



Agenda: Advisory Committee to the Commission

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

Meeting date, time, and place September 17, 2026
9:00 a.m. to 11:00 a.m.
First 5 San Bernardino Commission Conference Room

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

Consent The following consent item is expected to be routine and non-controversial and will be acted upon by the Advisory Committee at one time unless any Advisory Committee member directs that the item be removed from the Consent Agenda for discussion.

Item No.	INFORMATION
1	First 5 San Bernardino Advisory Committee by Laws Amendment A2 to Policy 04-03 to revise total number of committee members to 30. (Presenter: Traci Homan, Executive Administrative Assistant III)

Item No.	Discussion
2	Elect Vice Chair for the Advisory Committee for First 5 San Bernardino (Presenter: Dr. Gwen Dowdy-Rodgers, Advisory Committee Chair)
3	Advisory Committee Communication Channels (Presenter: Scott McGrath, Deputy Director)

The agenda and supporting documents are available for review on our website first5sanbernardino.org or 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.

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Item No.	Discussion (<i>Continued</i>)
4	Formation of Subcommittees and ad hoc committees (<i>Presenter: Scott McGrath, Deputy Director</i>)
5	Programmatic Highlights (<i>Presenter: Erin Meier, Administrative Supervisor I</i>)
6	First 5 San Bernardino Financial Updates (<i>Presenter: Samuel Wong, Chief Financial Officer</i>)
7	Strategic Plan Updates (<i>Presenter: Scott McGrath, Deputy Director</i>)

Committee Member Roundtable

Open to Advisory Committee Members.

Public Comment

Persons wishing to address the Advisory Committee will be given up to three minutes and pursuant to Government code 54954.2(a)(3) “no action or discussion will be undertaken by the Advisory Committee on any item not on the agenda.

Next Meeting

The next Advisory Committee meeting will be held on March 22, 2027, at First 5 San Bernardino.

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**BYLAWS
ADVISORY COMMITTEE
TO THE
CHILDREN AND FAMILIES COMMISSION
FOR
SAN BERNARDINO COUNTY**

Item 1

I. PURPOSE & INTENT: In accordance with Section 130145 of the California Children and Families Act of 1998, each County Commission is required to establish at least one advisory committee to support accomplishing the purposes of the Act. The Advisory Committee shall convene at least once annually to review the strategic plan and provide recommendation to the Commission for the upcoming year. The function of the Advisory Committee is to provide expertise, advice and assistance to the Commission and staff to enhance the capacity, accessibility and quality of services for children prenatal through age five and their families. The Committee is designated to be advisory in nature and does not directly establish policy.

COMPOSITION, APPOINTMENT, TERMS, DUTIES, AND RESPONSIBILITIES

- A. COMPOSITION:** The Advisory Committee will be comprised of up to twenty-five appointed members; one Commissioner and others who may be selected from but not limited to the following areas of expertise: Parents, Parents of Children with Special Needs, Early Child Development, Education, Medical, Dental, Substance Abuse Prevention, Non-Profit, Faith Based and Community Based Organizations, Public Agencies, Service Organizations, Law Enforcement, Arts Community and Finance. In addition, standing members shall include the Director, or designated representative of the following County of San Bernardino agencies: Children's Network, Children and Family Services, Preschool Services Department, Department of Public Health, Department of Behavioral Health and the Superintendent of County Schools.
- B. APPOINTMENT:** All appointments to the Advisory Committee will be made by the Commission staff under the direction of the Executive Director. The Commission staff will recruit and select representatives to fill vacancies on the Advisory Committee.
- C. TERMS:** The term of office will be two (2) years from the date of appointment. Commission staff will revisit Advisory Committee membership and recruit and select members each year. Members may serve indefinitely until such time that the member withdraws from his/her service or upon Commission staff determining a member's appropriate contribution and expertise.
- D. DUTIES AND RESPONSIBILITIES:** Membership on the Advisory Committee will require a commitment of time and effort. Members will be expected to attend scheduled meetings; stay abreast of First 5 San Bernardino activities; serve on work groups and/or ad hoc committees convened to perform specific tasks or develop specific recommendations for the Commission; and participate in regional forums or other public activities designed to provide community input or professional expertise to the community and Commission.

