

**Chair**  
Elliot Weinstein, M.D.

**Vice Chair**  
Dr. Gwen Dowdy-Rodgers

**Executive Director**  
Karen E. Scott



**Commissioners**

Ted Alejandro

Supervisor Joe Baca, Jr.

Joshua Dugas

Gary Ovitt

Gilbert Ramos

## Agenda: Children and Families Commission 1-2026

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

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**Meeting date, time, location**

January 14, 2026  
3:30 p.m.  
First 5 San Bernardino Commission Conference Room

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**Pledge of Allegiance**

Chair or designee will lead the Pledge of Allegiance.

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**Special Presentations**

*1,000 Books Before Kindergarten*, Presented by Kristen Stevens, Assistant County Librarian for the San Bernardino County Library

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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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**Executive Director Report**

None

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**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.

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Item No.	CONSENT
1	Approve Minutes from December 3, 2025, Commission Meeting.
2	Approve Amendment A-11 to CFC SB Policy 04-02 Conflict of Interest Code to amend Appendix B. (Presenter: Traci L. Homan, Executive Administrative Assistant, 386.7706)

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.

[First5sanbernardino.org](http://First5sanbernardino.org)

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Item No.	DISCUSSION
3	Elect Chair and Vice Chair for the Children and Families Commission for San Bernardino County. (Presenter: Cindy Faulkner, Assistant Director, 386.7706)
4	Approve and authorize issuance of a Request for Qualifications for an Auditor to conduct and prepare an annual audit and report of First 5 San Bernardino's financial statements for Fiscal Years 2026-2030. (Presenter: Samuel Wong, Chief Financial Officer, 386.7706)

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Item No.	INFORMATION
5	Receive information from EVALCORP for First 5 San Bernardino's Local Outcomes Report for 2024-2025. (Presenter: Joshua Roche, Statistical Analyst, 386.7706)

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**Public Comment**      Persons wishing to address the Commission 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 Commission on any item NOT posted on the agenda."

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**Commissioner Roundtable**      Open to comments by the Commissioners

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**Next Meeting**      **Wednesday, February 4, 2026**  
3:30 p.m. to 5:00 p.m.

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[First5sanbernardino.org](http://First5sanbernardino.org)



## Minutes: Children and Families Commission Meeting

### Date, time, location

December 3, 2025  
3:33 p.m.  
First 5 San Bernardino Commission Conference Center, 735 E. Carnegie Drive, Suite 150, San Bernardino, CA 92408

### Pledge of Allegiance

Pledge of Allegiance by Chair Weinstein, M.D.

### Special Presentation

*Five-Years of Helping Kids Grow in the Inland Empire: Where We Grow from Here*  
Presented by Megan Daly of Help Me Grow Inland Empire

### 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

- Chair Elliot Weinstein, M.D.
- Supervisor Baca Jr.
- Commissioner Josh Dugas
- Commissioner Gary Ovitt
- Commissioner Gilbert Ramos

#### Absent

- Commissioner Ted Alejandre
- Vice-Chair Dr. Gwen Dowdy-Rodgers

#### Legal Counsel

- Dawn Martin, Deputy County Counsel

#### Staff

- Karen Scott, Executive Director
- Traci Homan, Commission Clerk
- Michael Limón, Supervising Office Assistant

**Changes to the agenda**

None

**Executive Director's Report**

Ms. Scott highlighted plans for the New Year focused on addressing changing landscapes impacting children's outcomes, including social-emotional development, equity, family economics, and health. First 5 San Bernardino remains committed to strengthening systems under the 2023-2028 Strategic Plan, with 2.5 years remaining. Most funding is tied to multi-year contracts; recommendations for the use of remaining funds in Fiscal Year 2025-2026 will be presented for input prior to adoption of the annual budget and wished everyone a happy holiday and New Year.

