Meeting date, time, and place at First 5 San Bernardino

BUDGET WORKSHOP
May 4, 2016
2:30 p.m. to 3:30 p.m.

COMMISSION MEETING
May 4, 2016
3:30 p.m. to 5:00 p.m.

Pledge of Allegiance
Chair or designee will lead the Pledge of Allegiance

SPECIAL PRESENTATION
Commissioner Swearing-Out Ceremony and Resolution Presentation: Dr. Ron Powell
Commissioner Swearing-In Ceremony: Stacy Iverson
Maternal Mental Health Presentation: Lesford H. Duncan MPH, Children’s Network

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.

Report
Advisory Committee Report by Margaret Hill, Chair

Report
Executive Director’s Report by Karen E. Scott

Consent Item
The following consent items are expected to be routine and non-controversial and will be acted upon by the Commission at one time unless any Commissioner directs that an item be removed from the Consent Agenda for discussion.

The agenda and supporting documents are available for review during regular business hours at First 5 San Bernardino, 735 East Carnegie Drive, Suite 150, San Bernardino, California 92408.

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours notice. Please call Commission staff (909) 386-7706 to request the service. This location is handicapped accessible.
Agenda: Children and Families Commission 05-2016
May 4, 2016
Page 2 of 2

<table>
<thead>
<tr>
<th>Item No.</th>
<th>CONSENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approve minutes of April 6, 2016 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item No.</th>
<th>DISCUSSION</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Authorize issuance of stipends from the IMPACT grant award to the following Operational Partners (OP), who are taking part in the planning and design phase of the San Bernardino County Quality Rating Improvement System (QRIS) for Fiscal Years 2015-2016, in the amount of $8,000 for each OP, not to exceed $16,000 per organization:</td>
</tr>
<tr>
<td></td>
<td>(a) San Bernardino County Superintendent of Schools</td>
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<td></td>
<td>(b) San Bernardino County Preschool Services Department</td>
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<td></td>
<td>(c) Child Care Resource Center</td>
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<td></td>
<td>(d) California State University San Bernardino</td>
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<tr>
<td></td>
<td>(Presenter: Chrystina Smith-Rasshan, Staff Analyst II, 252-4267)</td>
</tr>
<tr>
<td>3</td>
<td>Approve Amendment A3 to Contract HW034 for Health Services (RFP 11-02) with the American Lung Association in California in the amount of $127,393 for Fiscal Year 2016-2017 for a cumulative total amount of $626,216 for Fiscal Years 2012 through 2017 to provide asthma/bronchitis prevention services. (Presenter: Mary Alvarez, Staff Analyst II, 252-4258)</td>
</tr>
</tbody>
</table>

Public Comment
Persons wishing to address the Commission will be given up to three minutes and pursuant to Government Code 54954.2(a)(2) “no action or discussion will be undertaken by the Commission on any item NOT on the agenda.”

Commissioner Roundtable
Open to comments by the Commissioners

Next Commission Meeting at First 5 San Bernardino
June 1, 2016
3:30 p.m. to 5:00 p.m.

The agenda and supporting documents are available for review during regular business hours at First 5 San Bernardino, 735 East Carnegie Drive, Suite 150, San Bernardino, California 92408.

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours notice. Please call Commission staff (909) 386-7706 to request the service. This location is handicapped accessible.
Subject: Information Relative to Possible Conflict of Interest

Instructions: Contractors, subcontractors, principals and agents are listed below for each applicable agenda item. Commissioners are asked to review the items for possible conflicts of interest and to notify the Commission secretary prior to the Commission meeting of conflicts concerning items on the meeting’s agenda. This procedure does not relieve the Commissioner of his or her obligations under the Political Reform Act.

Background: The Political Reform Act of 1974 (Government Code section 87100 et. Seq.) prohibits public officials from making, participating in making or in any way attempting to use their official position to influence a governmental decision in which they have reason to know they have a “financial interest.” Additionally, Government Code section 1090 et seq. prohibits public officers and employees from being financially interested in any contract made by them in their official capacity or by the board of which they are members. A limited exception is allowed for County Children’s and Families Commissions. (See Government Code section 1091.3)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Contractor</th>
<th>Principals &amp; Agents</th>
<th>Subcontractors; Principals &amp; Agents</th>
<th>Commissioner Abstentions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>2 a.</td>
<td>San Bernardino County Superintendent of Schools</td>
<td>Theodore Alejandre County Superintendent</td>
<td>N/A</td>
<td>Hill</td>
</tr>
<tr>
<td>2 b.</td>
<td>San Bernardino County Preschool Services Department</td>
<td>James Ramos Third District Supervisor and Chairman of the Board of Supervisors</td>
<td>N/A</td>
<td>Haugan</td>
</tr>
<tr>
<td>2 c.</td>
<td>Child Care Resource Center</td>
<td>Michael Olenick, PhD. President and CEO</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2 d.</td>
<td>California State University San Bernardino</td>
<td>Jeffrey Thompson Associate Provost for Academic Research</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>American Lung</td>
<td>Olivia Gertz President and CEO</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Minutes: Children and Families Commission Meeting

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

Meeting Date, Time and Location

April 6, 2016
1:30 p.m.
Chair Haugan called the meeting to order at 3:30 p.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Chair Haugan

Special Presentation

“National Service Day” Recognition - AmeriCorps

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
- 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
- Leslie Fountain, Media Specialist II
- RuthAnn Martinez, Staff Analyst II
- Amanda Ferguson, Staff Analyst II
The next Advisory Committee meeting is scheduled for Thursday, April 28, 2016 at 11:30 a.m. at First 5 San Bernardino.

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Child Abuse Prevention Month

The month of April has been established as Child Abuse Prevention Month. Declared by presidential proclamation in 1983.

During this month and throughout the year, First 5 San Bernardino (F5SB) is dedicated to supporting families to reduce the risk of child abuse and neglect. There are many activities supporting the organized efforts of child abuse prevention in our County such as:

- 18th Annual Shine-A-Light on Child Abuse Awards Breakfast on April 7
- 9th Annual Care 4 Kids Run sponsored by CASA on April 23
- Celebration of children with the “Children Are Our Future” event sponsored by Children's Fund, April 19 at the San Manuel/66er’s Stadium.

Featured on page 4 of the ED report, in the month of April, Children’s Network invites community, providers and partners to free training and discussion on the “Adverse Childhood Experiences” or (ACE) Study during their regional collaborative meeting series.

The consequences of abuse and neglect can be profound and can last long into the life cycle. San Bernardino County stands strong in ensuring our children are safe, healthy, nurtured and eager to learn and succeed in school and in life – certainly a goal of F5SB.

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Reminder

Budget Workshop, May 4, 2016 from 1:00 p.m. to 3:00 p.m. Commission Meeting begins at 3:30 pm.

