

Minutes: Children and Families Commission Meeting

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

Meeting Date, Time and Location October 23, 2013
3:30 p.m.
Commissioner Daniels 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 Commissioner Daniels

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
- Margaret Hill
- James Ramos
- Elliot Weinstein, M.D.

Staff Present

- Karen E. Scott, Executive Director
- Cindy Faulkner, Operations Manager
- Ann M. Calkins, Executive Assistant
- Mary Jaquish, Supervisor
- Debora Dickerson-Sims, Administrative Supervisor II
- Staci Scranton, Supervising Office Assistant
- Scott McGrath, Supervisor
- William Kariuki, Staff Analyst II
- Leslie Fountain, Media Specialist II
- Chrystina Smith-Rasshan, Staff Analyst II

October 23, 2013

Page 2 of 6

Report –
Karen E. Scott
Executive
Director

It's Our Birthday!

At our next Commission meeting, on Wednesday, November 6, we are celebrating 15 years since the passage of Proposition 10 which created the Children and Families Commissions.

At our Anniversary Celebration, you will enjoy a story map presentation highlighting a myriad of milestones for First 5 San Bernardino

We are looking forward to hearing from some very special guests including:

- John Michaelson, former SB County CAO and First 5 Commissioner
- Kent Paxton, former Children's Network Officer
- Supervisor Josie Gonzales, former Chair of the Board, 5th District Supervisor and former First 5 San Bernardino Chair
- Dr. Guillermo Valenzuela, Health Director for Women's Health at ARMC, former and longest standing First 5 Commissioner

They will provide some historical accounts and perspectives of the formation of First 5 San Bernardino – a look at the past and future!

An anniversary edition of the Executive Director's report will include a highlight of accomplishments and outcomes achieved over the past 15 years for the children and families of San Bernardino County – only possible through the dedication and commitment of all First 5 Commissioners operating in that role, and the support, collaboration and cooperation of our Board of Supervisors, elected officials, City, County and other government, education and health care partners, nonprofit and faith-based agencies, the community, past and present First 5 staff and most importantly - *Proposition 10 Funding*.

Children's Network

Children's Network was created to identify gaps and overlaps in services and help set priorities for interagency projects. Their overall goal is to help at-risk children by improving communication, planning, coordination, and cooperation among youth-serving agencies.

Congratulations to Amy Cousineau and the Children's Network staff on the success of their 27th annual conference of which First 5 San Bernardino is a major sponsor. The event was held on September 18 and 19 at the Ontario Convention Center. There were many wonderful workshops designed to support learning opportunities and networking. Two very impressive keynote speakers reminded us of the importance of addressing negative impacts on children such as with child abuse, embracing adversity and believing in the possibilities.

Grand Jury

On October 11, I received a lovely note from Kristin Atkinson, member of the 2013-2014 San Bernardino County Grand Jury, thanking us for giving them an overview of our services and an opportunity to learn the mechanics of our operations stemming from a visit of several Grand Jury members to the First 5 office on September 10.

Annual Audit

It's an awesome day when I can report that our annual audit has been completed and we have no findings! This is Agenda Item 4 on today's discussion calendar.

Annual Report

We are very proud that this task has been completed ahead of schedule this year. We can actually transmit the report to the State a week early! The required public hearing presentation is Agenda Item 5 on today's calendar.

This month's ED report provides a glimpse into the early literacy projects going on during the months of October and November.

Page 4 is particularly special to me as that little guy shown is my 4 year old grandson, Jayden. I, off course shared the new "hot off the press" Potter story, "It's Picnic Day, Potter" with Jayden. As we were talking about the important concepts in the Potter series, I asked Jayden if he knew what an otter was? He looked up at me with such confidence in his face and said very matter-of-factly.....it's, it's, it's a SEA RAT!!! I will treasure that memory for a lifetime!

I think a comment by Ann Hayes, senior vice president of Scholastic National, and a partner in the Potter the Otter series, sums up these kinds of opportunities very well. She said "The lessons that children and families draw from reading and talking together can have a powerful influence on the lives of young children!" Oh, so true!

Put on your running shoes!

On Page 3, you will find the flyer for an upcoming 5K Walk Run event. Since the inception of First 5 San Bernardino's Capacity Building Academy in 2010, the Commission has provided an opportunity for service providers to strengthen their own organizations to ensure that our County has a sustainable system of services to meet the needs of children.

As a result of the Capacity Building Academy, alumni associations were created among graduates from 2010 and 2011. They shared a vision of continued efforts to build capacity together. In 2013, the alumni officially established the Inland Empire Community Collaborative (IECC)." The vision of the IECC is that San Bernardino County Nonprofits are innovative, resource rich, and able to meet the needs of the residents that reside in our County.

The IECC is offering its first fundraising event, a 5K Walk/Run to be held on Saturday, November 16 in Ontario. It coincidentally supports the goals of "healthy living" by getting out and moving. We hope to see you all support this Community Collaborative enabling our nonprofits to be stronger in this County.

