

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

**Vice Chair**  
Diana Alexander

**Executive Director**  
Karen E. Scott



**Commissioners**

Ted Alejandre  
Supervisor Joe Baca, Jr.  
Dr. Gwen Dowdy-Rodgers  
Joshua Dugas  
Gary Ovitt

**Agenda: Children and Families Commission 4-2024**

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

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**Meeting date, time, location**      April 3, 2024  
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**                      *Maternal and Infant Health Indicators and Trends in San Bernardino County: A Regional Data Experience.*  
Presented by David Pratt, MPH, from San Bernardino County Department of Public Health

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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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**Report**    Executive Director's Report by Karen E. Scott

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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 March 6, 2024 Commission Meeting.

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)

**Agenda: Children and Families Commission 4-2024**

**April 3, 2024**

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2	Approve Amendment A1 to Contract SI042 with San Bernardino County Children's Network to increase the contract amount by \$801,207 from \$754,652 for a cumulative total of \$1,555,859 and extend the contract term an additional year for 2023-2025 for community engagement and system improvement. (Presenter: Robert Mente, Staff Analyst II, 386-7706)
3	Approve Contract EC045 with San Bernardino County Preschool Services Department for \$1,626,282 for Fiscal Years 2025-2029 in support of the Early Head Start – Childcare Partnership. (Presenter: Erika Willhite, Staff Analyst II, 909-386-7706)
4	Ratify approval of Amendment A1 to Contract IC053 with Health Management Associates, Inc. to extend the contract term an additional three months for a total contract period from September 13, 2023 through June 30, 2024 to complete the assessment and report of current pediatric health conditions and synthesize available data to inform identification of gaps and barriers in access to care. (Presenter: Ronnie Robinson, Section Manager, Systems and Communication, 386-7706)

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Item No.	DISCUSSION
5	Approve Amendment A1 for Contract IC052 with Diversity Uplifts, Inc. to increase the total contract amount from \$748,849 by \$1,081,778 for a cumulative total of \$1,830,627 and extend the contract term an additional year for Fiscal Year 2024-2025 to expand the capacity and services of the Maternal Health Network. (Presenter: Ronnie Robinson, Section Manager, Systems and Communication, 386-7706)

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Item No.	INFORMATION
	No information items

**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."

**Commissioner Roundtable**

Open to comments by the Commissioners

**Next Meeting**

**Wednesday, May 8, 2024**  
**Budget Workshop 1:30 – 3:15 pm**  
**Commission Meeting 3:30 – 5:00 pm**

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**CHILDREN AND FAMILIES COMMISSION  
for San Bernardino County  
AGENDA: April 3, 2024**

**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)

<b>Item No.</b>	<b>Contractor</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors; Principals &amp; Agents</b>	<b>Commissioner Abstentions</b>
1	N/A	N/A	N/A	N/A
2	San Bernardino County Children’s Network	Dawn Rowe Chair Board of Supervisors	Jeany Zepeda San Bernardino County Children’s Network Director	N/A
3	San Bernardino County Preschool Services Department	Dawn Rowe Chair Board of Supervisors	Jacquelyn Greene Preschool Services Department Director  Child Care Resource Center	N/A
4	Health Management Associated, Inc.	Kelly Johnson Chief Administrative Officer	Christina Altmayer Managing Principal	N/A
5	Diversity Uplifts, Inc.	Dr. Sayida Peprah-Wilson Executive Director	Tamikka Claybrook Chief Financial Officer	N/A



## Minutes: Children and Families Commission Meeting

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**Date, time, location**      March 6, 2024  
 3:30 p.m.  
 Commission Conference Room at First 5 Office, 735 E. Carnegie Drive, Suite 150, San Bernardino, 92408

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**Pledge of Allegiance**      Pledge of Allegiance by Chair Weinstein

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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.

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**Special Presentation**      *Gift a Kid a Book and Little Teeth, Big Responsibility campaigns.*  
 Presented by Allie Duran, Account Executive, Westbound Communications.

*First 5 San Bernardino brand campaign plan featuring 25<sup>th</sup> Anniversary.*  
 Presented by Chris Perez, Partner, Westbound Communications.

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**Attendees**

**Commissioners**

- Ted Alejandre
- Supervisor Baca, Jr.
- Joshua Dugas
- Dr. Gwen Dowdy Rodgers
- Dr. Elliot Weinstein

**Absent**

- Gary Ovitt

**Staff**

- Karen Scott, Executive Director
- Ronnie Robinson, Section Manager, Systems and Communication

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**Changes to the agenda**

None

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**Executive Director's Report**

**First 5 Jackets and Polo Shirts**

First 5 Polo shirts and jackets were given out to the Commissioners. Please let Traci Homan know if you need a different size.

**All about the Children Day**

First 5 San Bernardino thanked Supervisor Baca, Jr., for the Certificate of Recognition as we celebrated our late great Dr. Margaret Hill and her outstanding achievements serving children at All about the Children Day event.

**25<sup>th</sup> Anniversary Events**

A breakfast and/or gala are currently being planned to commemorate the First 5 San Bernardino's 25<sup>th</sup> Anniversary celebration at the Fox Theatre in Redlands on November 14, 2024. More information forthcoming in the upcoming months.

**Proclamations**

April 6 – 12, 2024 will be recognized as the "Week of the Young Child."

First 5 is currently working on a proclamation for their 25<sup>th</sup> Anniversary Celebration on November 14, 2024.

**Fetal and Infant Mortality Review or FIMR**

The Department of Public Health's Maternal, Child, and Adolescent Health (MCAH) program, will be welcoming community partners from diverse sectors to the FIMR Community Action Team (CAT) monthly meeting. The FIMR program is a community owned, action-oriented process that affects policy and systems change. The CAT meetings bring together interested community members-leaders, elected officials, providers, agencies, and advocates to work together to make recommendations to prevent future fetal and infant deaths.