Today marks the last Commission meeting with Dr. Ron Powell. Dr. Powell is invited to return and attend the May 4, 2016 meeting for an official “swearing out” oath and resolution presentation for his service to the children of San Bernardino County. Also at the May 4th meeting, a “swearing in” will be held for Ms. Stacy Iverson as the newest First 5 San Bernardino Commissioner. Her appointment was approved by the Board of Supervisors on April 5, 2016. Stacy will fill the vacancy created by Dr. Powell.

Advocacy Day, April 5, 2016

First 5’s across the State participated in Advocacy Day at the State Capitol. Thank you to two very valuable partners and collaborators, Diana Alexander from Preschool Services Department and James Moses from Child Care Resource Center who joined F5SB staff at the Capitol to spread the First 5 message to legislators.

Our collective message was about the impact of First 5 and our top priorities which include quality education, early identification and intervention, family strengthening and oral health initiatives. Because our vast county has some shared representatives, F5SB was able to coordinate with neighbors like First 5 Riverside, First 5 Kern and even First 5 Tulare, participating in team visits to some of our legislators and sharing a collective message.
We had no specific “ask” of our legislators other than recognizing that 1 in 3 children in our County is a “First 5 Kid”, touched in some way by our initiatives, our services, our contract providers and systems of support.

Legislators were asked to prioritize early childhood development and education policies to improve outcomes for children and families. Legislators were informed that although our funding is declining, First 5 is exploring new, data-informed, efficient and cost-effective ways to leverage and meet the needs of children in the most critical ages of 0-5. This includes eliminating duplication and the creation of “work arounds” by exploring resources that are already available such as with Denti-Cal for Oral Health Care. Legislators were asked to support maximizing and ensuring that families have "access" to the services that are currently funded and provided for through such sources as Local Control Funding, Health and Human Services, Affordable Care Act, etc. F5SB staff look forward to returning to share with legislators after the Governor’s May Revise is released.

**AAF Bronze Award – Leslie Fountain, F5SB Media Specialist**

Page 3 of the ED report features First 5 San Bernardino being recognized with a Bronze Award from the American Advertising Federation (AAF) Inland Empire at the 2016 American Advertising Awards in March for the Talk. Read. Sing.® Fest graphic design. Congratulations Leslie Fountain!

**Changes to the Agenda**

Ann Calkins, Executive Assistant, announced the following changes:

- Agenda Item 3 was pulled from the agenda and will be presented at the May Commission Meeting.

**Consent**

A motion was made by Commissioner Weinstein and seconded by Commissioner Hill to approve the Consent Item. Without further comment or objection, motion carried by unanimous vote.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>CONSENT</th>
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<tbody>
<tr>
<td>1</td>
<td>Approve minutes of March 2, 2016 Commission Meeting (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)</td>
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</table>

<table>
<thead>
<tr>
<th>Item No.</th>
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<tbody>
<tr>
<td></td>
<td>The Public Hearing was conducted highlighting the support and work of the State First 5 Commission related to Developmental Screenings and Services, and also included reports on the CARES Plus Program, Power of Preschool Program, Parent Education website, Smoking Cessation resources and the “Talk, Read, Sing” award-winning media campaign.</td>
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<td></td>
<td>Commissioners were directed to Page 45 for First 5 San Bernardino’s highlights. The Commission was also informed that First 5 California will continue to build on this year’s successes and continue working toward the underlying Strategic Plan goal to ensure all children prenatal through age 5 have the resources, foundation, and systems of support they need to thrive. No public comments were presented on this item.</td>
</tr>
</tbody>
</table>
3. **Authorize First 5 San Bernardino (F5SB) to issue stipends to Operational Partners (OP) taking part in the planning and design phase of the San Bernardino County Quality Rating Improvement System (QRIS) for Fiscal Years 2015-2016, in the amount of $8,000 for each OP, not to exceed $16,000 per organization.**

(Presenter: Chrystina Smith-Rasshan, Staff Analyst II, (252-4267)

*Item 3 pulled from agenda – to be presented at the May Commission Meeting.*

4. **Approve Amendment A3 to Contract SI016 with County of San Bernardino Children’s Network for Fiscal Year 2016-2017 in the amount of $172,648 for a cumulative total amount of $713,735 for Fiscal Years 2013 through 2017 for the coordination of services provided by the Screening, Assessment, Referral and Treatment (SART) Coordinator.**

(Presenter: Ronnie Thomas, Staff Analyst II, 252-4255)

**Discussion**

None

**Public Comment**

None

Chair Haugan abstained due to her position as Appointing Authority over Children’s Network.

A motion was made by Commissioner Hill and seconded by Commissioner Powell to approve Agenda Item 4. With Commissioner Gonzales absent, an abstention from Chair Haugan and without further comment or objection, the motion carried by unanimous vote.

5. **Approve Contract CE010 with County of San Bernardino Children’s Network in the amount of $390,165 per year beginning with Fiscal Year 2016-2017 for a total contract amount not to exceed $1,170,495 for Fiscal Years 2016-2019 for the delivery of countywide educational campaigns and community events addressing child abuse prevention.**

(Presenter: Mary Alvarez, Staff Analyst II, 252-4258)

**Discussion**

Commissioner Hill asked if there were any child abuse awareness campaigns among the elementary and middle schools. Kathy Turnbull, Children’s Network Officer, was called to the podium to answer the question. Ms. Turnbull responded no such campaign currently exists among these particular schools. Ms. Turnbull stated her office is open to suggestions to make this happen and said she can work with Dr. Kitl Randall-Frier, from the SART centers, as a guide on this matter since Dr. Randall-Frier currently works with children from the ages of 5 to 7 and would most likely recognize the need for this education and address it among that age group.

**Public Comment**

None

Chair Haugan abstained from Item 5 due to her position as Appointing Authority over Children’s Network.

A motion was made by Commissioner Weinstein and seconded by Commissioner Vargas to approve Agenda Item 5. With Commissioner Gonzales absent, an
abstention from Chair Haugan, and without further comment or objection, motion carried by unanimous vote.

| 6 | Approve Contract Amendments for Health Services (RFP 11-02) for Fiscal Year 2016-2017 in the amount of $1,626,266 for a cumulative total amount for Fiscal Years 2012 through 2017 of $8,068,075 with the following:
|  | A. County of San Bernardino Arrowhead Regional Medical Center, Contract HW043 A2 in the amount of $222,038;
|  | B. County of San Bernardino Department of Public Health, Contract HW032 A3 in the amount of $720,102;
|  | C. Loma Linda University Medical Center, Contract HW036 A2 in the amount of $204,882; and
|  | D. Social Science Services, Inc., dba: Cedar House, Contract HW037 A3 in the amount of $479,244.

(Presenter: Mary Alvarez, Staff Analyst II, (909) 252-4258)

**Discussion**
None

**Public Comment**
None

Chair Haugan abstained from Item 6B due to her position as Appointing Authority over the Department of Public Health. Vice Chair Ohikhuare abstained from Item 6B due to his position as Public Health Officer for the department.

Vice Chair Ohikhuare abstained from Item 6D due to Public Health’s contract with Social Science Services (Cedar House).

