

Minutes: Children and Families Commission Meeting

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

Meeting Date, Time and Location September 4, 2013
3:30 p.m.
Chair Haugan called the meeting to order at 3:30 p.m.
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

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
- 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
- Leslie Fountain, Media Specialist II

Report –
Karen E. Scott
Executive
Director

Next Commission Meeting Date

There was some discussion that the next scheduled meeting set for October 23 would have to be postponed and the posted agenda reflected that a new date would be determined. We have now recommitted to the original date – the next Commission meeting will be held here at the Covington Chambers at 3:30 p.m. on Wednesday, October 23.

Annual Audit

The audit is well on its way to completion. Although the auditors make their introduction in June, submit their list of files and documents to be inspected and begin their audit, there are many things that continue to occur before the process is complete.

Our agencies have until July 31 to submit their final invoices. First 5 Accounting team works on reviewing all last minute journal entries and verifying that accruals are correct and make adjustments to accruals as needed. The final report from FAS (Financial Accounting System) produced by SB County auditing division is completed and expected to be provided to First 5 any day now. This FAS action creates our trial balance. Once that is received, First 5 reviews for accuracy and incorporates the necessary information into the financial statements.

The auditors are scheduled to visit us next week and continue their work as required. We expect a draft of the audit in early October. The audit will be presented to the Commission and the public at the October 23 meeting.

Collections

As part of the audit we review our doubtful account to determine if we should create a receivable in our financial statements. The doubtful account is money that is owed to the Commission from agencies in past fiscal years. Prior to the end of 2010, agencies owed First 5 San Bernardino approximately \$1.6 million in monies not earned or accounted for as contracted over several years. Between 2009 and 2010, First 5 staff was able to collect more than \$1,400,000 of these monies owed.

In January 2011, First 5 contracted with San Bernardino County Collections Department and opened an account to collect the remaining \$121,861 on the behalf of the commission.

On August 29, First 5 staff met with the County Collections to determine the actions taken to date and the status of these accounts. During the discussion we determined there are several factors to consider before taking the next step:

- What is the statute of limitations for these types of contract accounts
- Is the agency still in existence
- Is it worth the cost to implement legal action

First 5 San Bernardino will continue to work with the Collections department in reviewing the feasibility of these outstanding accounts and bring a recommendation to the Commission for next fiscal year. We are advising the auditor that we do not wish to write-off any accounts this year.

Annual Report

This report is also on its way to completion. Elements of the annual financial audit must be included in the annual report, mainly the contract expenditures. At this point, First 5 staff is reviewing data collected for FY 2012/13 and preparing to format the upload into the State website by the due date of November 1. The annual report will be presented to you the Commission and the public at the

October 23 meeting.

Potter the Otter

Potter the Otter was a great hit with children teaching the virtues of drinking water, not sugar sweetened beverages. Of course, teaching children about healthy eating and physical exercise is also very important. We are pleased to announce that Potter the Otter is here with us today to unveil his new chapter.....**It's Picnic Day, Potter! Thank you, Potter!**

This month's ED report provides a glimpse into the planning and work being done related to ensuring our children are healthy; both physically and emotionally and ready to enter and succeed in school.

First 5 San Bernardino has several "Read Early, Read Aloud" early literacy and school readiness campaigns going on during the months of October and November. See page 2 for the **All Aboard the Reading Railroad** and **Read for the Record** events.

Looking beyond those first 5 years and shoring up our strategies to support success from "cradle to career" can ensure that our students are fully prepared for the future and our communities are best positioned to compete successfully in the global economy.

Happy "FALL" to all of our children and families and much success to all of our young learners, ages 0-5.

The leadership at the First 5 Association has completed its policy platform which guides their work in support of the Prop 10 mandate and the 58 county commissions.

The top priorities identified are:

- Quality Early Learning
- Strong Families
- Developmental Screening
- Oral Health
- Health Access

Take a look at page 3 and 4 to learn the strategies identified to support each priority in this policy platform. You'll see this again no doubt in the strategic planning work of our First 5 Advisory Committee.

Relocation Update

We have reviewed and tentatively confirmed the tenant improvements as outlined in the approved lease agreement with Three Carnegie Plaza, c/o Glenborough, LLC. Final approval, replete with "schematics" will be done tomorrow.

Related to the tenant improvements, there was an issue with the original carpet being no longer available to patch the few areas of reconstruction. We are selecting "coordinating" carpet for these areas and the cost falls within our budget. We have met several times with the selected furniture vendor, Goforth and Marti and expect to have a pricing quote and layout with color schemes in the next few days. The timeline for ordering furniture is critical as it can take as long as 60 days and we are now within that period to meet a November 1 move in date.

The elephant in the room is the ISD work. We have met several times with the County ISD folks and await a scope of work and pricing quote for our IT needs based on what we shared with them.

One thing we did not plan on in ISD cost is that our current phone system is not “portable” and is no longer supported by the manufacturer making us in need of a new telephone system. We will not be able to keep our same telephone numbers as our new office is in a different zone. The County of San Bernardino is moving to a phone system called Voice Over IP, which is Internet based. According to preliminary discussions, our operation would require 3 new data switches at a cost of \$30,000; new telephones at a cost of \$15,000 and other costs for such things as updating circuits, cabling, guest wireless support and overhead paging, bringing the total to approximately \$90,000 for the telephone system alone.