Item No.	CONSENT
1	<p>Approve Minutes from October 29, 2025, Commission Meeting.  (Presenter: Traci Homan, Executive Assistant, 386.7706)</p> <p><b>Roll Call</b>  Motion/Second: Supervisor Baca, Jr./Commissioner Dugas  Aye: Supervisor Baca, Jr., Commissioner Dugas, Commissioner Ramos, Commissioner Ovitt and Chair Weinstein, M.D.  Absent: Commissioner Alejandre and Vice Chair Gwen Dowdy-Rodgers  Without further comment or objection, motion carried by unanimous vote to approve consent items.</p>

Item No.	DISCUSSION
2	<ol style="list-style-type: none"> <li>1. Conduct Public Hearing for the Children and Families Commission for San Bernardino County Annual Audit for 2024-2025.</li> <li>2. Adopt the Children and Families Commission for San Bernardino County's Annual Audit for 2024-2025.</li> </ol> <p>(Presenter: Alicia Chavez, Supervising Accountant, 386.7706)</p> <p>Ms. Chavez introduced Erika Partida, CPA, Senior Audit Manager at Eide Bailly, LLP, who provided a brief report on the First 5 audit.</p> <p>The Chair opened the public hearing. No comments or objections were received. The public hearing was closed.</p> <p><b>Roll Call</b>  Motion/Second: Supervisor Baca, Jr./Commissioner Ramos  Aye: Supervisor Baca, Jr., Commissioner Dugas, Commissioner Ramos, Commissioner Ovitt, Chair Weinstein, M.D.  Absent: Commissioner Alejandre and Vice Chair. Dr. Gwen Dowdy-Rodgers  Without further comment or objection, motion carried by unanimous vote to approve Item 2.</p>

3	<ol style="list-style-type: none"> <li>1. Conduct Public Hearing of the Children and Families Commission for San Bernardino County's Annual Report for 2024-2025.</li> <li>2. Adopt the Children and Families Commission for San Bernardino County's Annual Report for 2024-2025.</li> </ol> <p>(Presenter: Scott McGrath, Deputy Director, 386-7706)</p> <p>Mr. McGrath gave a brief presentation on the Annual Report for 2024.2025. Chair Weinstein opened the public hearing on the Annual Report for 2024-2025. Commissioner Dugas commented regarding statistics tracking and if graph showcased increases in families served this year from last year.</p> <p>The Chair opened the public hearing. No comments or objections received. The Chair closed the public hearing.</p> <p><b><u>Roll Call</u></b>  Motion/Second: Supervisor Baca, Jr./Commissioner Dugas  Aye: Supervisor Baca, Jr., Commissioner Dugas, Commissioner Ramos, Commissioner Ovitt, Chair Weinstein, M.D.  Absent: Commissioner Alejandro and Vice Chair. Dr. Gwen Dowdy-Rodgers  Without further comment or objection, motion carried by unanimous vote to approve Item 3.</p>
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Item No.	INFORMATION
4	<p>Receive information on approval of employment contracts entered into by San Bernardino County upon request of the Children and Families Commission with the following individuals for the period of July 26, 2025 – March 31, 2028:</p> <ol style="list-style-type: none"> <li>a) Samuel Wong as an Operations and Budget Officer</li> <li>b) Michael Limon as a Supervising Office Assistant</li> <li>c) Linda Holguin as a Fiscal Assistant</li> </ol> <p>(Presenter: Karen E. Scott, Executive Director, 386.7706)</p>

**Public  
Comment**

None

**Special  
Presentation**

Farewell and Happy Retirement to Debora Dickerson-Sims

**Commissioner  
Roundtable**

The Commission collectively thanked Debora Dickerson-Sims for her dedication and service, particularly her work with First 5 and her role in maintaining the budget, and wished everyone happy holidays and a Happy New Year.

**Adjourn In  
Memory**

Meeting adjourned in memory at 4:23 pm

Next Meeting

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*Wednesday, January 14, 2026*  
*3:30 p.m.*

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Attest

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Chair, Dr. Weinstein

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Traci L. Homan, Commission Clerk

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*Stronger starts, better life*

**AGENDA ITEM 2**  
**January 14, 2026**

<b>Subject</b>	Conflict of Interest CFC SB Policy 04-02 A-11
<b>Recommendations</b>	Approve Amendment CFC SB Policy 04-02 A-11 Conflict of Interest Code to amend Appendix B. (Presenter: Traci L. Homan, Executive Assistant, 386.7706)
<b>Financial Impact</b>	None
<b>Background Information</b>	<p>The Political Reform Act requires every local government agency to review its Conflict of Interest Code no later than October 1 of each even-numbered year. The amended code must be forwarded to the Board of Supervisors for approval within 90 days of filing the biennial notice.</p> <p>After a recent review of the Commission adopted Conflict of Interest Code, it was determined that the code should be revised to update a new job title.</p> <p>Approval of the attached Designated Officers and Employee list known as Appendix B aligns the office and employee titles with San Bernardino County's Human Resources job classification.</p>
<b>Review</b>	Dawn Martin, Commission Counsel