A motion was made by Commissioner Weinstein and seconded by Commissioner Powell to approve Agenda Item 6. With Commissioner Gonzales absent, abstentions noted by Commissioners Haugan and Ohikhuare, and without further comment or objection, the motion carried by unanimous vote.

| 7 | Approve Amendment A3 to Contract EC005 with Easter Seals Southern California under the Investing in Children Early Care and Education (RFP 11-03) - Access to Quality Child Care for Fiscal Year 2016-2017 in the amount of $242,143 for a cumulative total amount of $1,179,486 for Fiscal Years 2012 through 2017.

(Presenter: Ruth Ann Martinez, Staff Analyst II, 252-4264)

**Discussion**
Commissioner Hill stated she would like to see this program for teen mothers in the High Desert, as well.

**Public Comment**
None

A motion was made by Commissioner Powell and seconded by Commissioner Vargas to approve Agenda Item 7. With Commissioner Gonzales absent and without further comment or objection, the motion carried by unanimous vote.

| 8 | Approve Discharge from Accountability for outstanding balances on overpayments and advances to contracted agencies in the amount of $48,044.33.

(Presenter: Debora Dickerson-Sims, Administrative Supervisor II, 252-4269)

**Discussion**
Commissioner Hill asked if an agency on this list (see list below) could apply for a future RFP if they paid their outstanding balance. Ms. Dickerson-Sims stated that if
an agency were to do that the money would not go towards the debt, however, would count as a receivable (revenue) for First 5.

Executive Director Karen Scott mentioned that discharging an agency’s past due balance may preclude them from an opportunity to submit a proposal, however, an in-kind donation to First 5 would be welcomed.

Chair Haugan offered that staff could review each agency’s proposal on a case-by-case basis.

**DISCHARGE LIST**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Boys &amp; Girls Club of San Bernardino</td>
<td>$10,664.45</td>
</tr>
<tr>
<td>Brandon J DBA Serenity; debtor, Sylvia Rojas</td>
<td>$7,088.37</td>
</tr>
<tr>
<td>Living Springs Fellowship; debtor, Roy Martinez</td>
<td>$985.00</td>
</tr>
<tr>
<td>Lord's Holiness; debtor, Carol Hartwick</td>
<td>$3,137.00</td>
</tr>
<tr>
<td>Pregnancy Support; debtor, Gail Mullennix</td>
<td>$2,802.88</td>
</tr>
<tr>
<td>The F.A.C.T. Center; debtor, Sonia Rodriguez</td>
<td>$19,975.00</td>
</tr>
<tr>
<td>Westside Brighter Vision; debtor, Danielle McKay</td>
<td>$3,391.63</td>
</tr>
</tbody>
</table>

**Public Comment**

None

A motion was made by Commissioner Hill and seconded by Commissioner Vargas to approve Agenda Item 8. With Commissioner Gonzales absent and without further comment or objection, the motion carried by unanimous vote.

**Approve Amendment A3 to CFC 06-01 Administrative Costs Policy to increase administrative costs limitations to 15 percent per approved operating budget.**

(Presenter: Debora Dickerson-Sims, Administrative Supervisor, 252-4269)

**Discussion**

Vice Chair Ohikhuare asked how First 5 San Bernardino’s administrative cost compares to other First 5 Commissions. Ms. Dickerson-Sims said the range is anywhere from 8 percent to 25 percent, with the small commissions at 25 percent.

Commissioner Powell asked how the administrative cost is calculated. Ms. Dickerson-Sims stated the admin cost is divided into the total budget (programs, community engagement, and contracts) to obtain the administrative percentage.

Commissioner Powell asked why not calculate the admin cost by actual expenditures? The answer was approximately 90 percent of F5SB’s budget is contracted. First 5 agencies spent about 85 percent of their contract. Calculating the admin percentage to actuals would decrease the stability and increase the percentage.

**Public Comment**

None

A motion was made by Commissioner Ohikhuare and seconded by Commissioner Weinstein to approve Agenda Item 9. With Commissioner Gonzales absent and without further comment or objection, the motion carried by unanimous vote.
Commissioner Hill reported an event honoring Dr. Martin Luther King will be held on April 9, 2016 at Dr. Martin Luther King Jr., Middle School in San Bernardino. The Day of King celebration will focus on King’s legacy of education, service, passion, and creativity.

Commissioner Weinstein reported the American Academy of Pediatrics (AAP) has reached out to other First 5 Commissions such as Los Angeles and Ventura so they can establish their own “Reach Out and Read” program.

With Commissioner Gonzales absent, the meeting adjourned at 2:20 p.m.

MAY 4, 2016

2:30 p.m. to 3:30 p.m. Budget Workshop

3:30 p.m. to 5:00 p.m. Commission Meeting

Linda Haugan, Chair

Ann M. Calkins, Commission Clerk
Subject
Stipend Funding to Operational Partners from the First 5 California’s Improve and Maximize Programs So All Children Thrive (IMPACT) Award - to Support Planning and Operationalizing the San Bernardino County Quality Rating Improvement System (QRIS) Strategic Plan.

Recommendations
Authorize issuance of stipends from the IMPACT grant award to the following Operational Partners (OP), who are taking part in the planning and design phase of the San Bernardino County Quality Rating Improvement System (QRIS) for Fiscal Years 2015-2016, in the amount of $8,000 for each OP, not to exceed $16,000 per organization:

(a) San Bernardino County Superintendent of Schools
(b) San Bernardino County Preschool Services Department
(c) Child Care Resource Center
(d) California State University San Bernardino

Financial Impact
$64,000 for Fiscal Years 2015-2016.

Background Information
QRIS is a system that defines quality standards for early care and education programs, measures programs against these standards, offers and connects educators to training and professional development opportunities and helps parents and caregivers find quality programs for their children. First 5 San Bernardino (F5SB) has adopted development of a QRIS as a strategy to support the organization's mission and vision for the purpose of promoting, supporting, and improving early development of children from the prenatal stage to five years of age in San Bernardino County.

At the July 8, 2015 meeting, specifics relating to the IMPACT program and its funding opportunity were presented to the Commission. F5SB applied as the Lead Agency on behalf of the County’s QRIS Consortium and was approved and awarded $2,241,758 over a five-year period in Phase 1 for “base-layer funding.” This authorized F5SB to approve and distribute stipends from these funds, to the Operational Partners (OP) who have given countless hours from their regular positions to plan and build a comprehensive QRIS Strategic Plan. This work positioned the County Consortium to be eligible for Phase II funding in the amount of $3,205,839, also over a 5-year period, to support and operationalize the plan.

The Operational Partners named in the IMPACT application and eligible to receive the stipends are:

- San Bernardino County Superintendent of Schools
- San Bernardino County Preschool Services Department
- Child Care Resource Center
- California State University San Bernardino
The OP’s will continue to support the implementation of the local San Bernardino QRIS Strategic Plan. This includes the Design and Systems Functions, Partnership Commitments, Local Governance and Strategic Financing.