The mission for this convening is to identify best practices, inform policy, and increase awareness through education to encourage prevention through early intervention with activities that aim to:

- Improve pregnancy outcomes, including low birth weight and prematurity rates
- Reduce the rate of Sudden Infant Death Syndrome (SIDS) and promote a safe sleep environment
- Promote health equity for the elimination of health disparities

First 5 San Bernardino Analyst, Ronnie Robinson, participates and works with our staff to better understand how a wide array of local social, economic, public health, educational, environmental and safety issues relate to the tragedy of fetal and infant loss so we can partner in developing solutions to build safer, more equitable communities and systems that support healthy pregnancies, allowing all babies to be born healthy, to grow, and to thrive.

**Family Resource Centers and Network**

First 5 San Bernardino is coordinating with stakeholders and organizing collaborations to build and support a county wide Family Resource Center Network. First 5s are the

largest funder of FRCs throughout California. For the first time, CFRA and Strategies will dedicate a space for First 5s to discuss the unique opportunities and challenges that come with our role as a funder and/or supporter of FRCs and as leaders in our communities.

The Child Abuse Prevention Center (CAP) in Sacramento asked First 5 San Bernardino to participate in an exciting new opportunity from the California Family Resource Association (CFRA) and Strategies Technical Assistance (Strategies) exclusively for First 5s interested in Family Resource Center (FRC) Network Development and Strengthening. Deputy Director of Systems and Impact, Scott McGrath, will serve as our point person in this work and has responded to the CAP Center that we are most definitely in the “Explore” phase on developing a network here in San Bernardino County and can use all the support we can get from our First 5 cousins.

### **Community Health Workers/Promotores**

In a paradigm shift to advance health equity, the critical work of community health workers, Promotores, and representatives is being integrated into State Programs through CalAIM. Child Health Workers (CHWs) are trained specialists with lived experience who help patients in underserved communities navigate the health system and connect to social supports. State policy formally recognizes this frontline health work being done.

This is a transformative time for CHWs/Promotores. For generations, they have filled critical gaps in California’s health landscape and acted as liaisons between marginalized communities and mainstream systems. As trusted community representatives, they share cultural and linguistic backgrounds with their clients many of whom are immigrants, people of color, and people with low incomes.

Assemblymember Eloise Gomez Reyes led the Statewide Budget win for 2023 which resulted in \$10M for the Promotores de Salud model of intervention. El Sol Neighborhood Education Center, led by executive Director Alex Fajardo, has pioneered CHW/Promotores training programs in San Bernardino and Riverside counties and share his belief that having community members lead conversations and direct where these types of resources go to within the communities means we can find solutions to the problems versus communities hearing someone on the outside telling them what to do.

California decisionmakers, are joining the growing number of states in which leaders are embracing the vast potential of the CHW/Promotores workforce, proposing new initiatives that seek to increase the awareness and use of their services, which will in turn, improve health equity across the State. First 5 San Bernardino stands ready to help bridge relationships, partnerships, and collaborations to maximize the effectiveness and value to families with children ages 0 – 5 in our county, through workforce development, billing support, and referral infrastructure. The current identified partners in this work include Department of Public Health (DPH), Inland Empire Health Plan (IEHP), Loma Linda University Health and the San Bernardino County Superintendent of Schools.

### **Improving the Quality and Access of the Pediatric Care System in San Bernardino County**

There were 420,000 births in California in 2021- twenty-six thousand of those in San Bernardino County. The number of births has declined in the state by about 26% between 2007 and 2021. We remain more prolific in SB County. Our birth rate has declined about 18% from thirty-two thousand births to twenty-six thousand. Of course,

this also affects our funding as the formula for revenue is based on the number of live births and the amount of tobacco tax collected, which is reducing with a decline in smoking and vaping and the high taxation rate.

We know that we have a unique opportunity now given the changes in Medi-Cal with CalAIM. As approved by the Commission in September 2023, we are working with the consultant firm, Health Management Associates, Inc (HMA), to help us develop a local strategy that advances the following objectives:

- Increase rates of engagement in prevention and early intervention services aligned with the American Academy of Pediatricians Bright Futures Guidelines.
- Assess and address barriers to care, particularly given challenges in remote or isolated communities in San Bernardino County.
- Identify how barriers to care are leading to disparities in outcomes for underserved communities as defined by race, ethnicity, geography, and other factors.
- Promote connection to the child's health home and engagement with ongoing care management.
- Maximize the revenue recovery from Medi-Cal system for all eligible services.

This work will result in a prioritized set of recommended strategies for First 5 San Bernardino intended to impact and improve the quality of pediatric care for Medi-Cal beneficiaries that includes a high-level plan for implementation.

Since the start of this project, we have conducted many stakeholder interviews, focus group convenings and held our first Strategic Planning session with high level decision makers last week. The Strategic Planning Session was co-hosted with IEHP, with Dr. Takashi Wada representing. A big thank you to you, Dr. Weinstein for joining us in this important work.

This approach recognizes the Significance of Social Determinants (SDOH) to improve outcomes across three key health domains – Children's Health Promotion, Maternal Health, and Developmental Screening and Behavioral Health Supports.

Equipped with a comprehensive Landscape Assessment of Findings of Current Maternal and Pediatric Health Conditions and data boards offered through a "data walk", we reviewed and prioritized issues and identified promising next steps. This work from assessment to strategic planning has already informed that our considerations should be those that:

- » Address racial, geographic, and other inequities through targeted approaches
- » Fully utilize the assets that IEHP and F5SB offers in improving maternal and pediatric care
- » Utilize Community Health Worker benefit (may require stronger CBO partnerships)

» Have strategies that are accompanied by communications that are focused on building knowledge and building trust with trusted leaders and organizations within the community's focus.

» Support data-sharing to support services that are child and family-centric, and to understand and meet evolving needs in a timely fashion.

» Increase awareness of initiatives and efforts taking place across SBC.

