

Minutes: Children and Families Commission Meeting

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

Meeting Date, Time and Location April 3, 2013
3:30 p.m.
Chair Haugan called the meeting to order at 3:33 p.m.
San Bernardino County Government Center, Covington Chambers
385 North Arrowhead Avenue
San Bernardino, CA 92415

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

Swearing-in Ceremony Margaret Hill was sworn in as Commissioner.

Special Presentation "Healthy Cities" – Evelyn Trevino, Department of Public Health

Conflict of Interest Disclosure Commission members shall review agenda item contractors, subcontractors, and agents, which may require member abstentions due to conflict of interest and financial interests.

A Commission member with conflicts of interests shall state their conflict under the appropriate item. A Commission member may not participate in or influence the decision on a contract for which their abstention has been recorded.

Attendees

Commissioners Present

- Mark Daniels
- Leslie Egge
- Linda Haugan
- Margaret Hill
- Maxwell Ohikhuare, M.D.
- James Ramos
- Elliot Weinstein, M.D.

Staff Present

- Karen E. Scott, Executive Director
- Cindy Faulkner, Operations Manager
- Ann M. Calkins, Executive Assistant

- Regina Coleman, County Counsel
 - Mary Jaquish, Supervisor
 - Debora Dickerson-Sims, Administrative Supervisor II
 - Staci Scranton, Supervising Office Assistant
 - Scott McGrath, Supervisor
 - Bobbi Albano, Staff Analyst II
 - Ruth Ann Martinez, Staff Analyst II
 - Leslie Fountain, Media Specialist II
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**Report –
Karen E. Scott
Executive
Director**

The First 5 Commission, Advisory Committee, staff and other partners continue to set the stage for even more dedicated work to provide access to high quality preschool and early education opportunities for San Bernardino County's children. The support expressed by President Obama to early care and education including positive early language and literacy development, complements the First 5 mission to focus on the key to a child's academic success.

April is Child Abuse Prevention Month with lots of recognition and activities being held throughout our County. San Bernardino County specific statistics and tips for prevention are included in the report.

Save the Date

Advisory Committee Meeting: - Thursday, May 2; noon – 2 pm at First 5
Budget Workshop – May 15, 12:30 – 3:00 pm. First 5 to develop the FY 2013/14 operating budget and revision of the 5 year long range financial plan.

Award for Excellence

Congratulations to LuCretia Dowdy as First 5's nominee for the County of San Bernardino's Annual Award for Excellence. LuCretia embodies the concepts of service and community and aligns her work with the San Bernardino County Vision in all that she does and we thank her.

Staffing

Upon approval of consent item #3 – Mr. Jeffery Faulkerson will join the First 5 family as a Staff Analyst II.

Reviewers

With the upcoming release of Request for Proposals, First 5 is seeking external reviewers. Ideally, the reviewer would have experience in an area such as social services, education, health, business, systems, program design, evidenced based research, etc.

Reviewers must not present a conflict or perceived conflict for the proposals which will be assigned to them for review. All reviewers receive a short orientation and instructions and are asked to attest and disclose any financial interest or conflicts as well as agree to maintain fairness, integrity and confidentiality in the review process. This is unpaid service. Contact Cindy Faulkner for more information.

Quarterly Report

F5 Budget Status covering July 1, 2012 – December 31, 2012. Total budget \$'s = \$38,913,251; Expenditures through the 2nd quarter = \$7,144,391.

The administrative costs percentage reported here is predicated on the expenditures of the contract agencies and all other budgeted expenses. The Administrative Costs to actual reported for the first quarter of FY 2012/13 was 39.59%. At the end of the

second quarter the admin to actual percentage is 20.58.

Changes to Agenda

No changes.

Consent

A motion was made by Commissioner Ramos and seconded by Commissioner Weinstein to approve the Consent Items. Without further comment or objection, motion carried.