F5SB and the QRIS Consortium meet on a monthly basis. The San Bernardino County QRIS Consortium has committed to achieving the components included in the State of California Rating Matrix such as Child Development and School Readiness through Child Observation, Developmental and Health Screenings as well as Teacher Qualifications, Effective Teacher Child Interactions, Optimal Early Learning Environments, including ratios and group size.

First 5 IMPACT funding will be utilized as a leveraged resource to support quality improvement work through a system and mission developed and coordinated by the QRIS Consortium.

Upon Commission approval authorizing payment via a service agreement (see Attachment A) and with the authorized signatures from OP’s, the Commission will execute payment in the amount of $8,000 for each participating OP not to exceed $16,000 per organization. **The stipend is a one-time only provision.**

The IMPACT application and the award of stipends to OP’s is in support of the Commission’s Strategic Plan:

SPA 2: Systems and Networks wherein F5SB is providing leadership in the development of this QRIS – a system that supports children prenatal through age 5, and results in sustainable and collective impact.

**Review**

Sophie Akins, Commission Counsel

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**Report on Action as taken**

**Action:**

**Moved:** Second:

**In Favor:**

**Opposed:**

**Abstained:**

**Comments:**

**Witnessed:**
SERVICE AGREEMENT

THIS AGREEMENT is entered into this day ________________, 2016 (“Effective Date”) in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

San Bernardino County Superintendent of Schools
Name of Operational Partner

Hereinafter called Operational Partner

601 North E Street, San Bernardino, CA 92415
Address

909-386-2704
Phone Number

Randy Elphic
Contractor Representative

Assistant Superintendent
Title

95-6000931
Federal ID No.

randy_elphic@sbcss.k12ca.us
E-Mail Address

IT IS HEREBY AGREED AS FOLLOWS:

I. BACKGROUND

Successful County Early Learning and Development Systems, including a Quality Rating and Improvement System (QRIS), are built on broad-based stakeholder participation and effective governance structures.

The Commission has selected QRIS as a strategy to support the First 5 San Bernardino's mission and vision for the purpose of promoting, supporting, and improving early development of children from the prenatal stage to 5 years of age in San Bernardino County. QRIS is a system that defines quality standards for early care and education programs, measures programs against these standards, offers and connects educators to training and professional development opportunities, and helps parents and caregivers find quality programs for their children. With a QRIS, communities have a new tool to increase access to quality early learning experiences for children 0 to 5 years of age. This system supports existing and aspiring early care and education providers by helping them recognize what they can do to best support the development of young children in their care. The framework also serves as a tool to help early learning programs determine their level of quality and identify a plan for improvement to meet higher standards of quality. In addition to helping programs and providers, the QRIS offers parents and caregivers a tool for recognizing quality settings and selecting programs that best fit the needs of their children.

As a member of the San Bernardino County QRIS Consortium (Consortium), the Commission has elected to provide stipends to QRIS Operational Partners who have been identified as required local consortium participants. The Operational Partners have selected Key Decision Makers (KDM) within their organization who acknowledge the process for regularly bringing together the local consortium and endorse the developed governance structure. This includes delineating the decision-making process, identifying and defining roles and responsibilities, and creating an alignment across the partnerships and QRIS efforts.
II. PURPOSE
The purpose of this Agreement is to establish the roles and responsibilities in the efforts of the Commission and Operational Partners in the planning, development, and implementation of the QRIS.

III. COMMISSION RESPONSIBILITIES
Commission shall:
A. Provide assistance and facilitate, as applicable, the planning, development, and implementation of a QRIS.
B. Provide coordination, including participation in meetings, development of media, advocacy, and develop strategies for sustainability of the QRIS.
C. Identify a Commission Staff Analyst as the liaison to interact with Operational Partner staff regarding QRIS activities.

IV. OPERATIONAL PARTNER RESPONSIBILITIES
Operational Partner shall:
A. Identify a staff member within the agency as the liaison to interact with Commission staff regarding QRIS activities to ensure engagement as an Operational Partner by their organization to the Consortium.
B. Identity a staff member to work on Steering Committee efforts as San Bernardino County QRIS Consortium member.
C. Advocate on behalf of the QRIS Consortium to bring in non-traditional partners to support quality and align the work within the QRIS system to address the needs of the whole child.
D. Participate in workgroups charged with advancing the goals of the San Bernardino County QRIS Strategic Plan.

V. FISCAL PROVISIONS
A. The maximum amount of funds under this Agreement shall not exceed $16,000 per agency subject to the following:
   - Adherence to responsibilities outlined in Section IV, Operational Partner Responsibilities.
B. Upon obtaining authorized signatures for this agreement, the Commission will execute payment in the amount of $8,000 per participating Operational Partner KDM not to exceed $16,000 per agency. The stipend is a one-time only provision.

VII. TERM
A. The term of this Agreement shall commence on May 6, 2016 upon signature and shall terminate on June 30, 2017, unless terminated earlier as set forth herein.
B. Notwithstanding the preceding paragraph, this Agreement may be immediately terminated by either party by serving a written notice to the other party in the event any state and/or federal agency and/or other funder(s) reduce, withhold or terminate funding that the parties anticipated or provided under this Agreement. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.
VIII. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Agreement, the notices shall be in writing and mailed to the following respective addresses listed below.

**Operational Partner:**
San Bernardino County Superintendent of Schools  
601 North E Street  
San Bernardino, CA. 92408

**Commission:**
Children and Families Commission for San Bernardino County  
735 E. Carnegie Drive, Suite 150  
San Bernardino, CA 92408

B. Operational Partner agrees any alterations, variations, modifications, or waivers of provisions of the Agreement shall be valid only when they have been reduced to writing, duly signed, and attached to this Agreement as an amendment.

IX. DISPUTE RESOLUTION

If any conflicts or disputes arise between the two parties, assigned staff shall meet in a timely manner to resolve the conflict or dispute. It is acknowledged by both parties that the purpose of such meeting is to come to a resolution that is in the best interest of both parties.

X. AGREEMENT:

A. This Agreement, consisting of 3 pages, is the full and complete document describing the roles and responsibilities of both parties, including all covenants, conditions, and benefits.

B. The signatures of the parties affixed to this Agreement affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.
SERVICE AGREEMENT

THIS AGREEMENT is entered into this day ______________, 2016 (“Effective Date”) in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

County of San Bernardino
Division: Preschool Services Department Hereinafter called Operational Partner

Name of Operational Partner

662 South Tippecanoe Avenue
San Bernardino, CA 92415-0630

Address

909-383-2005

Phone Number

Diana Alexander
Director

Contractor Representative

95-6002748

E-Mail Address

IT IS HEREBY AGREED AS FOLLOWS:

I. BACKGROUND

Successful County Early Learning and Development Systems, including a Quality Rating and Improvement System (QRIS), are built on broad-based stakeholder participation and effective governance structures.