There was a stated interest and desire for more collaboration in the community and with F5SB taking that lead convening role. Bottom line is that First 5 wants to collectively evaluate the issues and strategize solutions ensure that all children and families in San Bernardino County, especially those with disproportionate challenges, have full access to all the services they need to help them grow up healthy and ready to thrive. Updates will be provided to the Commission as we advance this work.

#### **Advocacy Day**

First 5's met our elected officials in Sacramento sharing First 5 Network's 2024 Policy Priorities which are:

Resilient Families

Comprehensive Health and Development

Quality Early Learning

Sustainability and Scale

One of the specific issues addressed is the prenatal to age 3 population. Granted, a lot has been done through the legislature, state administration, educators, and community to support children ages 4 – 5, and we applaud, however, we cannot forget that the prenatal to age 3 (PN-3) period is the most rapid and sensitive period of development, and it sets the foundation for long term health and wellbeing.

Grounded in a whole child / whole family framework, First 5 is a conduit for change during this critical stage of development - building comprehensive and integrated early childhood systems of care that advance equity, prevention strategies, and systems coordination with an intentional focus on Prenatal-to-3.

The exciting thing that came out of our Advocacy Visits is that Assemblymember Eloise Gomez Reyes, upon learning of this need for support of PN-3 is that Assemblymember Reyes is actively interested in authoring our proposed Pre-natal to Three Workgroup bill.

This bill would establish a statewide Prenatal to Three Workgroup to craft evidence-based and community-informed recommendations for a 10-year comprehensive, equity- focused prenatal to three system policy agenda. This bill would help California move towards more effective, universal, and equity-focused systems and services for infants and toddlers.

First 5 SB is invited to this workgroup and the workgroup shall submit its recommendations to the Administration and to the Legislature by January 31, 2026.

#### **F5SB's RFP 23-01 Family Supports Initiative Update**

Here is where we stand on the Family Supports Initiative (FSI) RFP with intent to invest \$4M annually for the next three fiscal years:

- 20 proposals accepted



- The Administrative, fiscal, and internal review processes have all been completed
- Currently waiting on external reviewers to turn in their scores (next week I believe)

Then we will move those under consideration in the coming weeks for clarity meetings, contract negotiations and final approval by the commission. Contracts will be active July 1, 2024

**Children’s Policy Council**

In partnership with Children’s Network and Children and Family Services- In an effort to increase participation in the CPC meetings, F5SB has offered to fund the lunch for attendees. This is possible through the Community Collaborative Funding we have set aside. Anticipated cost to be about \$1200 through the end of this fiscal year.

Item No.	CONSENT
1	<p>Approve Minutes from January 10, 2024 Commission Meeting.</p> <p>Motion by Commissioner Baca, Jr. and seconded by Commissioner Dugas to approve the Consent Items.</p> <p>Without further comment or objection, motion carried by unanimous vote.</p>
2	<p>Approve Amendment CFC SB Policy 02-03 A8 Contracting Authority to increase signing authority. (Presenter: Debora Dickerson-Sims, Chief Financial Officer, 252-4269)</p>
3	<p>Approve Amendment CFC SB Policy 04-02 A-10 Conflict of Interest Code to amend Appendix B. (Presenter: Traci L. Homan, Executive Assistant, 252-4252)</p>

Item No.	DISCUSSION
4	<p>Approve Amendment A2 for Contract HW060 with the Inland Faculty Specialists dba as the Neighborly Adaptable Equitable care for Black Obstetric patients with Respect Clinic to increase the total contract amount by \$1,800,680 from \$529,886 to \$2,330,566, updating contract language and extending the term of the contract for an additional three years for a total contract period from July 13, 2022 through June 30, 2027 to provide culturally appropriate prenatal and follow-up care for at-risk Black and incarcerated women. (Presenter: Ronnie Robinson, Section Manager, Systems and Communication, 252-4255)</p> <p><b>Discussion</b> Commissioner Dugas and Supervisor Baca, Jr. both voiced their excitement about the item and the clinic’s expansion into the high desert. Commissioner Dugas stated that although there haven’t been any budget cuts in the Black Infant Health program, Public Health anticipates increased funding in this area and wants to collaborate with the NAEBOR clinic to maximize its impact.</p> <p>Motion by Commissioner Alexander and seconded by Supervisor Baca, Jr. to approve the discussion item.</p>

	<p><b><u>Ayes</u></b> Commissioner Alejandro, Commissioner Alexander, Commissioner Dugas, Dr. Weinstein, Supervisor Baca, Jr., Dr. Dowdy Rodgers.</p> <p><b><u>Absent</u></b> Commissioner Ovitt</p> <p><b><u>Public Comment</u></b> None</p>
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Item No.	INFORMATION
5	<p>Receive information on approval of employment contract entered into by San Bernardino County upon request of the Children and Families Commission with Erin Meier as an Administrative Supervisor I. (Presenter: Karen E. Scott, Executive Director, 252-4252)</p>

**Public Comment**                      None

**Commissioner Roundtable**                      Commissioners expressed their gratitude to First 5 for the “Gift a Kid a Book” campaign and to the presenters for their presentations. Supervisor Baca, Jr. thanked the NAEBOR Clinic for everything they do and commended Josh Dugas and his commitment to do more in the high desert with the NAEBOR Clinic. Additionally, he wanted to inform everyone about the partnership with the Sheriff’s Department Captain Porter. At Glen Helen, Captain Porter oversees the reunification of families, women and inmates receive health care, are able to spend time with their children at holidays and makes sure that inmates can support their families after being released. Commissioner Dugas stated that dental care is often overlooked and there are four dental care centers in the area: two in the high desert and two in the valley. These centers provide low-income individuals with free dental care. Public Health is currently in the process of purchasing a mobile dental van, so if you know any areas that would benefit from this, please reach out to Public Health. Commissioner Dugas asked if anyone would like to participate in the Fetal Infant Mortality Review meetings, to please let him know. These meetings are an opportunity to learn and inform partners on how to reduce preventable tragedies. Lastly, Public Health is collaborating with Human Resources to hire Community Health Workers; if you know of anyone, please direct them to his office. In addition to thanking Ms. Scott for all of her hard work, Dr. Dowdy Rodgers revealed that Karen Scott will be honored at the Making Hope Foundation Gala in May.

