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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**      Commission Meeting  
September 12, 2018 – 3:30 p.m.  
First 5 San Bernardino

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

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**SPECIAL PRESENTATION**      *Creating Mini Miracles for Children from Hard Places:  
A Report on the Outcomes of a First 5 Pilot Program for Children of Trauma*  
Presenter: Dr. Ron Powell

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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**

- Margaret Hill
- Alan Garrett
- Maxwell Ohikhuare, M.D.
- CaSonya Thomas
- Paul Vargas
- Elliot Weinstein, M.D.

**Staff Present**

- Karen Scott, Executive Director
- Scott McGrath, Deputy Director of Systems and Impact
- Debora Dickerson-Sims, Deputy Director of Finance
- Staci Scranton, Business Support Manager
- Sophie Akins, Commission Counsel
- Ronnie Thomas, Staff Analyst II
- Justin Dailey, Staff Analyst II
- Renee Jones, Staff Analyst II

**Changes to the Agenda**

- Wendy Lee, Staff Analyst II

None

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**Report – Advisory Committee, Alan H. Garrett, Chair**

The next committee meeting is scheduled for September 27th at 11:30 at this location.

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**Report – Legislative**

See attached legislative report.



9-2018 F5SB.pdf

**Report – Executive Director, Karen Scott**

**First 5 Commercial Ad**

Thank you to our Media Specialist, Leslie Fountain, for the “refresh” of one of my favorite communication shares. Here in our 20th Anniversary year, we would like to distribute this short clip for presentation beyond Facebook, Instagram and You Tube, aiming as widely as possible to reach families and providers, to raise awareness and relevancy of First 5 San Bernardino (F5SB). Please let me know if you have ideas of places you would want to ensure have access and are able to show the video.

Also, between October 29 and November 11, be on the lookout for our billboards “Celebrating 20 years of Firsts” as designed by Leslie. Billboard locations are: I-15 South of Bear Valley Road in Victorville; I-10 east of Mountain Avenue in Ontario and I-10 east of Citrus Avenue in Fontana where 1.2 million views per week are expected.

**Save the Date**

Tuesday, November 6th from 1:30 pm – 5pm for F5SB’s 20th Year Anniversary Event, kicking off a month-long celebration with our county-wide partners. Plans are in the works to ask the Board of Supervisors for a resolution recognizing F5SB for 20 years of service.

**Sunset Review of Commission**

Every four years, the Board of Supervisors asks for the recommendation of whether a Board, Commission or Committee should be continued, dissolved or modified. I submitted the form recommending that our operation be continued as established by the creation of Prop 10 with California Health and Safety Code Section 130150, and the California Children and Families First Act of 1998 remaining in effect. San Bernardino County Ordinance 3745 of January 5, 1999 created our local Commission authorizing our operation remaining in effect today.

The recommendation regarding our Commission will be part of an annual report to the BOS and they, in turn, will take formal action to continue, dissolve or modify this and other Boards, Commissions and Committees scheduled for review.

Thank you, First 5 Commission, for keeping First 5 relevant and providing leadership and governance to fulfill the F5SB mission.

### **New Staff**

First 5 San Bernardino is happy to welcome 3 new Staff Analysts to our team – Dr. Wendy Lee, Justin Dailey and Renee Jones.

Highly accomplished, with many Professional Awards, Dr. Wendy Lee holds a Doctorate in Clinical Psychology and comes to us from the County Department of Behavioral Health where she was a Social Worker II. She has a long career history of working with children and families and has a particular interest in developmental concerns for children 0-3. Dr. Lee has extensive experience in contract monitoring, program design, development and evaluation and as well as teaching, training and presenting.

Justin Dailey comes from the financial sector with vast experience in analysis, project management and product design. His most recent position as a technical consultant/business analyst was with a private firm that supported government tax automation space, strategically assisting governments to improve workflow efficiency for clients through innovative technology. Justin has experience in contract development and fiscal support, having served as an auditor appraiser with Alameda County and Contra Costa County.

Renee Jones is a seasoned professional with 15 plus years' experience in healthcare administration, underwriting, sales and marketing, research, analysis and program development, promoting through several positions before becoming an associate account manager with Kaiser Permanente.

### **Welcome to four new and five returning AmeriCorps staff**

AmeriCorps members Bricia Garcia, Ivon Ortego, Ashley Rodriguez, Kelsie Lewis, Jessica Pinto and Michelle Koperski will provide the School Readiness one on one help to children in preschool services to improve their literacy, math and social emotional development skills.

AmeriCorps members Crystal Valdez, Divina Perez, and Andrew Cervantes, will support the PATH Home visiting program model utilizing the Nurturing Parenting Curriculum.

See Page 2 of the ED report about the work of this year's AmeriCorps PATH staff.