The Commission has selected QRIS as a strategy to support the First 5 San Bernardino’s mission and vision for the purpose of promoting, supporting, and improving early development of children from the prenatal stage to 5 years of age in San Bernardino County. QRIS is a system that defines quality standards for early care and education programs, measures programs against these standards, offers and connects educators to training and professional development opportunities, and helps parents and caregivers find quality programs for their children. With a QRIS, communities have a new tool to increase access to quality early learning experiences for children 0 to 5 years of age. This system supports existing and aspiring early care and education providers by helping them recognize what they can do to best support the development of young children in their care. The framework also serves as a tool to help early learning programs determine their level of quality and identify a plan for improvement to meet higher standards of quality. In addition to helping programs and providers, the QRIS offers parents and caregivers a tool for recognizing quality settings and selecting programs that best fit the needs of their children.

As a member of the San Bernardino County QRIS Consortium (Consortium), the Commission has elected to provide stipends to QRIS Operational Partners who have been identified as required local consortium participants. The Operational Partners have selected Key Decision Makers (KDM) within their organization who acknowledge the process for regularly bringing together the local consortium and endorse the developed governance structure. This includes delineating the decision-making process, identifying and defining roles and responsibilities, and creating an alignment across the partnerships and QRIS efforts.
II. PURPOSE

The purpose of this Agreement is to establish the roles and responsibilities in the efforts of the Commission and Operational Partners in the planning, development, and implementation of the QRIS.

III. COMMISSION RESPONSIBILITIES

Commission shall:

A. Provide assistance and facilitate, as applicable, the planning, development, and implementation of a QRIS.

B. Provide coordination, including participation in meetings, development of media, advocacy, and develop strategies for sustainability of the QRIS.

C. Identify a Commission Staff Analyst as the liaison to interact with Operational Partner staff regarding QRIS activities.

IV. OPERATIONAL PARTNER RESPONSIBILITIES

Operational Partner shall:

A. Identify a staff member within the agency as the liaison to interact with Commission staff regarding QRIS activities to ensure engagement as an Operational Partner by their organization to the Consortium.

B. Identity a staff member to work on Steering Committee efforts as San Bernardino County QRIS Consortium member.

C. Advocate on behalf of the QRIS Consortium to bring in non-traditional partners to support quality and align the work within the QRIS system to address the needs of the whole child.

D. Participate in workgroups charged with advancing the goals of the San Bernardino County QRIS Strategic Plan.

V. FISCAL PROVISIONS

A. The maximum amount of funds under this Agreement shall not exceed $16,000 per agency subject to the following:
   • Adherence to responsibilities outlined in Section IV, Operational Partner Responsibilities.

B. Upon obtaining authorized signatures for this agreement, the Commission will execute payment in the amount of $8,000 per participating Operational Partner KDM not to exceed $16,000 per agency. The stipend is a one-time only provision.

VI. TERM

A. The term of this Agreement shall commence on May 25, 2016 upon signature and shall terminate on June 30, 2017, unless terminated earlier as set forth herein.

B. Notwithstanding the preceding paragraph, this Agreement may be immediately terminated by either party by serving a written notice to the other party in the event any state and/or federal agency and/or other funder(s) reduce, withhold or terminate funding that the parties anticipated or provided under this Agreement. The Executive Director of the Commission has the authority and discretion to exercise this right on
behalf of the Commission. The Assistant Executive Officer, Human Services, has the
authority and discretion to exercise this right on behalf of the Operational Partner.

VIII. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Agreement, the notices shall be
in writing and mailed to the following respective addresses listed below.

**Operational Partner:**
County of San Bernardino Preschool Services Department
662 South Tippecanoe Avenue
San Bernardino, CA 92415-0630

**Commission:**
Children and Families Commission for San Bernardino
County
735 E. Carnegie Drive, Suite 150
San Bernardino, CA 92408

B. Operational Partner agrees any alterations, variations, modifications, or waivers of
provisions of the Agreement shall be valid only when they have been reduced to writing,
duly signed, and attached to this Agreement as an amendment.

IX. DISPUTE RESOLUTION

If any conflicts or disputes arise between the two parties, assigned staff shall meet in a
timely manner to resolve the conflict or dispute. It is acknowledged by both parties that the
purpose of such meeting is to come to a resolution that is in the best interest of both
parties.

X. AGREEMENT:

A. This Agreement, consisting of 3 pages, is the full and complete document describing
the roles and responsibilities of both parties, including all covenants, conditions, and
benefits.

B. The signatures of the parties affixed to this Agreement affirm that they are duly
authorized to commit and bind their respective institutions to the terms and conditions
set forth in this document.

---

CHILDREN & FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY

COUNTY OF SAN BERNARDINO

Legal Entity

[Signature]

Linda Haugan
Printed Name
Commission Chair
Title

[Signature]

James Ramos
Printed Name
Chairman, Board of Supervisors
Title

Dated

Dated
SERVICE AGREEMENT

THIS AGREEMENT is entered into this day _____________________, 2016 (“Effective Date”) in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Child Care Resource Center, Inc.  Hereinafter called Operational Partner

Name of Operational Partner

20001 Prairie Street, Chatsworth, CA 91311  909-384-8031

Address  Phone Number

James Moses  Regional Director, San Bernardino County

Contractor Representative  Title

95-3081695  jmoses@ccrrca.org

Federal ID No.  E-Mail Address

IT IS HEREBY AGREED AS FOLLOWS:

I. BACKGROUND

Successful County Early Learning and Development Systems, including a Quality Rating and Improvement System (QRIS), are built on broad-based stakeholder participation and effective governance structures.

The Commission has selected QRIS as a strategy to support the First 5 San Bernardino’s mission and vision for the purpose of promoting, supporting, and improving early development of children from the prenatal stage to 5 years of age in San Bernardino County. QRIS is a system that defines quality standards for early care and education programs, measures programs against these standards, offers and connects educators to training and professional development opportunities, and helps parents and caregivers find quality programs for their children. With a QRIS, communities have a new tool to increase access to quality early learning experiences for children 0 to 5 years of age. This system supports existing and aspiring early care and education providers by helping them recognize what they can do to best support the development of young children in their care. The framework also serves as a tool to help early learning programs determine their level of quality and identify a plan for improvement to meet higher standards of quality. In addition to helping programs and providers, the QRIS offers parents and caregivers a tool for recognizing quality settings and selecting programs that best fit the needs of their children.

As a member of the San Bernardino County QRIS Consortium (Consortium), the Commission has elected to provide stipends to QRIS Operational Partners who have been identified as required local consortium participants. The Operational Partners have selected Key Decision Makers (KDM) within their organization who acknowledge the process for regularly bringing together the local consortium and endorse the developed governance structure. This includes delineating the decision-making process, identifying and defining roles and responsibilities, and creating an alignment across the partnerships and QRIS efforts.
II. PURPOSE
The purpose of this Agreement is to establish the roles and responsibilities in the efforts of the Commission and Operational Partners in the planning, development, and implementation of the QRIS.