MEETINGS

- A. GENERAL:** Written notice of all public meetings will be posted at the Commission Office and on the website at least seventy-two (72) hours in advance of the meeting. Written notices will consist of the agenda and include date, time, and place of the meeting, and items that are scheduled for action by the Advisory Committee. The Advisory Committee shall adopt the Commission's rules of order to be used as guidelines when conducting business/meetings.
- B. QUORUM:** A majority of the Advisory Committee present shall constitute a quorum when conducting Advisory Committee business.
- C. VOTING:** An affirmative vote by a majority of the members present is required for agenda items such as Consent and Discussion items requiring a decision.
- D. ABSENTEEISM:** An Advisory Committee member may be removed for repetitive absences. A member's intention and ability to continue serving on the Committee will be considered. An absence from a meeting may be considered excused if a committee member contacts the Chair or Vice Chair prior to the meeting and informs them of their inability to attend and/or sends a designee.
- E. RECORDS:** Minutes will be taken at all Advisory Committee meetings that will summarize the discussion and record actions taken. Upon conclusion of meeting and within a reasonable time period, minutes will be distributed via email to members for their review and corrections. Minutes will be formally approved at next scheduled meeting and posted to the Commission website (www.first5sanbernardino.org)

OFFICERS OF THE ADVISORY COMMITTEE

- A. CHAIR:** The Chair shall be an appointed Commissioner who oversees the Advisory Committee. The Chair shall preside at all meetings, maintain order, call special meetings as needed, appoint subcommittees, and generally represent the Advisory Committee. The term is one calendar year.
- B. VICE-CHAIR:** Shall serve in the absence of the chair. The Vice-Chair shall be elected from the members of the Advisory Committee. The term is one calendar year.

AMENDMENT OF BYLAWS

- A. GENERAL:** The bylaws may be modified at any time by a majority vote of the Advisory Committee. Any meeting conducted to modify the bylaws must comply with the provisions of Section III.

POLICIES

- A.** All meetings of the Advisory Committee shall be open to the public. All meetings shall conform to the Ralph M. Brown Act, Government Code Section 54950, including requirements for

notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, closed sessions and emergency meetings, maintenance of records, and disruption of public meetings.

B. Advisory Committee members shall refrain from actions where they may have a conflict of interest. Prior to voting on any recommendations, committee members will disclose, for the record, any involvement with an organization that may be directly affected.

First 5 San Bernardino Advisory Committee

Item 4

Ad Hoc and Subcommittee Formation

Overview

The Advisory Committee structure allows for the formation of smaller bodies to address needs that arise between or beyond the scope of the full committee's regular meetings. Two types of bodies may be formed: ad hoc committees and standing subcommittees. The type of body convened will depend on the nature and duration of the need identified.

Formation Process

The formation of an ad hoc committee or subcommittee begins with the identification of a need by First 5 San Bernardino staff or leadership. Once a need has been identified and the decision made to convene a committee, F5SB will invite relevant Advisory Committee members to participate. The scope, membership, and expected timeline or deliverables will be defined at the time of formation.

Brown Act Compliance

As a body created by a local public agency, the Advisory Committee is subject to the Ralph M. Brown Act (California Government Code § 54950 et seq.), California's open meeting law. The Brown Act requires that Advisory Committee meetings be open to the public, that agendas be posted at least 72 hours in advance of regular meetings — both on the agency's website and in a publicly accessible location — and that members of the public be given an opportunity to comment. No action may be taken on any item not appearing on the posted agenda. These requirements apply to the full Advisory Committee and, as described below, to any standing subcommittees that are formed.

Approval of Recommendations

Recommendations and decisions made by ad hoc committees and standing subcommittees are advisory in nature and subject to approval by the Executive Director or their designee before any action is taken. This applies regardless of the type of scope of the body convened.

Member Participation

Participation in ad hoc committees and standing subcommittees is considered an as-needed commitment, separate from the full Advisory Committee's regular meeting schedule. Members will be invited to participate based on their expertise and the nature of the need, and are not expected to serve on every body that is convened.

Ad Hoc Committees

Ad hoc committees are convened to address a specific, time-limited need. They are task-oriented and dissolved once the goal has been accomplished. Ad hoc committees may be formed in response to occurrences such as, but not limited to:

- Emerging issues or needs identified within the community;
- Specific challenges surfaced by staff or commissioners; or,
- Funding requests or other time-sensitive matters requiring focused expertise.

Ad hoc committees may include guest members from outside the core Advisory Committee, in addition to designated committee members, as determined by the nature of the need.

Standing Subcommittees

Standing subcommittees may be formed when a need for ongoing, topic-specific advisory input is identified. Unlike ad hoc committees, subcommittees are not time-limited and operate on a meeting schedule

established at the time of formation. Subcommittees are composed of members drawn from the core Advisory Committee. Examples of topic areas that may warrant a standing subcommittee include finance, program review, technical matters, and community engagement, among others. Because standing subcommittees are considered legislative bodies under the Brown Act, they are subject to the same open meeting, agenda posting, and public participation requirements as the full Advisory Committee.
