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## Minutes: Children and Families Commission Meeting

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

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**Meeting Date, Time and Location**     January 6, 2016  
3:30 p.m.  
Chair Haugan called the meeting to order at 3:35 p.m.

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**Pledge of Allegiance**                     The Pledge of Allegiance was led by Chair Haugan

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**Special Presentation**                     None

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**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.

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### Attendees

#### Commissioners Present

- Linda Haugan
- 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
- Ronnie Thomas, Staff Analyst II
- Leslie Fountain, Media Specialist II
- RuthAnn Martinez, Staff Analyst II

- Amanda Ferguson, Staff Analyst II
- William Kariuki, Staff Analyst II
- Ronnie Thomas, Staff Analyst II
- Jeffrey Pontius, Staff Analyst II

**Report –  
Margaret Hill  
Advisory  
Committee  
Chair**

The next Advisory Committee Meeting is scheduled for Thursday, January 21, 2016 at 11:30 a.m. at this location.

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

**Happy New Year and Save the Dates**

January 8: “Policy Breakfast: Status Report for Early Childhood in San Bernardino County”, 7:30 to 10:00 a.m. at University of California, San Bernardino - Santos Manuel Event Center.

February 3: “Commission Operations and Budget Workshop”, 1:00 to 5:00 p.m. at First 5 San Bernardino – Review and discuss Commission policies and procedures, program requirements with the State, development of initiatives, funding strategies, budget recommendations, long term financial plan development, etc.

**Changes to  
the Agenda**

Executive Director Karen Scott announced that Item 7 was pulled from the agenda.

**Consent**

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

Item No.	CONSENT
1	Approve minutes of November 4, 2015 Commission Meeting (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)

Item No.	DISCUSSION
2	<p>Elect Chair and Vice-Chair for the Children and Families Commission of San Bernardino County. (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> <p>A nomination for Linda Haugan to continue as Chair was received from the floor. Linda Haugan accepted the nomination.</p> <p>A nomination for Dr. Ohikhuare to continue as Vice-Chair was received from the floor. Dr. Ohikhuare accepted the nomination.</p> <p>A motion was made by Commissioner Vargas and seconded by Commissioner Weinstein to close the nominations.</p>

	<p>As no further nominations were received from the floor, the nominations were closed and the slate was put to a vote. Without further comment or objection, the slate was elected by a unanimous vote.</p>
3	<p>Elect Chair for the First 5 San Bernardino Advisory Committee.                  (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> <p>A nomination for Margaret Hill to continue as Advisory Committee Chair was received from the floor. Margaret Hill accepted the nomination. A motion was made by Commissioner Vargas and seconded by Commissioner Ohikhuare to close the nominations.</p> <p>As no further nominations were received from the floor, the nominations were closed and the slate was put to a vote. Without further comment or objection, the slate was elected by a unanimous vote.</p>
4	<p>Approve First 5 San Bernardino's (F5SB) support of the Reach Out and Read Program in partnership with American Academy of Pediatrics, California Chapter 2 to provide books for pediatricians to distribute during well-child check-ups for children 0-5 years in the total amount of \$250,000 for Fiscal Years 2015-2017.                  (Presenter: Ruth Ann Martinez, Staff Analyst II, 252-4264)</p> <p><b><u>Discussion</u></b>                  Commissioner Weinstein and Vice Chair Ohikhuare applauded First 5's efforts to work with the American Academy of Pediatrics to get this program underway and are pleased to see it fits in well with the Countywide Vision. They hope to see this program working many years after First 5's initial monetary contribution and take pride in learning that other First 5's statewide are exploring this opportunity in their respective counties. Commissioner Hill asked if, in addition to English and Spanish books, Asian books will be made available as well. Mary Jaquish, First 5 Supervisor, answered that each provider can order books as needed for their respective counties ethnic population. To answer Commissioner Powell's questions, Ms. Jaquish stated 4400 books are available at this time for distribution and the pediatricians themselves can select the books.</p> <p><b><u>Public Comment</u></b>                  None</p> <p>A motion was made by Commissioner Weinstein and seconded by Commissioner Ohikhuare to approve Agenda Item 4. With Commissioner Gonzales absent and without further comment or objection, motion carried by unanimous vote.</p>
5	<p>Approve and authorize issuance of a Request for Qualifications for an Auditor (RFQ 16-01) to conduct and prepare an annual audit and report of First 5 San Bernardino's financial statements for Fiscal Years 2015-2016, 2016-2017, 2017-2018.                  (Presenter: Debora Dickerson-Sims, Administrative Supervisor II, 252-4269)</p> <p><b><u>Discussion</u></b>                  None</p> <p><b><u>Public Comment</u></b>                  None</p> <p>A motion was made by Commissioner Powell and seconded by Commissioner Vargas to approve Agenda Item 5. With Commissioner Gonzales absent and without further comment or objection, motion carried by unanimous vote.</p>

6	<p>Approve Amendment A1 to Contract IC027 with VIVA Strategy + Communications for strategic consultation services to support implementation of the County's Quality Rating Improvement System (QRIS) as follows:</p> <p style="padding-left: 40px;">A. Increase amount by \$173,040 for Fiscal Years 2015-2016 for a total contract amount of \$280,120 and a cumulative contract amount of \$323,295 from Fiscal Years 2014-2015 through 2015-2016.</p> <p>(Presenter: Cindy Faulkner, Operations Manager, 252-4253)</p> <p><b><u>Discussion</u></b>          Karen Scott, Executive Director, gave a brief QRIS overview.</p> <p><b><u>Public Comment</u></b>          None</p> <p>A motion was made by Commissioner Hill and seconded by Commissioner Vargas to approve Agenda Item 6. With Commissioner Gonzales absent and without further comment or objection, motion carried by unanimous vote.</p>
7	<p>Authorize staff to prepare a recommendation for Commission response for children ages 0-5, directly or indirectly affected by the December 2, 2015 tragedy in San Bernardino County as follows:</p> <p style="padding-left: 40px;">A. Formulate recommendation by exploring the unique need and engaging existing stakeholders and present recommendation at future Commission meeting; and</p> <p style="padding-left: 40px;">B. Authorize funding not to exceed \$25,000 for a multi-media support campaign.</p> <p>(Presenter: Scott McGrath, Supervisor, 252-4259)</p> <p><b>ITEM 7 PULLED FROM AGENDA</b></p>

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**Public Comment**      None

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**Commissioner Roundtable**      Commissioner Hill stated she appreciates the good work First 5 continues to do, however, suggests staff look into a mechanism to disseminate First 5 information to the locals schools and community in general.

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

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**Future  
meetings at  
First 5 San  
Bernardino**

In lieu of a regular Commission Meeting on February 3, 2016, the Commission will participate in the following strategic workshops:

1:00 p.m. to 3:00 p.m.    Operations/Pre-Budget

3:30 p.m. to 5:00 p.m.    Initiatives/Pre-Budget

The next scheduled Commission Meeting is March 2, 2016 at 3:30 p.m.

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**Attest**

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Linda Haugan, Chair

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Ann M. Calkins, Commission Clerk

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