III. COMMISSION RESPONSIBILITIES
Commission shall:
A. Provide assistance and facilitate, as applicable, the planning, development, and implementation of a QRIS.
B. Provide coordination, including participation in meetings, development of media, advocacy, and develop strategies for sustainability of the QRIS.
C. Identify a Commission Staff Analyst as the liaison to interact with Operational Partner staff regarding QRIS activities.

IV. OPERATIONAL PARTNER RESPONSIBILITIES
Operational Partner shall:
A. Identify a staff member within the agency as the liaison to interact with Commission staff regarding QRIS activities to ensure engagement as an Operational Partner by their organization to the Consortium.
B. Identify a staff member to work on Steering Committee efforts as San Bernardino County QRIS Consortium member.
C. Advocate on behalf of the QRIS Consortium to bring in non-traditional partners to support quality and align the work within the QRIS system to address the needs of the whole child.
D. Participate in workgroups charged with advancing the goals of the San Bernardino County QRIS Strategic Plan.

V. FISCAL PROVISIONS
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B. Upon obtaining authorized signatures for this agreement, the Commission will execute payment in the amount of $8,000 per participating Operational Partner KDM not to exceed $16,000 per agency. The stipend is a one-time only provision.

VII. TERM
A. The term of this Agreement shall commence on May 6, 2016 upon signature and shall terminate on June 30, 2017, unless terminated earlier as set forth herein.
B. Notwithstanding the preceding paragraph, this Agreement may be immediately terminated by either party by serving a written notice to the other party in the event any state and/or federal agency and/or other funder(s) reduce, withhold or terminate funding that the parties anticipated or provided under this Agreement. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.
VIII. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Agreement, the notices shall be in writing and mailed to the following respective addresses listed below.

**Operational Partner:**  Child Care Resource Center, Inc.
  Attention: Michael Olenick, Ph.D.
  20001 Prairie Street
  Chatsworth, CA 91311

**Commission:**  Children and Families Commission for San Bernardino County
  735 E. Carnegie Drive, Suite 150
  San Bernardino, CA 92408

B. Operational Partner agrees any alterations, variations, modifications, or waivers of provisions of the Agreement shall be valid only when they have been reduced to writing, duly signed, and attached to this Agreement as an amendment.

IX. DISPUTE RESOLUTION

If any conflicts or disputes arise between the two parties, assigned staff shall meet in a timely manner to resolve the conflict or dispute. It is acknowledged by both parties that the purpose of such meeting is to come to a resolution that is in the best interest of both parties.

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University Enterprises Corporation at CSUSB Hereinafter called Operational Partner
Name of Operational Partner

5500 University Parkway
San Bernardino Ca. 92407
Address

909-537-5929
Phone Number

Jeffrey Thompson
Contractor Representative

95-6067343
Federal ID No.

Jeffrey Thompson
Associate Provost for Academic Research
Title

jthompso@csusb.edu or Spon_Fdn@csusb.edu
E-Mail Address

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500 University Parkway
San Bernardino, CA 92407

Commission: Children and Families Commission for San Bernardino County
735 E. Carnegie Drive, Suite 150
San Bernardino, CA 92408

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CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

University Enterprises Corporation at CSUSB

Authorized Signature
Linda Haugan
Printed Name
Commission Chair
Title
Dated

Authorized Signature
Jeffrey Thompson
Printed Name
Associate Provost for Academic Research
Title
Dated
AGENDA ITEM 3
MAY 4, 2016

Subject: Contract Amendment for Health Services (RFP 11-02)

Recommendations: Approve Amendment A3 to Contract HW034 for Health Services (RFP 11-02) with the American Lung Association in California in the amount of $127,393 for Fiscal Year 2016-2017 for a cumulative total amount of $626,216 for Fiscal Years 2012 through 2017 to provide asthma/bronchitis prevention services.

(Presenter: Mary Alvarez, Staff Analyst II, 252-4258)


Background Information: On May 16, 2012, the Commission approved multiple contractors under Health Services (RFP 11-02) to support programs under First 5 San Bernardino's (F5SB) health focus area for asthma and perinatal programming for a three-year period.

On April 1, 2015, the Commission approved extensions of these contracts to allow staff, the F5SB Advisory Committee, and Advisory Health Subcommittee to convene, survey the health landscape, and discuss future health services investments.

On April 6, 2016, per the recommendations of staff and the Advisory Committee, the Commission approved to extend four Health Services contracts. The American Lung Association in California’s contract was not presented at the April Commission meeting but was included in the Advisory Committee’s recommendation. Extension to contract terms for additional years is allowable per Commission’s standard contract language in Section VII – Term (C) and (D). This Contract with the American Lung Association in California is the final amendment of contract extensions from Health Services (RFP 11-02).

The American Lung Association in California has been successful in meeting contract and target objectives in improving significant outcomes for children and families over the past four years. This one year extension will avoid gaps in services addressing asthma prevention. In addition, F5SB will use this additional year to reevaluate the objectives, identify, collaborate and build a solid network with health providers and resources to tighten alignment with the revised Strategic Plan. Pending Commission approval, this amendment aligns with the Commission’s goals to operate and address child health on a systems level support for the following identified objectives:

SPA 1: Child Health

Objective 1.1.a – Families have access to resources and environments that support the total wellness of the child.

Objective 1.1.b – Families are knowledgeable of and utilize available resources to manage their health.

Objective 1.1.c – Children are born healthy
### Review

**Sophie Akins, Commission Counsel**

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<th>Report on Action as taken</th>
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# Program Outline Document 2016-2017

## AGENCY INFORMATION

<table>
<thead>
<tr>
<th>Contract #:</th>
<th>HW034 A3</th>
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<tbody>
<tr>
<td>Legal Entity:</td>
<td>American Lung Association in California</td>
</tr>
<tr>
<td>Dept./Division:</td>
<td>N/A</td>
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<tr>
<td>Project Name:</td>
<td>Parent and Provider Asthma Education Program</td>
</tr>
<tr>
<td>Address:</td>
<td>333 Hegenberger Road, Suite 450, Oakland, CA 94621</td>
</tr>
<tr>
<td>Phone #:</td>
<td>510-638-5864</td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.lung.org/california">www.lung.org/california</a></td>
</tr>
<tr>
<td>Fax #:</td>
<td></td>
</tr>
<tr>
<td>Program Site Address:</td>
<td>441 MacKay Drive, San Bernardino, CA 92408</td>
</tr>
<tr>
<td>Client Referral Phone #:</td>
<td>909-321-3288</td>
</tr>
</tbody>
</table>

## CONTACT INFORMATION

### CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

| Name: | Olivia J. Gertz |
| Title: | President & Chief Executive Officer |
| Address: | 333 Hegenberger Road, Suite 450, Oakland, CA 94621 |
| Direct Phone #: | 310-359-6385 |
| Fax #: | 866-518-2054 |
| E-Mail: | Olivia.Gertz@lung.org |