### **Department Reorganization**

Thank you, Commissioners, for your support and guidance as we moved through the department reorganization, an endeavor that took more than two years. It is completed for the most part, with three leadership positions that need to be re-evaluated and appropriate action taken in this year.

New staff titles and salaries and amended contracts are in effect which is represented with the request today for ratification of Consent Calendar Agenda Items 3 and 4. One additional contract amendment will go before the BOS on October 16<sup>th</sup>. This employee was out of the country when we completed the first round of employment contracts. This item will be presented for ratification at the October 31st meeting.

### **Strategic Investment Workgroup**

The F5SB Executive Team, along with Dr. Margaret Hill, held a Strategic Investment Workgroup Meeting on August 27. This meeting was facilitated by Dr. Joelle Greene with Harder + Co.

Participants were chosen by their department heads for being innovative, familiar with existing systems of care that support young children and their families within our County, possessing a great level of knowledge about mandated services as well as current legislative matters, and who have authority to provide valuable input to this exploration of investment strategies process.

Over these 20 years, F5SB has worked across many sectors to support a system of care for young children and their families. Our funding up to now has been predominately through services – initiatives designed to a specific target.

F5SB's Strategic Planning Area (SPA) 2 guides us to provide leadership within San Bernardino County in the development of support systems serving children prenatal through age 5 and their families and communities that result in sustainable and collective impact. F5 Executive Staff shared with the group our current investments.

During our most recent budget workshops with Commissioners, it was noted that our investments were substantially less than the funding amount which was adopted in our budget. There are many reasons but the primary reason is our attempt to define what systems building is and how we will implement it.

In response to a recent survey, highlights of the Commissions accomplishments, goals and systems building strategies are highlighted on pages 1 and 4 of the ED report.

We shared with the group some lessons learned or “how not to propose to spend down the fund balance” and established some “guardrails” for discussion - not to limit thinking and proposing in any way, but to make sure we stayed on the road to explore where we could feasibly make rapid investments that aligned with our strategic plan and long range goals and yielded significant positive outcomes.

We suggested that our exploration should consider an approach that enhances an existing effort, for example, adding additional funds to QSSB to serve more home-based providers more quickly, or could be a new, one-time effort that would strengthen other efforts, for example, funding countywide training on trauma informed services across sectors. The recommended action could not obligate the Commission to sustain the effort beyond the initial identified amount and time frame.

Dr. Greene than led the group through an ideation exercise where they were able to create, suggest and report out in small groups on general recommendations for focus and funding. The groups came up with some outstanding ideas for consideration to start with, of which include:

- ✓ Expanding Public Policy and Advocacy
- ✓ Addressing the Needs of Homeless Families with Children 0 -5
- ✓ Family Engagement including reducing barriers so that young children can participate in recreational activities for healthy and appropriate development, activities such as t-ball, soccer, etc. and increasing in home learning opportunities
- ✓ Increased Mental Health support including increasing capacity of providers and more direct mental health supports for parents of children 0 -5
- ✓ Connecting Foster Bridge to Early Head Start including expansion of Trauma Informed Care and communicating broadly and uniformly to what does it mean to discuss and intervene in ACES and TIC?
- ✓ Investing in the workforce, for example nurses ; develop systems approach to fill gaps in collaboration with DPH and others strategically confront health disparities
- ✓ Allocating dollars to QSSB for Make a Difference projects

- ✓ Evaluating the need for and allocating more \$\$s to HMG
- ✓ A greater partnership and alignment with Health Plans – to better utilize mandated services and provide support for areas of “gap”
- ✓ Reimbursement fees for Child Care/Gaps in Child Care preschool subsidies
- ✓ Tele-Med partnerships
- ✓ Nurse Family Partnership/Home Visitation – Community Health Workers Hybrid Model
- ✓ Mobile Fresh van serving the High Desert
- ✓ Gateway partnership with Parent Leads and Community Health Educator in partnership with SBUSD
- ✓ Asthma training/prevention to QSSB providers

Participants may have a small amount of prep work to do in advance of the next meeting to ensure we move through this effort in no more than 1 or 2 meetings.

Thanks to our partner participants and staff for stepping forward with a willingness to collaborate and help us arrive at some solutions that we can share with our Advisory Team before making formal recommendations to the Commission. Thank you F5SB Executive Staff and Harder+Co. for helping frame this strategy in uncharted territory.

**Consent**

Motion by Commissioner Hill and seconded by Commissioner Weinstein to approve the Consent Items. With Commissioner Ramos absent and without further comment or objection, motion carried by unanimous vote.