Relocation Update

Through Agenda Item 7, I will share with you one of our challenges, but all in all, everything has moved along pretty well. Construction is about complete. Carpet, office furniture, and technological equipment has all been ordered and is expected to be installed beginning on Friday, November 1. We are packing up our office at 'D' Street and expect to begin transitioning to the new office beginning November 18.

We will work on a few other items like artwork, exterior signage and security badge access in the next few weeks, but I'm proud to report that we are on target and costs remain within the approved budget for this relocation.

**Changes to
Agenda**

Consent Item 1 was originally posted as "Approve minutes of August 7, 2013."
Should read "Approve minutes of September 4, 2013."

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

Item No.	CONSENT ITEMS
1	Approve minutes of September 4, 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 Ofelia Pettengill, Office Assistant II, for an annual cost of \$40,497 (\$26,749 Salary, \$13,748 Benefits), effective November 16, 2013. (Presenter: Karen E. Scott, Executive Director, 387-1502)
3	Approve employment contract between the County of San Bernardino, Children and Families Commission, and Jennie Randolph, Accountant III, for an annual cost of \$77,572 (\$54,246 Salary, \$23,326 Benefits), effective November 16, 2013. (Presenter: Karen E. Scott, Executive Director, 387-1502)

Item No.	DISCUSSION ITEMS
4	Conduct public hearing of the Children and Families Commission for San Bernardino County Annual Audit for Fiscal Year 2012-13. (Presenter: Debora Dickerson, Administrative Supervisor II, 387-1505) The Public Hearing was conducted. No public comments were presented on this item.
5	Conduct public hearing of the Children and Families Commission for San Bernardino County Annual Report for Fiscal Year 2012-13. (Presenter: Scott McGrath, Supervisor, 387-1524) The Public Hearing was conducted. No public comments were presented on this item.
6	Approve Amendment A1 to Contract EC007 with San Bernardino County Preschool Services (PSD) to allow advance payments in second and third year of contract. (Presenter: Karen Scott, Executive Director, 387-1502) <u>Discussion</u> General discussion ensued among commissioners to ensure that continued federal funding for PSD is not jeopardized and that they successfully continue to provide preschool services for First 5's children out of the Federal programs. Ms. Scott reiterated that repayment of the advance would occur over an 8-month period in FY 2013-14 by withholding from monthly reimbursements. This contract amendment does not change or increase the original amount approved by the Commission for Contract EC007. Supervisor Ramos and Commissioner Egge suggested that a policy be established for this type of procedure. Ms. Scott said she would ask the Advisory Committee to look into this. <u>Public Comment</u> Diana Alexander, Director of Preschool Services explained that after a recent review of their contract and the way it was written it slightly forced them into a position of using Federal dollars to cover the payment for the cost of the First 5 program. Most of the Head Start programs across the country are either in a non-

	<p>profit-type structure or they are under Community Action Partnership where they have the ability to fundraise or have the capability to take monies from different budgets to pay for something and then put it back. Since Preschool Services is under a county structure, they are not permitted to do these things (fundraise, etc). Income comes from Federal and State funds and from programs they collaborate with (i.e., First 5).</p> <p>During a recent audit, it was brought to PSD’s attention that they needed to be careful and ensure Federal funds would not be used to pay for non-Federal programs because it would jeopardize receipt of their entire Federal grant. Preschool Services then contacted First 5 to request and allow advance payments due to the uniqueness of PSD’s structure.</p> <p>Ms. Alexander reiterated that Preschool Services does have the ability to pay back the advance on a monthly basis.</p> <p>A motion was made by Commissioner Weinstein and seconded by Commissioner Ramos to approve Agenda Item 5. Without further comment or objection, motion carried.</p>
--	--

Item No.	INFORMATION ITEM
7	<p>Receive information about extension of lease and rent costs for November 2013 (Presenter: Karen E. Scott, Executive Director, 387-1502)</p> <p>Commissioner Hill asked Ms. Scott that, in light of First 5 moving to a new office, were there things that came up that should have been done differently or are things falling into place? Ms. Scott answered everything is falling into place, construction is on target and First 5 is scheduled to take control of the new premises on November 1. The only outstanding issue was the unforeseen IT costs which was reported to the Commission by Ms. Scott at last month’s meeting. First 5 has done a great job in absorbing those costs within the budget approved by the Commission.</p>

Public Comment None

Commissioner Roundtable Commissioner Hill shared that she had to leave Kathy Estes’s “Understanding the Culture of Poverty” presentation on October 10 early because she was not feeling well.

Adjournment A motion was made by Commissioner Egge and seconded by Commissioner Hill to adjourn the meeting. Without further comment or objection, meeting adjourned at 4:18 p.m.

First 5 San Bernardino 15-year Anniversary Celebration and

Commission Meeting

Next Commission Meeting

November 6, 2013 - 3:30 p.m.
County of San Bernardino Government Center, Covington Chambers
385 North Arrowhead Avenue, San Bernardino, CA 92415

Attest

Chair Linda Haugan

Commissioner Mark Daniels

Ann M. Calkins, Commission Secretary