<b>Report on Action as taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>



Number 04-02 A11

Effective 1-14-2026

Page 1 of 2

# CONFLICT OF INTEREST CODE

Approved:

Chair, Elliot Weinstein, MD

## PURPOSE

The purpose of this policy is to require compliance with all applicable State conflict of interest laws and applicable County conflict of interest requirements.

## POLICY

The Political Reform Act, Government Code section 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A and Appendix B in which members and employees of the Children and Families Commission for San Bernardino County (hereinafter referred to as "the Commission") are designated and disclosure categories are set forth, constitute the conflict of interest code of the Commission.

Members of the Commission and designated employees shall file statements of economic interests with the office which will make the statements available for public inspection and reproduction (Government Code section 81008). Statements for all members of the Commission and designated employees will be retained by the Commission's Executive Director.

## APPENDIX A – DISCLOSURE CATEGORIES

Designated employees in this category shall disclose sources of income, investments, and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type purchased or utilized by the Commission.

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The executive officer may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements. The executive officer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

*Continued on next page*



<b>CONFLICT OF INTEREST CODE</b>	Number 04-02 A11
	Page <u>2</u> of <u>2</u>

**APPENDIX B –  
DESIGNATED  
OFFICERS AND  
EMPLOYEES**

Administrative/Executive – Commission

1. Commission Members
2. Commission Executive Director
3. Consultants
4. Cont. CFC Accountant II/III
5. Cont. CFC Administrative Supervisor I
6. Cont. CFC Assistant Director
7. Cont. CFC Supervising Office Assistant
8. Cont. CFC Chief Financial Officer/Operations and Budget Officer
9. Cont. CFC Communications Officer
10. Cont. CFC Deputy Director of Systems and Impact
11. Cont. CFC Staff Analyst II
12. Cont. CFC Statistical Analyst
13. Cont. CFC Supervising Accountant
14. Cont. CFC Systems Integration Officer



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**AGENDA ITEM 3**  
**January 14, 2026**

<b>Subject</b>	Election of Commission Chair and Vice-Chair.
<b>Recommendations</b>	Elect Chair and Vice-Chair for the Children and Families Commission for San Bernardino County. (Presenter: Cindy Faulkner, Assistant Director, 386.7706)
<b>Financial Impact</b>	None
<b>Background Information</b>	<p>Under the Children and Families Commission San Bernardino County Bylaws, the Commission established Article V "Officers and Duties." This section discusses the designation and election of Chair and Vice Chair and the duties of the Officers.</p> <p>Article V, Section 2 of the Children and Families Commission for San Bernardino County Bylaws states: <i>"The Chair and Vice-Chair of the Commission shall be elected by the voting members of the Commission. The terms of all such officers shall be one year, commencing upon the adjournment of the meeting at which they are elected. All officers shall hold office until their successors are duly elected."</i></p> <p>Upon Commission approval, the election of Chair and Vice-Chair will be conducted at this time.</p>
<b>Review</b>	Dawn Martin, Commission Counsel

<b>Report on Action as taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>



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**AGENDA ITEM 4**  
**January 14, 2026**