### PROGRAM CONTACT

| Name: | Terry Roberts |
| Title: | Executive Director |
| Address: | 441 MacKay Drive, San Bernardino, CA 92408 |
| Direct Phone #: | 909-321-3290 |
| Fax #: | 909-884-6249 |
| E-Mail: | Terry.Roberts@lung.org |

### FISCAL CONTACT

| Name: | Terry Roberts |
| Title: | Executive Director |
| Address: | 441 MacKay Drive, San Bernardino, CA 92408 |
| Direct Phone #: | 909-321-3290 |
| Fax #: | 909-884-6249 |
| E-Mail: | Terry.Roberts@lung.org |
**ADDITIONAL CONTACT (Describe):** Program

Name: Gisselle Fuentes
Title: Program Coordinator

Address: 441 MacKay Drive
San Bernardino, CA 92408

Direct Phone #: 909-321-3288
Fax #: 909-884-6249

E-Mail: Gisselle.Fuentes@lung.org

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

- **Educational Institution**
  - Describe: Choose an item.
- **Government Agency**
  - Describe: Choose an item.
- **Private Entity/Institution**
  - Describe: Choose an item.
- **Community-Based**
  - Describe: Non Profit

**FIRST 5 FOCUS AREA STRATEGY**

- **Health**
  - Early Screening and Intervention
  - Health Care Access
  - Oral Health
  - Other: Health & Safety Education
    - Asthma
- **Education**
  - Early Education Programs
  - Access to Quality Child Care
  - Other: Quality Provider Programs
    - Other:
- **Family**
  - Parent Education
  - Resource Center & Case Management
  - Other:
- **Systems**
  - Integrated Systems Planning & Implementation
  - Countywide Information
  - Referral Systems
  - Organizational Capacity Building
  - Other:
    - Community Outreach
    - Other:

**PROGRAM DESCRIPTION**

The Parent and Provider Asthma Education project provides an Asthma Home Visitation program to provide help to families with asthmatic children 0-5 years of age. Over a period of 9-12 months, families will be given asthma education about topics such as triggers, working with their physician, schools, etc. and receive household items to help reduce/eliminate environmental asthma triggers.

The Parent and Provider Asthma Education project provides the Physician Asthma Care Education (PACE) training to physicians and other medical practitioners practicing in San Bernardino County to increase the number of physicians following the National Guidelines for the Treatment of Asthma.
COMMISSION LEVEL OUTCOMES

SPA 1: Children and Families
Goal 1.1 Child Health
Objective 1.1a: Families have access to resources and environments that support the total wellness of the child
Objective 1.1b: Families are knowledgeable of and utilize available resources to manage their health
Expectations(s): Support improved health outcomes for pregnant women and children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services from the medical, nutritional, and dental health systems.
Outcome(s): 75 children will receive Care Coordination and Developmental Screenings (Core).
200 children will receive Asthma Screenings, 75 parents will receive Asthma Education services and 85 providers will receive professional development (aggregate).

ASSIGNED ANALYST: Mary Alvarez

CONTRACT AMOUNT

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Amount</th>
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<tr>
<td>2012-2013</td>
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<td>2016-2017</td>
<td>$127,393</td>
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<td>Total</td>
<td>$626,216</td>
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</table>
THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)
American Lung Association in California

Department/Division

Address
333 Hegenberger Road, Suite 450
Oakland, CA 94621

Phone
(510) 638-5864

Federal ID No.
94-0362650

Program Address (if different from legal address):
441 MacKay Drive
San Bernardino, CA 92408

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 3

1. Paragraph A. Contract Amount of Section IV, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed $626,216 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor’s services and expenses incurred in the performance hereof. These funds are divided as follows:
Fiscal Year 2012-13    $ 120,321    July 1, 2012 through June 30, 2013  
Fiscal Year 2013-14    $ 123,716    July 1, 2013 through June 30, 2014  
Fiscal Year 2014-15    $ 127,393    July 1, 2014 through June 30, 2015  
Fiscal Year 2015-16    $ 127,393    July 1, 2015 through June 30, 2016  
Fiscal Year 2016-17    $ 127,393    July 1, 2016 through June 30, 2017

2. Paragraph A. of Section VII, TERM, is amended to read as follows:

   A. This Contract is effective commencing July 1, 2012 and expires June 30, 2017, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.
All other terms and conditions of this contract remain in full force and effect.

CHILDREN & FAMILIES COMMISSION FOR SAN BERNARDINO COUNTY

Authorized Signature
Linda Haugan
Printed Name
Commission Chair
Title
Dated

AMERICAN LUNG ASSOCIATION IN CALIFORNIA
Legal Entity

Authorized Signature
Olivia J. Gertz
Printed Name
President & CEO
Title
Dated

Reviewed for Processing
Cindy Faulkner
Operations Manager
Date

Approved as to Legal Form
Sophie Akins
Commission Counsel
Date

Presented to Commission for Signature
Karen E. Scott
Executive Director
Date
### Program Description:
Provides an Asthma Home Visitation and Education program to help families with asthmatic children 0-5 years of age. 

PACE: Physician Asthma Care Education training for physicians and other medical practitioners.

### Expectation(s):
Support improved health outcomes for pregnant women and children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services from the medical, nutritional, and dental health systems.

### Outcome(s):
- **75 children will receive Care Coordination and Developmental Screenings** *(Core)*
- **200 children will receive Asthma Screenings, 75 parents will receive Asthma Education and 85 providers will receive professional development** *(Aggregate)*

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
<th>Dosage</th>
<th>Verification</th>
</tr>
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</table>
| Children will be healthy well-nourished and physically fit | Care Coordination | 3 home visits | Child Intake Asthma Assessment  
Pre – At program enrollment  
Post – At program completion |
| Early screening and intervention for special needs | Developmental Screening | 1 per child | ASQ-3  
Completed within 30-45 calendar days of enrollment |
| Children will be healthy well-nourished and physically fit | Asthma Screening | 1 per child | Program Referral |
| Increased parent knowledge of asthma effects | Asthma Education | 1 per family | Home Action Plan |
| Medical staff attendance of PACE training | Professional Development | 3 trainings p/year | Sign in Sheets |

### Program Cycle:
July 2016 – June 2017
# FIRST 5 SAN BERNARDINO PROGRAM BUDGET

**FISCAL YEAR:** 2016-2017

**ORGANIZATION:** American Lung Association in California  
**DIRECTOR:** Terry M. Roberts  
**PROGRAM TITLE:** Parent and Provider Asthma Education  
**PROGRAM DIRECTOR:** Devin Arias  
**INITIATIVE:** Investing in Children - Health  
**FINANCE OFFICER:** Terry M. Roberts  
**TOTAL BUDGET:** $127,393.00  
**RFP/CONTRACT #:** 11-02 Health/HW034 A3