**Adjourned**    The meeting adjourned at 4:43 p.m.

**Next Meeting**    *Wednesday, April 3, 2024*  
*3:30 p.m.*

**Attest**

\_\_\_\_\_  
Elliot Weinstein, M.D., Chair

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Traci L. Homan, Commission Clerk



**AGENDA ITEM 2**  
**April 3, 2024**

<b>Subject</b>	Contract SI021 A1 with San Bernardino County Children’s Network
<b>Recommendations</b>	Approve Amendment A1 to Contract SI042 with San Bernardino County Children’s Network to increase the contract amount by \$801,207 from \$754,652 for a cumulative total of \$1,555,859 and extend the contract term an additional year for 2023-2025 for community engagement and system improvement. (Presenter: Robert Mente, Staff Analyst II, 386-7706)
<b>Financial Impact</b>	\$801,207 for Fiscal Year 2024 -2025.
<b>Background Information</b>	<p>In July 2023, the Commission approved Contract SI042 in the amount of \$754,652 for 2023-2024 to expand awareness campaigns, provide training resources, and identify gaps in service and referral pathways.</p> <p>Since 2004, the Commission has invested in a collaborative partnership with Children’s Network to provide continued leadership using an Early Childhood Mental Health System (ECHMS) Coordinator to establish referral pathways and leverage additional funding that would improve the system of service for the prevention of child abuse.</p> <p>Each year, Children’s Network strives to raise awareness through a variety of community engagement campaigns including “Shine a Light on Child Abuse Awards Breakfast”. Children’s Network also serves as a leader in community engagement and systems improvement for the prevention of child abuse through training, and media campaigns to raise awareness addressing child abuse prevention, safe sleep, post-partum depression, domestic violence, father engagement, and intervention.</p> <p>Through a collaborative effort, Children’s Network engages stakeholders such as First 5 San Bernardino, Children’s Policy Council, Child Abuse Prevention Council, San Bernardino County’s Children and Families Services Department, Department of Public Health, and Department of Behavioral Health to align common goals.</p> <p>Pending Commission approval, Children’s Network will continue to sustain its operations, vision, and mission of Children’s Network during Fiscal Year 2024-2025.</p> <p>Approval of this amendment supports the following Strategic Priority Areas (SPAs) in the Commission’s 2023-2028 Strategic Plan:</p> <ul style="list-style-type: none"><li>● <b>Child Health:</b><ul style="list-style-type: none"><li>○ Children are screened and connected to appropriate developmental services.</li><li>○ Children’s Health is promoted through community education about local health issues.</li><li>○ Early care providers are aware of and able to connect children and families to existing mental and behavioral supports and services.</li></ul></li><li>● <b>Family Supports:</b><ul style="list-style-type: none"><li>○ Families are connected to services that support children’s development and parent/caregiver resiliency.</li></ul></li></ul>

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- Families and providers are aware of and know how to access existing county resources and supports.
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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>

**CHILDREN  
AND FAMILIES  
COMMISSION  
FOR  
SAN BERNARDINO COUNTY  
STANDARD CONTRACT**

FOR COMMISSION USE ONLY				
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 50000460	<b>SC</b>	Dept. 903	<b>A</b> Contract Number SI042 A1
Organization Children and Families Commission			Contractor's License No.	
Commission Representative Cindy Faulkner, Assistant Director		Telephone 909-386-7706		Total Contract Amount \$1,555,859
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:				
If not encumbered or revenue contract type, provide reason: _____				
Commodity Code 95200	Contract Start Date July 1, 2023	Contract End Date June 30, 2025	Original Amount \$754,652	Amendment Amount \$801,207
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1000734	Amount \$801,207
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use		Estimated Payment Total by Fiscal Year		
		FY	Amount	I/D
Community Engagement		2024-2025	\$801,207	
System Improvement				

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)

San Bernardino County

Department/Division

Children's Network

Address

825 E. Hospitality Lane, 2<sup>nd</sup> Floor

San Bernardino, CA 92415-0049

Phone

(909) 383-9696

Federal ID No.

95-6002748

Program Address (if different from legal address):

\_\_\_\_\_

\_\_\_\_\_

**IT IS HEREBY AGREED AS FOLLOWS:  
AMENDMENT NO. 1**

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

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$ 1,555,859 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 the 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:

**Auditor-Controller/Treasurer Tax Collector Use Only**

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Fiscal Year 2023-24 \$ 754,652 July 1, 2023 through June 30, 2024  
 Fiscal Year 2024-25 \$ 801,207 July 1, 2024 through June 30, 2025

\_\_\_\_\_  
Initial Here

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

A. This Contract is effective as of July 1, 2023, and expires June 30, 2025, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

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**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 24-25

Attachment B – Amended Program Budget for FY 24-25

This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same agreement. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF, or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

All other terms and conditions of this contract remain in full force and effect.