Item No.	CONSENT ITEMS
1	Approve minutes of March 6, 2013 Commission Meeting. (Affected Districts: All) (Presenter: Ann M. Calkins, Executive Assistant, 387-1502)
2	Approve revised minutes of October 24, 2012 Commission Meeting. (Affected Districts: All) (Presenter: Ann M. Calkins, Executive Assistant, 387-1502)
3	Approve employment contract between the County of San Bernardino, Children and Families Commission, and Jeffery A. Faulkerson, Staff Analyst II, for a total annual cost of \$80,593 (\$54,455 Salary, \$26,138 Benefits), effective May 4, 2013. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)

Item No.	DISCUSSION ITEMS
4	Approve upgrade of vacant Accountant II position (\$51,915) to an Accountant III level (\$54,246) for Children and Families Commission San Bernardino effective fiscal year 2013-14. (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 Egge and seconded by Commissioner Daniels to approve Agenda Item 4. Without further comment or objection, motion carried.
5	Approve and authorize release of the Family Literacy Development Services Request for Proposals (RFP) CFC 13-03 to provide literacy services to children birth through five years of age and their families in the County of San Bernardino for program years 2013-2015. (Affected Districts: All) (Presenter: Scott McGrath, Supervisor, 387-1524) <u>Discussion</u> None <u>Public Comment</u> None

	<p>A motion was made by Commissioner Ramos and seconded by Commissioner Weinstein to approve Agenda Item 5 Without further comment or objection, motion carried.</p>
6	<p>Approve the Healthy Cities/Communities Projects Request for Proposals (RFP) CFC 13-02 for an investment opportunity as a Health Systems initiative under the Systems focus area in the total amount of \$1,000,000 (500,000 maximum annually) and authorize RFP release to plan and implement or enhance projects that empower the community and improve health results for pregnant women, children birth through 5 years of age and their families in the County of San Bernardino for fiscal years 2013-2015. (Affected Districts: All) (Presenter: Mary Jaquish, Supervisor, 387-1512)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> Alyssa DeSantiago, City of Montclair; Cynthia Luna, Healthy San Bernardino Coalition</p> <p>Commissioner Haugan abstained from Item 6 as she is the appointing authority for Human Services which oversees the Healthy Cities Program. Commissioner Ohikhuare abstained from Item 6 as he supervises the Healthy Cities program.</p> <p>A motion was made by Commissioner Ramos and seconded by Commissioner Daniels to approve Agenda Item 6. Without further comment or objection, motion carried.</p>
7	<p>Approve Amendment No. A1 for Contract Number S1010 with Children’s Fund in the total amount of \$649,512 per year for Emergency Needs Program previously referred to as the Daily Referral/Voucher Program services for fiscal years 2013 – 2015 to remove restrictions on the use of store cards and add an additional two year extension for a total not to exceed amount of \$1,948,536. (Affected Districts: All) (Presenter: Mary Jaquish, Supervisor, 387-1512)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>A motion was made by Commissioner Ramos and seconded by Commissioner Ohikhuare to approve Agenda Item 7. Without further comment or objection, motion carried.</p>

Item No.	INFORMATION ITEM
8	<p>Receive information of First 5’s intent to continue providing the required program match for the San Bernardino County CARES Plus program for the fiscal years 2013/14 and 2014/15. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)</p>
9	<p>Receive information on First 5 San Bernardino’s Investing in Children Obesity Intervention Initiative.</p>

April 4, 2013

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	(Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502) Public Comment Kay Fangerow, City of Montclair; Beverly Speak, Kids Come First; Karen Westerbrook, SACHS Clinic.
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Public Comment None

Commissioner Roundtable None

Adjournment A motion was made by Commissioner Weinstein and seconded by Commissioner Egge to adjourn the meeting. Without further comment or objection, motion carried.

Next Commission Meeting at First 5 San Bernardino, 330 North D Street, Fifth Floor, San Bernardino, CA 92415 May 15, 2013 **(PLEASE NOTE DIFFERENT DATE AND LOCATION)**
1:00 p.m.
Budget Workshop
3:30 pm.
Commission Meeting

Attest

Linda Haugan, Chair

Ann M. Calkins, Commission Secretary