Item No.	CONSENT
1	Approve Minutes of July 11, 2018 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant 252-4252)
2	Approve Amendment A7 of CFC SB Policy 04-02 Conflict of Interest Code Appendix B. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)
3	a. Ratify and approve employment contracts, effective July 21, 2018, between the County of San Bernardino and Children and Families Commission with the following individuals: <ul style="list-style-type: none"> <li>a. Cindy Faulkner as an Assistant Director, for the total annual cost of \$157,014 (\$110,573 Salary, \$46,441 Benefits).</li> <li>b. Debora Dickerson-Sims as Deputy Director Finance, for the total annual cost of \$138,090 (\$97,677 Salary, \$40,413 Benefits).</li> <li>c. Ronald S. McGrath as a Deputy Director of Systems and Impact, for the total annual cost of \$133,692 (\$84,344 Salary, \$49,348 Benefits).</li> <li>d. Ronnie Thomas as a Section Manager - Systems/Communications, for the total annual cost of \$115,815 (\$76,419 Salary, \$39,396 Benefits).</li> <li>e. William Kariuki as a Section Manager - Evaluation/Impact, for the total annual cost of \$102,120 (\$69,264 Salary, \$32,856 Benefits).</li> <li>f. Stacy Scranton as a Business Support Manager, for the total annual cost of \$72,776 (\$48,110 Salary, \$24,666 Benefits).</li> <li>g. Joong H. Kim as a Section Manager - Fiscal, for the total annual cost of \$92,295 (\$65,957 Salary, \$26,338 Benefits).</li> </ul> b. Ratify and approve Amendment No. 1 to five employment contracts, effective July 21, 2018, between the County of San Bernardino and Children and Families Commission for existing classifications, updating benefit language and hourly rates, with the following individuals: <ul style="list-style-type: none"> <li>a. Lucretia Dowdy as a Marketing Aide, Contract No. 17-404, for the total annual cost of \$64,759 (\$43,597 Salary, \$21,162 Benefits).</li> <li>b. Walid Wahba as a Staff Analyst II, Contract No. 16-869, for the total annual cost of \$92,379 (\$58,386 Salary, \$33,993 Benefits).</li> <li>c. Gilbert Cervantes as an Office Assistant II, Contract No. 17-821, for the total annual cost of \$46,070 (\$31,013 Salary, \$15,057 Benefits).</li> <li>d. Gregory Sellon as an Accountant III, Contract No. 17-473, for the total annual cost of \$94,351 (\$58,386 Salary, \$35,965 Benefits).</li> </ul>

	<p>e. Tania Offerrall as a Staff Analyst II, Contract No. 18-171, for the total annual cost of \$89,825 (\$59,883 Salary, \$29,942 Benefits).</p> <p>c. Ratify and approve Amendment No. 1 to four employment contracts, effective July 21, 2018, between the County of San Bernardino and Children and Families Commission for existing classifications, extending the term through July 20, 2021, updating benefit language and hourly rate, with the following individuals:</p> <p>a. George G. Potts as a Fiscal Assistant, Contract No.15-813, for the total annual cost of \$58,883 (\$39,541 Salary, \$19,342 Benefits).</p> <p>b. Leslie N. Fountain as a Media Specialist, Contract No. 15-818, for the total annual cost of \$92,224 (\$61,318 Salary, \$30,906 Benefits).</p> <p>c. Amanda N. Ferguson, as a Staff Analyst II, Contract No. 15-821, for the total annual cost of \$97,502 (\$62,878 Salary, Benefits \$34,624).</p> <p>d. Tammy Jacobe as an Office Assistant II, Contract No. 15-682, for the total annual cost of \$44,819 (\$29,515 Salary, \$15,304 Benefits).</p> <p>D. Authorize the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contracts for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.</p> <p>E. Direct the Assistant Executive Officer of Human Services to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.                  (Presenter: Karen E. Scott, Executive Director, 252-4252)</p>
4	<p>A. Ratify and approve employment contracts between the County of San Bernardino and Children and Families Commission with the following individuals for the period of September 1, 2018 through August 31, 2021:</p> <p>1. Justin Dailey as a Staff Analyst II, for the total annual cost of \$88,354 (\$56,992 Salary, \$31,362 Benefits).</p> <p>2. Renee Jones as a Staff Analyst II, for the total annual cost of \$88,354 (\$56,992 Salary, \$31,362 Benefits).</p> <p>3. Wendy Lee as a Staff Analyst II, for the total annual cost of \$102,720 (\$67,579 Salary, \$35,141 Benefits).</p> <p>B. Authorize the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contracts for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.</p> <p>C. Direct the Assistant Executive Officer of Human Services to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.                  (Presenter: Karen E. Scott, Executive Director, 252-4252)</p>
5	<p>Ratify the letter of intent to Prevent Child Abuse California (PCA CA) to continue the funding match for Fiscal Year 2018-2019 and the one (1) year contract, previously executed by the Executive Director, for the contract term of August 16, 2018 through August 15, 2019 with PCA CA in an amount not to exceed \$125,130 for six (6) AmeriCorps service member positions to provide school readiness services.                  (Presenter: Staci Scranton, Business Support Manager, 252-4282)</p>