**CHILDREN & FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY**

**SAN BERNARDINO COUNTY**

\_\_\_\_\_  
Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Elliot Weinstein M.D.  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Dawn Rowe  
Printed Name

Chair, Board of Supervisors  
Title

\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing

▶ \_\_\_\_\_  
Cindy Faulkner  
Assistant Director

\_\_\_\_\_  
Date

Approved as to Legal Form

▶ \_\_\_\_\_  
Dawn Martin  
Commission Counsel

\_\_\_\_\_  
Date

Presented to Commission for  
Signature

▶ \_\_\_\_\_  
Karen E. Scott  
Executive Director

\_\_\_\_\_  
Date



<b>Agency Name:</b>	San Bernardino County Children's Network	<b>Contact:</b> SI042 A1	<b>Service Area:</b> Countywide
<b>Program Name:</b>	Children's Network Community Engagement & Systems Improvements		<b>Period:</b> July 2024-June 2025

<b>Expectations</b>	Provide leadership & support system integration within San Bernardino County to enhance collective impact, sustainable competency workforce, & community awareness on issues serving children prenatal through 5 & their families in SBC including child abuse prevention.				
<b>Outcomes</b>	Strengthen infant early childhood mental health systems of care, increase transdisciplinary intervention, & improve communication across service delivery sectors to improve the lives of children prenatal through 5 & their families & communities.				
Objective/ Goal/ Measure	Activity/Description	Activity/ Dosage/ Frequency	Persimmony Verification (Data entry/Report /Upload supporting documents via PDF or Excel)		
			Submission Time Frame	Quantitative Data	Qualitative Data
Increase Competency training & education for providers & parents	Training/education includes but is not limited to the following: <ul style="list-style-type: none"> <li>Adverse Child Experiences (ACE) training</li> <li>Including but not limited to: Nursing Child Assessment Satellite Training (NCAST), Dyadic Art Therapy, Watch, Wait, Wonder</li> <li>Local/national/international experts on high-risk 0-5 population</li> <li>Shaken baby syndrome prevention training.</li> <li>Safe Sleep training (crib distribution)</li> </ul>	Ongoing	Quarterly	1. Aggregate count in Persimmony, number of providers & parents who attended the training. 2. Enter Monitoring Training tracking in Persimmony: <ul style="list-style-type: none"> <li>Date of the training</li> <li>Name of the training</li> <li>Number of attendances</li> <li>Attendee Type</li> </ul>	1. Upload PDFs of the training description 2. Upload PDF of attendance & registration records. 3. Upload PDFs of the attendee's feedback & training evaluation 4. Complete the Quarterly Narrative Reporting in the Monitoring Section
Broaden Fatherhood Engagement System	Training/education includes but is not limited to the following: <ul style="list-style-type: none"> <li>Father engagement training</li> <li>Nurturing Father Program Facilitator Training</li> <li>Nurturing Fathers Program to dads (IEHP, CRC, Reentry, or CDCs)</li> <li>Serve as Chair of the Inland Empire Father Involvement Collation (IEFIC)</li> <li>Collaborate with other County &amp; Community Partners</li> <li>Presentations &amp; consultations in &amp; out of county support, e.g., Orange &amp; Riverside County</li> <li>Participate in Statewide Fatherhood initiative meetings.</li> <li>Coordinate support services that are accessible &amp; father-friendly</li> <li>Coordinate Fatherhood programming in Preschools &amp; school systems, e.g., donuts w/ dads, Watch DOGS, All Pro Dads</li> </ul>	Ongoing	Quarterly	1. Aggregate count in Persimmony, number of providers & parents who attended the training. 2. Enter Monitoring Training tracking in Persimmony: <ul style="list-style-type: none"> <li>Date of the training</li> <li>Name of the training</li> <li>Number of attendances</li> <li>Attendee Type</li> </ul> 3. Enter Monitoring Meeting tracking in Persimmony: <ul style="list-style-type: none"> <li>Date of the meeting</li> <li>Name of the meeting</li> <li>Number of people in the meeting</li> </ul>	1. Upload PDFs of the training description 2. Upload PDF of attendance & registration records. 3. Upload PDFs of the attendee's feedback & training evaluation 4. Upload PDFs of the meeting minutes. 5. Complete the Quarterly Narrative Reporting in the Monitoring Section
Improve System Integration, resource mapping,	Meetings include but are not limited to the following: <ul style="list-style-type: none"> <li>Early Childhood Mental Health Collaborative meeting (Facilitate)</li> </ul>	Ongoing	Quarterly	Enter Monitoring Meeting tracking in Persimmony: <ul style="list-style-type: none"> <li>Date of the meeting</li> <li>Name of the meeting</li> </ul>	1. Upload PDFs of the meeting minutes. 2. Complete the Quarterly Narrative Reporting in the Monitoring Section

coordination, & meetings	<ul style="list-style-type: none"> <li>Referral, Screening, Assessment, Treatment (RSAT) meeting</li> <li>SART/EIIS funders/providers meeting</li> <li>Child Care Planning Council meeting</li> <li>County &amp; Community Early Childhood Mental Health service provider meetings, as identified &amp; appropriate.</li> <li>Child Death Review meeting oversight</li> <li>Children's Policy Council meeting (report out)</li> <li>Child Abuse Prevention Council meeting</li> <li>IE Maternal Mental Health collaborative meeting</li> </ul>			<ul style="list-style-type: none"> <li>Number of people in the meeting</li> <li>Number of partner agencies represented in the meeting.</li> <li>List of the partner agencies</li> </ul>	
Develop & establish resource & referral pathway	<ul style="list-style-type: none"> <li>Host meetings with community partners &amp; agencies to identify the community's needs.</li> <li>Research resource gaps</li> <li>Ensure the current resources list is active &amp; identify new resources in the community.</li> <li>Operate as the first stop to connect families with community resources.</li> <li>Collaborate &amp; provide resources to bi-monthly collaboration &amp; the First 5 funded partners.</li> </ul>	Ongoing	Quarterly	None	1. Complete the Quarterly Narrative Reporting in the Monitoring Section
Increase Media awareness campaigns on various topics impacting children (0-5) & their families.	<p>Topics include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>Child abuse/neglect</li> <li>Safe sleep</li> <li>Autism Spectrum Disorder (ASD) education</li> <li>Post-partum depression</li> <li>Domestic violence</li> <li>Father Engagement</li> <li>Community resources</li> </ul>	Ongoing	Quarterly	None	<ol style="list-style-type: none"> <li>Upload PDFs of documentation of media awareness campaigns &amp; analogic counts.</li> <li>Complete the Annual Narrative Reporting in the Monitoring Section</li> </ol>
Host annual conferences & events on the transdisciplinary professional development focus on children (0-5).	<ul style="list-style-type: none"> <li>Shine a Light on Child Abuse Award's Breakfast</li> <li>Children's Network Conference</li> <li>Topic-specific events</li> </ul>	Ongoing	Annual	Aggregate count in Persimmony number of providers & parents who attended the event/conference.	<ol style="list-style-type: none"> <li>Upload PDF documentation of presentations on the annual event/conference</li> <li>Upload PDF of attendance &amp; registration records</li> <li>Complete the Annual Narrative Reporting in the Monitoring Section</li> </ol>

