



Minutes: Children and Families Commission Meeting

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

Meeting Location San Bernardino County Government Center
385 North Arrowhead Avenue
San Bernardino, California

Date, time, place Date: April 7, 2010 – Agenda 04-2010
Time: Chair Gonzales called the meeting to order at 3:40 p.m.
Place: Board of Supervisors Chambers

Pledge of Allegiance The Pledge of Allegiance was led by Chair Gonzales.

Attendees

Commissioners Present

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

Staff Present

- Karen Scott, Executive Director
- Cindy Faulkner, Operations Manager
- Stacy Scranton, Supervising Office Assistant
- Regina Coleman, Commission Counsel
- Debora Dickerson, Administrative Supervisor
- Inez Denson, Staff Analyst I
- LuCretia Dowdy, Office Assistant II
- Rosy Nichols, Communication and Resource Specialist
- Jeffrey Pontius, Staff Aide
- Ronnie Robinson, Staff Analyst

Report **SAVE THE DATE**
Budget Workshop for 2010/2011 set for May 7, 2010

STAFFING

With your approval today, we will be able to fill our 4 budgeted and currently vacant positions. Working with SB Co Human Resources we completed recruitment, reviewed and ranked applications, determined eligibility list and finally conducted interviews. Based on the results of those interviews we proudly announce the following recommendations:

Inez Denson from Staff Analyst I to Staff Analyst II

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Ms. Inez Denson has worked for First 5 San Bernardino as a Staff Analyst I since March 2009. Prior to joining First 5, Ms. Denson had child development experience as a teacher and Research Assistant in the education and community health sectors. Ms. Denson has demonstrated strength in providing exceptional contract monitoring particularly in the area of evaluation and outcome reporting. She has worked extensively with staff and Partner Agencies on program and evaluation design, software training, and the development of Requests for Proposals. Inez Denson holds Bachelor's and Master's degrees in Education.

Rosy Nichols from Communications and Resource Specialist to Staff Analyst II

Ms. Rosy Nichols has worked for First 5 San Bernardino as a Communications and Resource Specialist since June 2008. Prior to her work with First 5, Rosy has experience with media and community events through her work as a Marketing Coordinator and later a Public Affairs Manager. Ms. Nichols has demonstrated strength in working community engagement and community outreach. She has been instrumental in improving the entire sponsorship process for First 5, updating policy and procedures and has similar experience related to mini-grant development and other community events. Rosy Nichols holds a Bachelor's degree in Journalism/Public Relations from Biola University.

Jeffrey Pontius from Staff Aide to Staff Analyst I

Mr. Jeffrey Pontius has been a Staff Aide with First 5 San Bernardino since January 2004. Prior to joining the First 5 team, Mr. Pontius gained experience as a Public Service Employee (PSE) and Program Specialist Tech for San Bernardino County Human Services departments. Jeffrey has excelled in his work with First 5, while also showing great motivation and initiative to increase his level of responsibilities, including analyzing legislation and initiatives, developing organizational analysis reports, writing policies and procedures, reviewing contract budgets, and drafting and monitoring contracts for performance and adherence. Mr. Pontius possesses a Bachelor's degree in Consumer and Family Economics.

Our last selection is a new recruit to the First 5 team.

Julie Burnette recommended for the position of Staff Analyst I.

Ms. Julie Burnette has nearly 10 years of experience working with community based organizations. She has extensive experience preparing and administering program contracts and budgets, conducting financial planning and analysis, creating outcome based reporting systems, developing requests for proposals, and participating in community outreach campaigns. Ms. Burnette holds a Bachelor's degree in Health Science Administration and Planning and a Master's Degree in Health Services Administration.

Congratulations to each of these recommended candidates and thank you Commissioners for your consideration as we work to ensure a complete and well functioning team.

Once the dust settles, we will determine what vacancies are created with the internal promotions and how we best plan to fill the holes for maximum efficiency.

CORNER HIGHLIGHTS

James Kim - Accountant I

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ADVISORY COMMITTEE

Next meeting, May 20th, F5 office from 4 – 5:30 pm Chaired by Commissioner Egge. Work will continue on revision of the Strategic Plan and development of Special Needs initiative.