Item No.	DISCUSSION
6	<p>Approve Amendment A1 to Contract FS076 with San Bernardino County Library in support of the Career Online High School Initiative for Fiscal Year 2016-2019.                  (Presenter: Scott McGrath, Deputy Director, Systems and Impact, 242-4259).</p> <p><b>Discussion</b></p> <p>Commissioner Hill asked if all efforts are being made to ensure parents know about this program and if assistance from AmeriCorps workers is required to help get the word out. Mr. McGrath stated the people who have enrolled are having a tough time getting through the 30-day pre-requisite (which is required prior to getting into the actual program) due to their own personal life circumstances.</p> <p>Library Director Michael Jimenez stated 400 people have participated, however, his department had not anticipated such a high drop-out rate. There are now 35 actively enrolled participants. In addition, 30 students are currently participating in the 30-day</p>

	<p>pre-requisite course. His staff is actively working with Preschool Services Department to get more parents enrolled. Mr. Jimenez stated staff are being identified to follow the students' progress. He and his staff have given presentations to PSD staff so they fully understand how the program works. Ms. Scott suggested that enrollees could be referred to home visitation with wraparound support.</p> <p><b><u>Public Comment</u></b> None</p> <p>Motion made by Commissioner Garrett and seconded by Commissioner Hill to approve Item 6. With Commissioner Ramos absent and without further comment or objection, motion carried by unanimous vote.</p>
7	<p>Approve and authorize the release of the proposed RFQ for Maternal Health Systems Strategic Plan consulting services to support the development and implementation of a Maternal Health Systems framework specific to San Bernardino County.          (Presenter: Ronnie Thomas, Section Manager, Systems/Communication, 252-4255)</p> <p><b><u>Discussion</u></b> Chair Ohikhuare suggested defining the meaning of "systems" so the community understands what it means. Ms. Scott stated future workshops relating to defining systems will be planned for Commissioners and staff.</p> <p><b><u>Public Comment</u></b> None</p> <p>Motion made by Commissioner Weinstein and seconded by Commissioner Vargas to approve Item 7. With Commissioner Ramos absent and without further comment or objection, motion carried by unanimous vote.</p>
8	<p>Approve amended and restated non-financial Memorandum of Understanding (MOU) with the County of San Bernardino Preschool Services Department (PSD) to provide literacy, math skills, and social and emotional development skills for eligible PSD children through the use of AmeriCorps members for the period of July 25, 2018 through September 30, 2020.          (Presenter: Staci Scranton, Business Support Manager, 252-4282)</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p> <p>Commissioner Thomas abstained due to her position as appointing authority over Preschool Services Department.</p> <p>Motion made by Commissioner Garrett and seconded by Commissioner Hill to approve Item 8. With an abstention by Commissioner Thomas, Commissioner Ramos absent and without further comment or objection, motion carried by unanimous vote.</p>
9	<p>Authorize Executive Director to execute Letter of Intent and negotiate a contract to participate in the First 5 Service Corps PATH program for Fiscal Year 2018-2019 for three (3) AmeriCorps service member positions to provide home visitation program services at a cost not to exceed \$53,340 in matching funds.</p> <p>B. Authorize Executive Director to enter into an agreement with PCA CA for Fiscal Year 2018-2019 for AmeriCorps service member mileage reimbursement. Mileage reimbursement not to exceed \$12,000.</p>

	<p>(Presenter: Staci Scranton, Business Support Manager, 252-4282)</p> <p><b><u>Discussion</u></b> Commissioner Garrett asked how many other commissions have signed on to this program. Ms. Scranton answered that in the first year there were two; F5SB and First 5 Tehama. Moving into the new fiscal year, six county commissions will now be participating. Commissioner Hill asked if the mileage reimbursement was sufficient for the members. Ms. Scranton answered it was due to the fact members live close to the school sites they serve.</p> <p><b><u>Public Comment</u></b> None</p> <p>Motion made by Commissioner Weinstein and seconded by Commissioner Vargas to approve Item 9. With Commissioner Ramos absent and without further comment or objection, motion carried by unanimous vote.</p>
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**Public Comment**      None

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**Commissioner Roundtable**      None

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**Adjournment**      Motion to adjourn by Commissioner Vargas and seconded by Commissioner Weinstein. With Commissioner Ramos absent and without further comment or objection, motion carried by unanimous vote. Chair Ohikhuare adjourned the meeting at 5:03 p.m.

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**Next meeting at  
First 5 San  
Bernardino**

***Wednesday, October 31, 2018  
3:30 p.m. to 5:00 p.m.  
NOTE: This meeting is the last Wednesday of the month***

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**Attest**

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Maxwell Ohikhuare, M.D., Chair

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Ann M. Calkins, Executive Assistant

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