Data Type:	Quantitative and Qualitative Data	
Reporting Period:	Quarterly & annually	Due: By the 15 <sup>th</sup> of the following month





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2024-2025**

<b>ORGANIZATION:</b>	Children's Network	<b>DIRECTOR:</b>	JEANY ZEPEDA	<b>PROGRAM YEAR:</b>	2024-2025
<b>PROGRAM TITLE:</b>	Community Engagement and Systems Improvements	<b>PROGRAM DIRECTOR:</b>	KEVIN ANDERSON	<b>TOTAL BUDGET:</b>	\$ 801,207
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	SAMANTHA C. COWELL	<b>RFP/CONTRACT #:</b>	SI042 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
	Name:	Position:										
1	VACANT	Associate Network Officer	0.50	44.74	1040	50%	46,530	23,302	69,832	139,663	50%	The Children's Network employs an Associate Network Officer. 50% of that position will serve as the ECMHS Coordinator. Duties of the ECMHS Coordinator attached.
2	Joseph Muratalla	ECMHS Office Assistant	1.00	23.09	2080	51%	48,027	24,425	72,452	72,452	100%	OAll provides support to the ECMHS Coordinator & assists in coordination efforts for the ECMHS program.
3	Samantha C. Cowell	CN Staff Analyst	1.00	34.51	2080	51%	71,781	36,540	108,321	108,321	100%	This position is responsible for fiscal management of the First 5 contracts, data collection, analysis of data. Also provides support to ECMHS & CAP programs. Produces the annual report and monthly invoices
4	Xenedia Brown	Child Abuse Prevention Coordinator	0.75	26.13	1560	41%	40,763	16,908	57,670	76,894	75%	Attendance at community events throughout county disseminating CAP and safety materials. Will assists First 5 contracted agencies with resource information. Assists in the implementation and planning of the Children's Network campaigns.
5	Hillary Steenson-Ray	Community and Events Coordinator	0.50	36.92	1040	56%	38,397	21,644	60,041	120,081	50%	Plans and implements major CN events including conference and breakfast. Will serve as lead staff in launching Shaken baby prevention pilot with ARMC. Prepares and



FIRST 5 SAN BERNARDINO  
 PROGRAM BUDGET  
 FISCAL YEAR: 2024-2025

<b>ORGANIZATION:</b>	Children's Network	<b>DIRECTOR:</b>	JEANY ZEPEDA	<b>PROGRAM YEAR:</b>	2024-2025
<b>PROGRAM TITLE:</b>	Community Engagement and Systems Improvements	<b>PROGRAM DIRECTOR:</b>	KEVIN ANDERSON	<b>TOTAL BUDGET:</b>	\$ 801,207
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	SAMANTHA C. COWELL	<b>RFP/CONTRACT #:</b>	SI042 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
6	Juan Solis Father Engagement Coordinator	1.00	32.09	2080	39%	66,747	26,208	92,955	92,955	100%	Under direction, performs administrative and operational program development activities; analyzes, recommends and develops policies/ procedures and tools for agency/department programs. Organizes, coordinates and implements training and outreach relating to the importance of father involvement. Acts as liaison between First 5 San Bernardino, County, and community-based organizations.
Total Salaries & Benefits						\$ 312,244	\$ 149,027	\$ 461,271	\$ 610,367		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2024-2025**

<b>ORGANIZATION:</b>	Children's Network Community Engagement and Systems Improvements	<b>DIRECTOR:</b>	JEANY ZEPEDA	<b>PROGRAM YEAR:</b>	2024-2025
<b>PROGRAM TITLE:</b>	0	<b>PROGRAM DIRECTOR:</b>	KEVIN ANDERSON	<b>TOTAL BUDGET:</b>	\$ 801,207
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	SAMANTHA C. COWELL	<b>RFP/CONTRACT #:</b>	SI042 A1

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Program Materials/Supplies	5%	43,890	Used for Purchasing child abuse prevention literature, safe baby/toddler materials, and promotional items, for dissemination in the community. Pay for fees associated with hosting collaborative meetings and participating in community fair/events. Purchase Safe Sleep Survival kits for parents of newborns. Pay for other child abuse prevention program materials as deemed necessary (i.e., post-partum campaign that children's network develops. Per the scope of service, the money will also be used to provide training materials, assessment tools, educational DVD's etc. as needed by the ECMHS Coordinator, ECMHS partners, and ECMHS providers.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2024-2025**

<b>ORGANIZATION:</b>	Children's Network Community Engagement and Systems Improvements	<b>DIRECTOR:</b>	JEANY ZEPEDA	<b>PROGRAM YEAR:</b>	2024-2025
<b>PROGRAM TITLE:</b>	0	<b>PROGRAM DIRECTOR:</b>	KEVIN ANDERSON	<b>TOTAL BUDGET:</b>	\$ 801,207
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	SAMANTHA C. COWELL	<b>RFP/CONTRACT #:</b>	SI042 A1