FUNDING OPPORTUNITIES

Today at the workshop, we provided an update on the Desired Results RFP related to proposals received and timeline amendments.

Regarding our DBH and F5 – SART RFP – the selection to be recommended has been made and we are in the midst of contract negotiations. We will bring this recommendation forward for approval in June 2010.

RFQ for Sustainability Facilitator – Letters to those not selected were sent out on April 2nd. The recommended selection will be brought forth to the commission for approval in May 2010.

At the May 2010 Commission meeting we will bring forward plans related to the release of the first Community Investment funding opportunities for 2010-2011. At the budget workshop, we will determine what amount can be released to support these innovative projects and we'll move forward with contract start dates beginning in September 2010.

FIRST 5 UPDATES

Southern Regional meeting is set for April 16th in Los Angeles.

The State Association meeting will be held in Sacramento on Tuesday, April 20th and the State Commission meeting is set for Wednesday, April 21st also in Sacramento. Budget and Fiscal Review Committee that included a hearing on the Governor's proposal to put Prop 10 on the June ballot.

Consent

A motion was made by Commissioner Valenzuela and seconded by Commissioner Ohikhuare to approve the following consent items:

Item No.	CONSENT ITEMS
1	Approve minutes of March 3, 2010 Commission Meeting
2	A. Approve employment contracts for two Children and Families Commission Staff Analyst II positions for the County of San Bernardino at a rate of \$26.08 per hour plus benefits, effective May 8, 2010. i. Inez Denson ii. Rosy Nichols B. Approve employment contract with Jeffrey Pontius, Staff Analyst I for the Children and Families Commission for the County of San Bernardino, at a rate of \$24.25 per hour plus benefits, effective May 8, 2010. C. Approve employment contract with Julie Burnette, Staff Analyst I for the Children and Families Commission for the County of San Bernardino, at a rate of \$22.51 per hour plus benefits, effective May 8, 2010. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)

Item No.	DISCUSSION ITEMS
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3	<p>Approve Fifth Amended MOU Agreement between the County of San Bernardino and Children and Families Commission for San Bernardino County to add Section 3.13 for the retention of County Central Collections Department services to be utilized in the collection of monies owed to the Commission (Affected Districts: All) (Presenter: Debora Dickerson, Administrative Supervisor, 387-1505)</p> <p>A motion was made by Commissioner Haugan and seconded by Commissioner Valenzuela to approve Item 3. With Commissioner Egge absent and without further comment or objection, motion carried.</p>
4	<p>Approve amendment no. 5 of CFC SB 02-03 Contracting Authority Policy to amend policy language and authorized expenditure amount as follows: A. Remove the term "Administrative Manager" and replace with "Operations Manager." B. Increase the Operations Manager's authorized expenditure amount of \$1000 to \$10,000 for the acquisition of goods, supplies and services necessary for the efficient operation of First 5 San Bernardino. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)</p> <p>A motion was made by Commissioner White and seconded by Commissioner Valenzuela to approve Item 4. With Commissioner Egge absent and without further comment or objection, motion carried.</p>

**Public
Comment**

Dave Stuart, Executive Director for Hearts and Lives, thanked the Commission for their continuing support.

**Commissioner
Roundtable**

None

Adjournment

A motion was made by Commissioner Valenzuela and seconded by Commissioner Daniels to adjourn. Without further comment or objection and with Commissioner Egge absent, Chair Gonzales adjourned the meeting at 4:19 p.m.

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**Next
Commission
Meetings**

BUDGET WORKSHOP

Date: May 5, 2010

Time: Noon to 3:00 p.m.

**Place: San Bernardino County Government Center
385 North Arrowhead Avenue, CITRUS ROOM, FIFTH FLOOR
San Bernardino**

★★★★★

REGULARLY SCHEDULED COMMISSION MEETING

Date: May 5, 2010

Time: 3:30 p.m.

**Place: San Bernardino County Government Center
385 North Arrowhead Avenue, BOARD CHAMBERS
San Bernardino**

Attest

Josie Gonzales, Chair

Staci Scranton, Supervising Office Assistant
