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Minutes: Children and Families Commission Meeting

735 East Carnegie Drive, Suite 150, San Bernardino, California 92408

Meeting Date, Time and Location November 4, 2015
3:30 p.m.
Vice Chair Ohikhuare called the meeting to order at 3:36 p.m.

Pledge of Allegiance The Pledge of Allegiance was led by Vice Chair Ohikhuare

Special Presentation None

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

- Margaret Hill
- Maxwell Ohikhuare, M.D.
- Ron Powell
- Paul Vargas
- Elliot Weinstein, M.D.

Staff Present

- Karen E. Scott, Executive Director
- Cindy Faulkner, Operations Manager
- Ann M. Calkins, Executive Assistant
- Staci Scranton, Supervising Office Assistant
- Mary Jaquish, Supervisor
- Scott McGrath, Supervisor
- Sophie Akins, Commission Counsel
- Chrystina Smith-Rasshan, Staff Analyst II
- Ronnie Thomas, Staff Analyst II
- Leslie Fountain, Media Specialist II
- Ronnie Thomas, Staff Analyst II

**Report –
Margaret Hill
Advisory
Committee
Chair**

The group met on October 22nd and discussed preliminary considerations of initiatives from a “systems approach”.

They will meet again at 11:30 a.m. on January 21, 2016 at First 5.

**Report –
Karen E. Scott
Executive
Director**

ROAR – “Reach Out and Read – Explore the Possibilities”

The kick-off for this initiative, in partnership with the local chapter of the American Academy of Pediatrics, is Thursday, November 5. F5SB will host a dinner for 35 interested pediatricians. Pediatricians will be guided through the process of joining this national initiative, collecting and reporting data and changing the lives of their patients. F5SB staff have been working closely with Dr. Edward Curry and Dr. Tomas Torices, who have been instrumental in helping launch this event.

ROAR has the potential to improve 3rd grade literacy competencies for the children in our County. Employing this research based strategy, being delivered by the child’s pediatrician, one of the most trusted sources of care and advice for families, local pediatricians will give each of their young patients a new book at each well-baby checkup visit, beginning at 6 months of age. Valuable supportive and coaching resource information will also be shared with parents at these visits.

F5SB hopes that ROAR & Explore the Possibilities is heard all over the County – with all local pediatric and family physicians and clinics, schools, libraries, Preschool Services, Housing Authority, early childhood education partners and most of all – parents.

Save the Dates:

Wednesday, January 6, 2016 – Program/Budget Workshop from 1 p.m. – 3 p.m. and the regularly scheduled Commission meeting beginning at 3:30 p.m.

Friday, January 8, 2016 - a co-sponsored Policy Breakfast at California State University, San Bernardino from 7:30 a.m. – 10 a.m. hosted by the Child Care Resource Center and F5SB. Senator Connie Leyva will deliver an address on State Policy and the Women’s Caucus on Child Care. Camille Maben, Executive Director for First 5 California, will address the Early Childhood Agenda. Over 200 attendees are expected. Commissioners are invited.

**Changes to
the Agenda**

None

Consent

A motion was made by Commissioner Weinstein and seconded by Commissioner Hill to approve the Consent Item. With Commissioners Gonzales and Haugan absent, and without further comment or objection, motion carried by unanimous vote.

Item No.	CONSENT
1	Approve minutes of October 7, 2015 Commission Meeting (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)
2	Approve Amended Minutes of September 2, 2015 (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)

Item No.	DISCUSSION
3	<p>Conduct Public Hearing of the Children and Families Commission for San Bernardino County Annual Report for Fiscal Year 2014-2015. (Presenter: Scott McGrath, Supervisor, 252-4259)</p> <p>Commissioner Vargas expressed his appreciation for the excellent work done by staff.</p> <p>Commissioner Hill asked what impact First 5 has in remote areas. Mr. McGrath answered that a contract through the "Save The Children" organization addresses the early care and education needs of the remote areas.</p> <p>The Public Hearing was conducted. No comments were presented on this item.</p>
4	<p>Conduct Public Hearing for the Children and Families Commission of San Bernardino County Annual Audit for Fiscal Year 2014-2015. (Presenter: Jennie Randolph, Accountant III, 252-4271)</p> <p>Jennie Randolph, Accountant III for First 5 San Bernardino introduced David Showalter from Vavrinek, Trine, Day and Co., LLP who presented to the Commission the following finding. Correction action for the finding and target date for implementation is listed below:</p> <p>Finding 2015-001: Conflict of Interest Policy Criteria: <i>Per the Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act, the County commissions must adopt, for commission members, conflict-of-interest policies that are consistent with applicable state law. The Commission has adopted a Conflict of Interest Policy in accordance with the Political Reform Act, Government Code Section 81000, et seq., which requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest Code. According to the regulation, all persons assuming designated positions shall file statements within 30 days after assuming the designated positions.</i></p> <p>Finding: <i>One of the Commissioners did not timely file the Form 700 in accordance with the Commission's Conflict of Interest Policy.</i></p> <p>Corrective Action: <i>The Commission will calendar a date to send out reminders annually to give enough time for filers to complete the Form 700 by April 1st as required. In addition, a checklist will be created that will include the name and date each form is received and will be signed by the Executive Director when all forms have been received. When new Commissioners come into office a Form 700 will be given immediately and collected during the new Commissioner orientation which will occur within 30 days of service.</i></p> <p>Target Date for Implementation: <i>January 2016.</i></p>

	The Public Hearing was conducted. No public comments were presented on this item.
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Item No.	INFORMATION
5	Receive information regarding Phase 2 of the application for the First 5 IMPACT (Improve and Maximize Programs so All Children Thrive) Program, a First 5 California Quality Rating and Improvement System (QRIS) collaborative and funding opportunity for Fiscal Years 2015-2016 through 2019-2020. (Presenter: Chrystina Smith-Rasshan, Staff Analyst II, 252-4267)

Public Comment None

Commissioner Roundtable
Commissioner Hill reported that the Fourth Annual Community Gathering of Excellence will be held on Tuesday, November 10, 2015 at the National Orange Show in San Bernardino. This is a free information gathering session for the public hosted by San Bernardino City Unified School District and runs from 8:00 a.m. to noon.

Adjournment
A motion was made by Commissioner Powell and seconded by Vargas to adjourn. With Commissioners Gonzales and Haugan absent and without further comment or objection, the meeting adjourned at 4:20 p.m.

Future meetings at First 5 San Bernardino

NO COMMISSION MEETING IN DECEMBER

**Commission Meeting
January 6, 2016
3:30 p.m. – 5:00 p.m.**

Attest

Maxwell Ohikhuare, M.D., Vice Chair

Ann M. Calkins, Commission Clerk
