru D, in the cumulative total amount of \$1,128,904 for Program Year 2012-2013.”

*The correct cumulative total is \$1,428,904.*

**Consent**

A motion was made by Commissioner Gonzales and seconded by Commissioner Daniels to approve the Consent Items. With Commissioner Valenzuela absent and without further comment or objection, motion carried.

Item No.	CONSENT ITEMS
1	Approve minutes of June 20, 2012 Commission Meeting. (Affected Districts: All) (Presenter: Ann M. Calkins, Executive Assistant, 387-1502)
2	Approve employment contract between the County of San Bernardino, Children and Families Commission, and Mary Jaquish for Children and Families Commission Supervisor services at the rate of \$36.74 per hour for a total annual cost of \$112,768 (\$76,713 Salary, \$36,055 Benefits) effective July 28, 2012. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)

Item No.	DISCUSSION ITEMS
3	<p>Approve “Investing in Children – HEALTH” RFP 11-02 Direct Service Contract Items A and B, in the total amount of \$822,628 for Program Years 2012 -2015, and Direct Service Contract Item C, in the total amount of \$90,500 for Program Year 2012-2013.</p> <p><b><u>Early Screening and Intervention</u></b></p> <p>A. City of Montclair (Obesity), Contract Number HW048 in the total amount of \$222,990</p> <p>B. Loma Linda University Medical Center, Children’s Hospital (Perinatal), Contract Number HW036, in the total amount of \$599,638</p> <p><b><u>Systems Integration</u></b></p> <p>C. City of Montclair (Healthy Cities), Contract Number SI006, in the total amount of \$90,500</p> <p>(Affected Districts: All) (Presenter: Cindy Faulkner, Operations Manager, 387-1504)</p> <p><b><u>Discussion:</u></b> None.</p> <p><b><u>Public Comment:</u></b> None.</p> <p>A motion was made by Commissioner Egge and seconded by Commissioner Ohikhuare to approve Agenda Item 3. With Commissioner Valenzuela absent and</p>

	without further comment or objection, motion carried.
4	<p>Approve "Investing in Children – EDUCATION" RFP 11-03 Direct Service Contract Items A and B, in the total amount of \$3,314,596 for Program Years 2012-2015, with the following:</p> <p><b><u>Pre-Kindergarten Academy</u></b>  A. San Bernardino City Unified School District, Contract Number EC010, in the total amount of \$2,865,335</p> <p><b><u>Preschool</u></b>  B. San Bernardino Adult School, Contract Number EC011, in the total amount of \$449,261  (Affected Districts: All)  (Presenter: Cindy Faulkner, Operations Manager, 387-1504)</p> <p><b><u>Discussion:</u></b> None.</p> <p><b><u>Public Comment:</u></b> None.</p> <p>A motion was made by Commissioner Gonzales and seconded by Commissioner Daniels to approve Agenda Item 4. With Commissioner Valenzuela absent, and without further comment or objection, motion carried.</p>
5	<p>Approve "Investing in Children – FAMILY" RFP 11-04 Direct Service Contract Item A in the total amount of \$750,000 for Program Years 2012-2015:</p> <p><b><u>Parent Education</u></b>  A. Victor Community Support Services, Contract Number FS054, in the total amount of \$750,000  (Affected Districts: All)  (Presenter: Cindy Faulkner, Operations Manager, 386-7706)</p> <p><b><u>Discussion:</u></b> None.</p> <p><b><u>Public Comment:</u></b> None.</p> <p>A motion was made by Commissioner Ohikhuare and seconded by Commissioner Egge to approve Agenda Item 5. With Commissioner Valenzuela absent and without further comment or objection, motion carried.</p>
6	<p>Approve Gap Fill Services for Early Literacy Education and Preventive Oral Health Education Direct Service Contract Items A thru D, in the cumulative total amount of \$1,428,904 for Program Year 2012-2013 with the following :</p> <p><b><u>Early Literacy Education Services</u></b>  A. Rim Family Services, Contract Number EC018 in the amount of \$201,647.  B. Save the Children Foundation, Contract Number EC019 in the amount of \$758,777.  C. Solomon Ujamaa Center Inc., Contract Number EC017 in the amount of \$168,480.</p> <p><b><u>Preventive Oral Health Education</u></b>  D. Dental Health Foundation dba Center for Oral Health, Contract Number HW050 in the amount of \$300,000.  (Affected Districts: All)  (Presenter: Karen E. Scott, Executive Director, 387-1502)</p>

	<p><b>Discussion:</b> Commissioner Gonzales suggested that the parents whose children utilize the MotherRead program complete a questionnaire to enable Solomon Ujamma Center Inc., to build a strong database in order to determine outcomes. Executive Director Scott stated there are evaluation tools in place to capture this type of data via First 5 San Bernardino’s Annual Evaluation Report.</p> <p><b>Public Comment:</b> None.</p> <p>A motion was made by Commissioner Gonzales and seconded by Commissioner Ohikhuare to approve Agenda Item 6. With Commissioner Valenzuela absent and without further comment or objection, motion carried.</p>
7	<p>Authorize First 5 San Bernardino to participate in Promise Neighborhood planning process for FY 2012/13. (Affected Districts: Fifth) (Presenter: Karen E. Scott, Executive Director, 387-1502)</p> <p><b>Discussion:</b> None.</p> <p><b>Public Comment:</b> None.</p> <p>A motion was made by Commissioner Gonzales and seconded by Commissioner Egge to approve Agenda Item 7. Without further comment or objection, motion carried.</p>

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**Public Comment**      None.

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**Commissioner Roundtable**

Commissioner Daniels recently asked First 5 to assist a family in the High Desert with family services and resources. Commissioner Daniels thanked the staff for their efforts and diligence in obtaining the appropriate referrals.

Commissioner Gonzales congratulated the agencies who received funding and asked them to work hard to deliver their services. Commissioner Gonzales stated she will continue to hold them to high standards and to be accountable for their actions.

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**Adjournment**

A motion was made by Commissioner Gonzales and seconded by Commissioner Daniels to adjourn the meeting. Without further comment or objection, motion carried. Chair Haugan adjourned the meeting at 4:28 p.m.

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**Next Commission Meeting**

August 01, 2012  
3:30 p.m.  
San Bernardino County Government Center  
Covington Chambers  
385 North Arrowhead Avenue  
San Bernardino, CA 92415

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**Attest**

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Linda Haugan, Chair

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Ann M. Calkins, Commission Secretary

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