2	Staff Development	2%	13,860	For Staff Development to attend 0-5 training and conferences, as well as conferences/training related to child abuse prevention. The Network Officer and Associate Network Officer may also attend 0-5 specific training and conferences. The expenses associated with the training will include: conference registration, airfare, hotel, and meals, and automobile mileage; and are included on this line item to mirror budgeting practices of the Children's Network. Any out of State travel will be pre-approved by First 5 San Bernardino using the appropriate form and submitted as outlined in the contract. Also budgeted for the ECMHS Coordinator will attend 0-5 trainings & conferences. The Network Officer, ECMHS partners and consultants may also attend 0-5 specific trainings & conferences. The expenses associated with these trainings will include: conference registration, airfare, hotel & meals, as well as automobile mileage.
3	Printing	2%	12,128	Budgeted amount will cover the cost of printing brochures and posters i.e. safe sleep. Post- partum depression, and other 0-5 specific topic. Cost of printing materials related to Shaken Baby Syndrome prevention program. As well as the Annual Report and CDRT report. Allocation to also cover the expense of training materials and ECMHS brochures.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2024-2025**

<b>ORGANIZATION:</b>	Children's Network Community Engagement and Systems Improvements	<b>DIRECTOR:</b>	JEANY ZEPEDA	<b>PROGRAM YEAR:</b>	2024-2025
<b>PROGRAM TITLE:</b>	0	<b>PROGRAM DIRECTOR:</b>	KEVIN ANDERSON	<b>TOTAL BUDGET:</b>	\$ 801,207
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	SAMANTHA C. COWELL	<b>RFP/CONTRACT #:</b>	SI042 A1

4	Professional Services/Consultants	7%	57,750	Budgeted amount will be used to support the ECHMS programs, providers and community partners by providing appropriate professional trainings and consultation throughout the year. Trainings are intended to increase skills and knowledge in working with children ages 0-5 with behavioral and/or mental health difficulties. These trainings will take place at venues throughout the county. Budgeted amount will also support the CE program, providers, and community partners by providing appropriate professional trainings and consultation through-out the year. The topics of the trainings will reflect the campaigns Children's Network highlights in this fiscal year. The decision to highlight a particular campaign is driven by the data derived from CDRT and other meetings attended by Network Staff, as well as needs and gaps in services/campaigns that are identified through the Children's Policy Council Strategic Planning process. Subject matter experts will be chosen to facilitate these trainings to community partners/providers, parents, families, or County
5	Advertising	18%	144,375	Advertising related to child abuse prevention, safe sleep for infants, child burn prevention post-partum depression and fatherhood campaigns. Type and location of advertising will be based on market analysis. Year round presence of advertising is the goal with placement of at least one item per quarter. An additional advertising source will be to maintain Fatherhood website domain.
Total Services & Supplies			\$ 272,003	

**III. FOOD**

Event(s):	TOTAL F5SB BUDGET (\$)	Description/Justification:
1 SART monthly meetings	693	To provide light snacks and water for meetings and trainings. Approximately \$57.75 per meeting for 12 meetings.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2024-2025**

<b>ORGANIZATION:</b>	Children's Network Community Engagement and Systems Improvements	<b>DIRECTOR:</b>	JEANY ZEPEDA	<b>PROGRAM YEAR:</b>	2024-2025
<b>PROGRAM TITLE:</b>	0	<b>PROGRAM DIRECTOR:</b>	KEVIN ANDERSON	<b>TOTAL BUDGET:</b>	\$ 801,207
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	SAMANTHA C. COWELL	<b>RFP/CONTRACT #:</b>	SI042 A1

2	ECMHS trainings and community events	10,553	NCAST trainings; two session per fiscal year. Budgeted for ECMHS Countywide trainings that will be held throughout the fiscal year. Also budgeted for Food for County-wide trainings and community events. Specific trainings will be chosen through-out the year to reflect the campaigns that Children's Network highlights. Examples include, but are not limited to: Safe Sleep, Post-Partum Depression, Car seat safety, Dial 211, Shaken Baby Project and Father Engagement. Actual cost of food may vary depending on the number of attendees and food chosen. AU dollars expended in this line item will require a sign in sheet for attendees and what programs the participants provide for the 0-5 children and their families. Also, the sign in sheet must indicate whether First 5 San Bernardino funds programs/activities for attending participants or their agency.
3	Collaborative Meetings	1,247	Light refreshment will be provided at the monthly Child Abuse Prevention Meetings. Children's Network will also provide light refreshments at the collaborative meetings that take place bi-monthly. Additionally refreshments will be provided at the
	Total Food	\$ 12,493	

**IV. TRAVEL**

	Destination:	Purpose:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1				
	Total Travel		-	

**V. SUBCONTRACTORS**

	Organization Name:	TOTAL F5SB BUDGET (\$)	Description/Justification:



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2024-2025**

<b>ORGANIZATION:</b>	Children's Network Community Engagement and Systems Improvements	<b>DIRECTOR:</b>	JEANY ZEPEDA	<b>PROGRAM YEAR:</b>	2024-2025
<b>PROGRAM TITLE:</b>	0	<b>PROGRAM DIRECTOR:</b>	KEVIN ANDERSON	<b>TOTAL BUDGET:</b>	\$ 801,207
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	SAMANTHA C. COWELL	<b>RFP/CONTRACT #:</b>	SI042 A1

1	National Orange Show	11,550	The annual Shine a Light on Child Abuse Prevention Awards Breakfast is held at this central location each year.
2	Ontario Convention Center	43,890	This is the only venue that can meet the needs of our conference based on our large attendance. The total fees cover rental, food, parking, and other fees for over 500 participants.
	Total Subcontractors	\$ 55,440	
<b>VI. INDIRECT COSTS</b>			
	Percent:		
	Basis:		
	Total Indirect Costs	-	
<b>TOTAL FIRST 5 BUDGET</b>		\$ 801,207	



## Program Outline Document 2024-2025

### AGENCY INFORMATION

Contract #: SI042 A1

**Legal Entity:** San Bernardino County  
**Dept./Division:** Children’s Network  
**Project Name:** Community Engagement and System Improvement  
**Program Site Address:** 825 E. Hospitality Lane, 2<sup>nd</sup> Floor **Client** (909) 387-9677  
San Bernardino, CA 92415 **Referral Phone #**