## SALARIES & BENEFITS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>FTE</th>
<th>PAY RATE</th>
<th># OF HOURS</th>
<th>BENEFIT RATE</th>
<th>FSSB SALARY</th>
<th>FSSB BENEFITS</th>
<th>FSSB BUDGET</th>
<th>TOTAL SALARY</th>
<th>First 5 % of TOTAL SALARY</th>
<th>DESCRIPTION/ JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Gisselle Fuentes</td>
<td>Community Engagement Manager</td>
<td>0.94</td>
<td>19.49</td>
<td>1,950.00</td>
<td>24%</td>
<td>38,000.00</td>
<td>9,120.00</td>
<td>47,120.00</td>
<td>50,261.33</td>
<td>94%</td>
<td>This FTE (37.5 hours per week) employee provides in-home visits that will include education on asthma/bronchitis, asthma medications and environmental triggers and provide resources to eliminate/reduce these triggers. Benefits include Medical, Dental and Vision Insurance and Disability.</td>
</tr>
<tr>
<td>2 Devin Arias</td>
<td>Community Engagement Manager</td>
<td>0.47</td>
<td>22.56</td>
<td>975.00</td>
<td>22%</td>
<td>22,000.00</td>
<td>4,840.00</td>
<td>26,840.00</td>
<td>57,258.67</td>
<td>47%</td>
<td>This FTE (37.5 hours per week) 10% of this employee's time for this project is funded by other sources/in-kind, employees will spend 1170 hours per year (975 covered under First 5) of her time on these project activities which will include the PACE and MA trainings and other asthma education and outreach activities to achieve grant objectives. Benefits include Medical, Dental and Vision Insurance and Disability.</td>
</tr>
<tr>
<td>3 Terry Roberts</td>
<td>Manager Director</td>
<td>0.05</td>
<td>43.59</td>
<td>97.50</td>
<td>16%</td>
<td>4,250.00</td>
<td>680.00</td>
<td>4,930.00</td>
<td>105,173.33</td>
<td>5%</td>
<td>This FTE (37.5 hours per week) 5% of employees' time is funded by other sources/in-kind and the employee will spend her time to provide administrative and fiscal oversight of this project. Benefits include Medical, Dental and Vision Insurance and Disability.</td>
</tr>
</tbody>
</table>

**Total Salaries & Benefits**  
| Total Salaries & Benefits | $64,250 | $14,640 | $78,890 | $212,693 |

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**ATTACHMENT B**

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**34**
### FIRST 5 SAN BERNARDINO
#### PROGRAM BUDGET

**FISCAL YEAR:** 2016-2017

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>American Lung Association in California</th>
<th>DIRECTOR:</th>
<th>Terry M. Roberts</th>
<th>PROGRAM YEAR:</th>
<th>2016-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM TITLE:</td>
<td>Parent and Provider Asthma Education</td>
<td>PROGRAM DIRECTOR:</td>
<td>Devin Arias</td>
<td>TOTAL BUDGET:</td>
<td>$ 127,393.00</td>
</tr>
<tr>
<td>INITIATIVE:</td>
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</tr>
</tbody>
</table>

## II. SERVICES & SUPPLIES

<table>
<thead>
<tr>
<th>Expense:</th>
<th>% of Allocation:</th>
<th>TOTAL F5SB BUDGET</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Program Materials/Supplies</td>
<td>10%</td>
<td>13,100.00</td>
<td>Asthma/bronchitis education materials for parents, materials for PACE and MA trainings. Materials for home visitations include education materials, spacers/peak flow meters, pillow/mattress encasements and materials/supplies that reduce/eliminate environmental triggers. May include air purifiers, vacums and other identified items that will reduce asthma triggers.</td>
</tr>
<tr>
<td>2 Participant Support/Incentives</td>
<td>4%</td>
<td>4,800.00</td>
<td>Program promotion materials that may include, pens, pencils, crayons, bags, hand sanitizers, stress relieve balls or other identified appropriate items for outreach activities. Costs for CME’s for physicians attending PACE trainings. Thank you gifts/appropriate items for community partners and volunteers who help us complete our mission and program goals.</td>
</tr>
<tr>
<td>3 Staff Development and Training</td>
<td>1%</td>
<td>800.00</td>
<td>Training cost for staff to attend trainings/conference to learn more about home visitation programs, increase staff knowledge about asthma and case management. Other trainings may include safety for home visitation programs and promoting programs.</td>
</tr>
<tr>
<td>4 Advertisements</td>
<td>1%</td>
<td>1,000.00</td>
<td>May include event display, outdoor banner, EZ-up, brochure racks and tablecloth.</td>
</tr>
<tr>
<td>5 Printing</td>
<td>2%</td>
<td>2,823.00</td>
<td>Printing and design/translation costs for flyer or other print materials needed for programs. Other items include Helpline cards, calendar, business cards and stationary, nametags, agency shirts/apparel, magnets and asthma/bronchitis educational materials.</td>
</tr>
<tr>
<td>6 Postage</td>
<td>1%</td>
<td>800.00</td>
<td>Postage associated with program implement.</td>
</tr>
</tbody>
</table>
# FIRST 5 SAN BERNARDINO PROGRAM BUDGET

**FISCAL YEAR:** 2016-2017

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## III. FOOD

<table>
<thead>
<tr>
<th>Event(s):</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Food Expenses for PACE Trainings</td>
<td>Based on 3 PACE trainings per year</td>
</tr>
<tr>
<td>2 Food for MA Trainings</td>
<td>Approximately 12 trainings per year</td>
</tr>
<tr>
<td>Total Food</td>
<td>$1,300.00</td>
</tr>
</tbody>
</table>

## IV. TRAVEL

<table>
<thead>
<tr>
<th>Destination:</th>
<th>Purpose:</th>
<th>Description/Justification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Travel for Asthma Home Visits</td>
<td>Home visits and outreach activities</td>
<td>Mileage will be charged at the IRS reimbursable rate</td>
</tr>
<tr>
<td>2 Travel for PACE?MA</td>
<td>Travel for organizing and implementing trainings</td>
<td>Mileage will be charged at the IRS reimbursable rate</td>
</tr>
</tbody>
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# FIRST 5 SAN BERNARDINO
## PROGRAM BUDGET
### FISCAL YEAR: 2016-2017

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### Travel for Staff Development
- **Organization Name:** American Lung Association in California
- **Description/Justification:** Travel may include costs for hotel and/or airline travel for staff development opportunities.
- **Cost:** $800.00
- **Total Travel:** $5,300.00

### SUBCONTRACTORS
- **Organization Name:**
- **Total Subcontractors:**
- **Description/Justification:**

### INDIRECT COSTS
- **Percent:** 15% of total personnel cost
- **Total Indirect Costs:** $11,910.00
- **Description/Justification:** Indirect cost will include: a portion of the total ALAC audit and single audit expenses, portion of ALAC CEO, human resources and general accounting staff time including bookkeeping and payroll services, portion of accounting and CEO benefits, postage for accounting and payroll for mailing check, invoices, paystubs and financial reports, share CITRIX cost for accounting staff and CEO, that are not included indirect cost, share of supplies (checks, paper, pens, etc.) printing, share of facility cost including rent, space maintenance, utilities, janitorial services, equipment repair for accounting staff and general liability insurance.