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## Advisory Committee POLICY

Approved:



Bill Postmus, Chair

### PURPOSE

In accordance with Section 130145 of the California Children and Families Act of 1998, each County Commission is required to establish at least one advisory committee to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the Act.

The function of an Advisory Committee is to provide expertise, advice and assistance to the Commission, staff and service agencies so to enhance the capacity, accessibility and quality of the services for children prenatal through age five and their families. The Committee is designed to be advisory in nature and does not directly establish program policy.

### POLICY

1. The Advisory Committee shall provide expertise, advice and assistance to the Commission, staff and service agencies to enhance the capacity, accessibility and quality of the First 5 San Bernardino program.
2. The Advisory Committee shall be advisory in nature and shall not directly establish program policy.
3. The Advisory Committee shall be comprised of representatives reflecting multiple interests and the ethnic, cultural and geographic diversity of the County.
4. The Advisory Committee shall periodically review the strategic plan to ensure its viability and effectiveness and, as necessary, recommend changes to the plan or to the program for consideration by the Commission.
5. Advisory Committee members must disclose any personal economic interest in a matter under consideration and shall abstain from participating, in any manner, in decisions in which they have a conflict of interest.

### Amplification

The involvement of technical experts and community representatives is essential to ensure program services are both effective and resourceful in order to maximize the program's impact in improving the lives of children, prenatal through age five, and their families throughout the County.

The Advisory Committee will provide the professional and community input essential to the decision making process of the Commission.

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**Amplification**  
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The Advisory Committee can contribute to the program in the following ways:

- Provide professional and technical expertise and support
- Provide information regarding current research and best practices
- Assist in identifying and obtaining quantitative data for indicators
- Provide input into evaluation activities
- Facilitate integration of services and collaboration
- Identify leveraging opportunities
- Assist in the procurement process and the evaluation of proposals
- Review the five-year financial plan
- Conduct periodic reviews and projections of the Strategic Plan
- Develop recommendations and amendments to the Strategic Plan
- Catalyze community collaboration;
- Promote an outcome based evaluation approach; and,
- Encourage community engagement and involvement.

**Representation**

The Advisory Committee shall be comprised of up to twenty-one members selected by the Commission.

Members may be selected from, but not limited to, the following areas of expertise:

- Parents, including Parents of Children with Special Needs
- Early Child Development
- Education
- Medical, Dental (child related)
- Alcohol, Tobacco and Other Drug Abuse Prevention
- Non-Profit Faith and Community Organizations (child related)
- Public Agencies (child related)
- Service Organizations
- Law Enforcement
- Arts Community
- Finance

In addition, members shall include the Director, or designator representative, of the following County of San Bernardino agencies:

- Children's Network,
- Children's Services Department,
- Preschool Services Department,
- Department of Public Health,
- Department of Behavioral Health,
- Superintendent of Schools

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**ADVISORY COMMITTEE  
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**Representation**  
*(continued)*

The selection of Committee members shall consider the potential member's knowledge in program development, management and evaluation; Community leadership and involvement and Experience with parenting, young children and families.

Advisory Committee members should reside or be employed in San Bernardino County and agree to fulfill the responsibilities and commitment of the position.

The Committee will reflect the ethnic, cultural and geographic diversity of the County.

The Commission shall also designate a Commissioner to serve as the chair for the Committee.

**Selection  
Process**

The Commission may select up to one half of the Advisory Committee members from the active participants of the Strategic Planning Community Advisory Teams, Technical Advisory Team and Integration Committee.

Additional appointments may be made through an application process. Announcements will be announced on First 5 San Bernardino's website and through local media.

**Term**

Each member of the Advisory Committee shall be appointed by the Commission for a term of two years.

Initial appointments will be staggered with one half of the appointees serving a two-year term and one half serving a three year term. Members may serve up to three consecutive terms and subsequently are eligible for reappointment after a two-year hiatus.

**Compensation**

Members shall not be compensated for their services, except for reimbursement of reasonable expenses or per diem for attending meetings and discharging responsibilities as authorized by the Commission.

**Commitment**

Membership on the Advisory Committee will require a commitment of time and effort. Members will be expected to:

- Attend scheduled and called Advisory Committee meetings;
- Keep updated on First 5 San Bernardino activities;
- Serve on working groups or ad hoc committees convened to perform specific tasks or develop specific recommendations for the Commission; and,
- Participate in regional forums or other public activities designed to provide community input or professional expertise to the community and the Commission.

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**Conflict of  
Interest**

Advisory Committee members may not use their position to influence decisions in which they have a financial interest.

Members will be required to disclose personal economic interest in a manner and format as specified by the Commission and shall not participate, in any manner, in any action or decision in which they have an interest.