We do anticipate being able to work this into our currently approved budget and will report back with specifics at the October 23rd Commission meeting.

In all of this, I would like to extend a very special thank you to our Supervising Office Assistant, Staci Scranton who is unbelievably knowledgeable and has been incredibly helpful on coordinating needs, estimating costs, providing alternative solutions and otherwise holding all of this together! Thank you, Staci.

And to Debora Sims, our fiscal manager, “also known as Scrooge”, thank you for keeping us on target, which is never needed more than a project like this one! Thanks, Debora!

Changes to Agenda

No changes.

Consent

A motion was made by Commissioner Egge 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 August 7, 2013 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 Amanda Ferguson, Staff Analyst II, for an annual cost of \$77,871 (\$54,455 Salary, \$23,416 Benefits), effective September 21, 2013. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)

Item No.	DISCUSSION ITEMS
3	Approve Contract HW053 with Loma Linda University Medical Center for an amount not to exceed \$864,593 for Fiscal Years 2013-2015 for a two year Perinatal Telehealth Program serving the High Desert and Morongo Basin to improve birth outcomes, commencing September 5, 2013. (Affected Districts: All) (Presenter: Bobbi Albano, Staff Analyst II, 387-1511) <u>Discussion</u> Commissioner Daniels asked if Morongo Basin, Twentynine Palms and surrounding areas were included. Ms. Albano confirmed they were included.

	<p>Supervisor Ramos stated he was pleased that these areas were included in this item.</p> <p><u>Public Comment</u> None</p> <p>A motion was made by Commissioner Ramos and seconded by Commissioner Daniels to approve Agenda Item 3. Without further comment or objection, motion carried.</p>
<p>4</p>	<p>Approve Contract with Prevent Child Abuse California (PCA CA) in the amount of \$80,200 in matching funds for four (4) AmeriCorps service member positions to provide school readiness services for Fiscal Year 2013-2014. (Affected Districts: All) (Presenter: Mary Alvarez, Staff Analyst II, 387-1508)</p> <p><u>Discussion</u> Commissioner Hill inquired if AmeriCorps personnel are placed at sites of greatest need. Ms. Alvarez answered yes, and that preliminary conversations recently took place with Preschool Services to identify sites with the largest need.</p> <p><u>Public Comment</u> None</p> <p>A motion was made by Commissioner Weinstein and seconded by Commissioner Ramos to approve Agenda Item 4. Without further comment or objection, motion carried.</p>

Item No.	INFORMATION ITEM
<p>5</p>	<p>Receive report findings on Breastfeeding Practice Comparisons between Riverside and San Bernardino Counties. (Affected Districts: All) (Presenter: Karen E. Scott, Executive Director, 387-1502)</p> <p><u>Discussion</u> Ms. Scott introduced Dr. Janet Kottke and Colby Hilken from the University of California, San Bernardino who prepared the above noted report and discussed the findings with the Commission.</p> <p>Commissioner Weinstein stated that the obstetrician instead of the pediatrician has the most breast-feeding influence on mothers for the first nine months. Pediatricians do strongly support breast-feeding and it is part of their policy, nationally and locally. Commissioner Weinstein noted on the list prepared by the students the absence of data for San Antonio Community Hospital and Kaiser Permanente Hospitals as being Baby Friendly hospitals. Commissioner Weinstein stated if materials are going to be produced for distribution for doctors to hand out to patients, he suggested also distributing these materials to pediatricians, as well.</p> <p>Mr. Hilken stated his group did not contact many obstetricians for the report and focused more on hospitals, however, they did speak to lactation specialists.</p> <p>Commissioner Hill thanked Mr. Hilken and Dr. Kottke for the report and asked if this information was shared with any hospitals in Riverside and San Bernardino County and if any feedback was received. Ms. Scott answered that this information will most likely be disseminated by First 5 through our collaboratives</p>

	<p>and partnerships with, for example, the Childhood Obesity Task Force and Breastfeeding Coalition.</p> <p>Commissioner Egge stated she had read the report and noted there are more incentives for mothers to breastfeed in Riverside County. Commissioner Egge asked if there are more WIC recipients in San Bernardino County than Riverside. More purchases of formula are seen in San Bernardino County than Riverside, as well. This information will be used to help guide other discussions, planning efforts and other implementation of projects to support breast-feeding.</p>
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Public Comment Gary Madden, United Way 2-1-1; Mari Ulate, United Way 2-1-1

Commissioner Roundtable None

Adjournment A motion was made by Commissioner Daniels and seconded by Commissioner Egge to adjourn the meeting. Without further comment or objection, meeting adjourned at 4:17 p.m.

»»NOTE: MEETING IN OCTOBER FALLS ON FOURTH WEDNESDAY ««

Next Commission Meeting October 23, 2013 - 3:30 p.m.
 County of San Bernardino Government Center, Covington Chambers
 385 North Arrowhead Avenue, San Bernardino, CA 92415

Attest

 Linda Haugan, Chair

 Ann M. Calkins, Commission Secretary