<b>Subject</b>	Request for Qualifications for Auditing Services.
<b>Recommendation</b>	Approve and authorize issuance of a Request for Qualifications for an Auditor to conduct and prepare an annual audit and report of First 5 San Bernardino's financial statements for Fiscal Years 2026-2030. (Presenter: Samuel Wong, Chief Financial Officer, 386-7706)
<b>Financial Impact</b>	None
<b>Background Information</b>	<p>First 5 San Bernardino (F5SB) requests authorization to issue a Request for Qualifications (RFQ) to a qualified group or individual to conduct and prepare an Annual Audit and Report; and render an opinion of the Commission's financial statements. Health and Safety Code Section 130150 provides that on or before October 15 of each year, the County Commission shall conduct an audit of, and issue a written report on the implementation and performance of, their respective functions during the preceding fiscal year, including at minimum, the manner in which funds were expended, the progress toward, and the achievement of, program goals and objectives, and the measurement of specific outcomes through appropriate reliable indicators. The Commission requires a review of its operations to ensure compliance with policies and regulations, safeguarding of assets, and the reliability and integrity of information.</p> <p>A financial and compliance audit is required, beginning with the fiscal year ending June 30, 2026. As stated in the Standards and Procedures for audits of Local Entities Administering the California Children's and Families Act, the audit will be performed in accordance with auditing standards generally accepted in the United States of America as promulgated by the American Institute of Certified Public Accountants' (AICPA) and the standards applicable to financial audits set forth in Government Auditing Standards.</p> <p>The Commission is a discrete component unit of San Bernardino County for fiscal reporting purposes. As such, the audit must be performed in accordance with Generally Accepted Auditing Standards (GAAS).</p> <p>Please note that the Children and Families Commission is subject to expanded audits, which simply means the auditor's report should include the most relevant, useful information about the audit while leveraging and analyzing collected data to provide further comment and insight. <i>Reference First 5 Audit guide located on the California Controllers website.</i></p> <p>Additionally, as specified in the Uniform Guidance, Subpart F, a Single Audit is required for a non-Federal entity that expends \$1,000,000 or more in Federal</p>

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awards during the entity's fiscal year. As a non-Federal entity that meets the expense threshold, F5SB is required to submit the data collection form and reporting package within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period, to comply with 2 CFR § 200.512(a)1).

Pending Commission approval, the RFQ will be released on January 15, 2026. The deadline for submission of all proposals is 4:00 p.m. on February 11, 2026. Upon completion of the established due diligence process, a recommendation for contracting with the most successful proposal will be presented to the Commission in June of 2026 with a contract start date of July 1, 2026.

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**Review**

Dawn Martin, Commission Counsel

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<b>Report on Action as taken</b>	
<b>Action:</b>	
<b>Moved:</b> _____	<b>Second:</b> _____
<b>In Favor:</b>	
<b>Opposed:</b>	
<b>Abstained:</b>	
<b>Comments:</b> _____	
<b>Witnessed:</b>	



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**AGENDA ITEM 5**  
**January 14, 2026**

<b>Subject</b>	Local Outcomes Report for 2024-2025.
<b>Recommendation</b>	Receive information from EVALCORP for First 5 San Bernardino's Local Outcomes Report for 2024-2025. (Presenter: Josh Roche, Statistical Analyst, 386-7706.)
<b>Financial Impact</b>	None
<b>Background Information</b>	<p>The Local Outcomes Report represents collaborative efforts to assess the impact of First 5 San Bernardino (F5SB) initiatives every fiscal year. This report presents an overview of accomplishments and successes achieved through F5SB-funded initiatives in Fiscal Year 2024-2025 in each of the three Strategic Priority Areas (SPA) of the 2023-2028 Strategic Plan:</p> <ul style="list-style-type: none"><li>• Child Health</li><li>• Family Supports</li><li>• Quality Child Learning</li></ul> <p>Within each SPA, F5SB maintained a commitment to systems-level efforts:</p> <ul style="list-style-type: none"><li>• Collaboration</li><li>• Community Capacity-Building</li><li>• Workforce Development</li></ul> <p>This report provides a narrative summary of each initiative's data, along with system-wide strategies such as prevention efforts, family support and collaboration for system-wide improvements.</p> <p>In addition, community engagement efforts during the year through outreach events and other campaigns are outlined in this report as well.</p> <p>The 2024-2025 Local Outcomes Report was prepared in partnership with EVALCORP who has served as the evaluation consultants for F5SB since 2020.</p>
<b>Review</b>	Dawn Martin, Commission Counsel

<b>Report on Action as taken</b>
<b>Action:</b>
<b>Moved:</b> _____ <b>Second:</b> _____
<b>In Favor:</b>
<b>Opposed:</b>
<b>Abstained:</b>
<b>Comments:</b> _____
<b>Witnessed:</b>