### CONTACT INFORMATION

#### SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

**Name:** Dawn Rowe **Title:** Chair, Board of Supervisors  
**Address:** 385 North Arrowhead Ave, 5<sup>th</sup> Floor **Direct Phone #:** (909) 387-4830  
San Bernardino, CA 92415  
**E-Mail:** [Dawn.rowe@bos.sbcounty.gov](mailto:Dawn.rowe@bos.sbcounty.gov) **Fax #:** (909) 387-3018

#### CONTRACT REPRESENTATIVE

**Name:** Dawn Rowe **Title:** Chair, Board of Supervisors  
**Address:** 385 North Arrowhead Ave, 5<sup>th</sup> Floor **Direct Phone #:** (909) 387-4830  
San Bernardino, CA 92415  
**E-Mail:** [Dawn.rowe@bos.sbcounty.gov](mailto:Dawn.rowe@bos.sbcounty.gov) **Fax #:** (909) 387-3018

#### PROGRAM CONTACT

**Name:** Kevin Anderson **Title:** Interim Network Officer  
**Address:** 825 E. Hospitality Lane, 2<sup>nd</sup> Floor **Direct Phone #:** (909) 383-9696  
San Bernardino, CA 92415.  
**E-Mail:** [Kevin.anderson@hss.sbcounty.gov](mailto:Kevin.anderson@hss.sbcounty.gov) **Fax #:**

#### FISCAL CONTACT

**Name:** Samantha Cowell **Title:** Staff Analyst  
**Address:** 825 E. Hospitality Lane, 2<sup>nd</sup> Floor **Direct Phone #:** (909) 383-9771  
San Bernardino, CA 92415  
**E-Mail:** [Samantha.cowell@hss.sbcounty.gov](mailto:Samantha.cowell@hss.sbcounty.gov) **Fax #:**

#### ADDITIONAL CONTACT (Describe): Choose an item.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Direct Phone #:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_



**PROGRAM INFORMATION**

**TYPE OF AGENCY** Government Agency

**Describe:** County

**PROGRAM DESCRIPTION**

Children’s Network coordinates preventive programs and services through collaboration and engagement with community partners to strengthen and promote child, family, and community well-being. The overall goal is to expand their reach of community-level awareness campaigns as well as increase the variety of trainings offered covering autism, Adverse Childhood Experiences (ACE), early childhood mental health, safe sleep, post-partum depression, domestic violence, and father engagement.

**REGION**  
Countywide

The Community Engagement and System Improvement will expand awareness campaigns and provide expanded resources specific to the high-risk 0-5 population using demographic information and rates of risk and/or occurrences to drive the decision on targeting high-risk areas, discuss outcome findings, explore and leverage funding streams, identify gaps in services and referral pathways.

**STRATEGIC PRIORITY AREA & OBJECTIVES**

<input checked="" type="checkbox"/> <b>Child Health</b>	<input type="checkbox"/> <b>Early Learning</b>	<input checked="" type="checkbox"/> <b>Family Supports</b>
<input checked="" type="checkbox"/> Children are screened and connected to appropriate developmental services	<input type="checkbox"/> Quality early learning can be accessed and utilized by families	<input checked="" type="checkbox"/> Families are connected to services that support children’s development and parent/caregiver resiliency
<input checked="" type="checkbox"/> Children’s health is promoted through community education about local health issues	<input type="checkbox"/> Early learning providers receive training and supports to provide high quality learning opportunities to children.	<input type="checkbox"/> Families are connected to resources that support their caregiving skills and social/family engagement.
<input type="checkbox"/> Maternal health is promoted in the county through trainings and education for providers and families	<input type="checkbox"/> School readiness is promoted through increasing access to early literacy supports and materials.	<input checked="" type="checkbox"/> Families and providers are aware of and know how to access existing county resources and supports.
<input checked="" type="checkbox"/> Early care providers are aware of and able to connect children and families to existing mental and behavioral supports and services		<input checked="" type="checkbox"/> First 5 San Bernardino partners with agencies throughout the county to promote prevention and early identification of child abuse and neglect

**ASSIGNED ANALYST:** Robert Mentel

**ASSIGNED ACCOUNTANT:** Willmar Gultom

**ASSIGNED EVALUATOR:** Ray Salamat

**PROCUREMENT TYPE:**

Competitive

Non-Competitive  
Selected

**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Total</b>
<b>2023-2024</b>	\$ 754,652	\$	\$
<b>2024-2025</b>	\$	\$ 801,207	\$
<b>Total</b>			<b>\$ 1,555,859</b>



**AGENDA ITEM 3**  
**April 3, 2024**

<b>Subject</b>	Contract EC045 with San Bernardino County Preschool Services Department.
<b>Recommendation</b>	Approve Contract EC045 with San Bernardino County Preschool Services Department for \$1,626,282 for Fiscal Years 2025-2029 in support of the Early Head Start – Childcare Partnership. (Presenter: Erika Willhite, Staff Analyst II, 909-386-7706)
<b>Financial Impact</b>	\$1,626,282 for Fiscal Years 2025-2029.
<b>Background Information</b>	<p>First 5 San Bernardino has had a successful contractual relationship with San Bernardino County Preschool Services Department (PSD) to support the Early Head Start – Childcare Partnership (EHS-CCP) program since 2015. This contract provides funding as a non-federal matching contribution for targeted coaching provided to early childhood educators implementing the EHS-CCP program.</p> <p>The EHS-CCP program ensures that PSD Early Head Start providers have the support and technical assistance to be compliant with required Early Head Start standards. Standards include the implementation of early care and education tools such as the Ages and Stages Questionnaire (ASQ), Desired Results Developmental Profile (DRDP) Classroom Assessment Scoring System (CLASS), Environmental Rating Scales (ERS), and Teaching Pyramid Observation Tool (TPOT). In addition, providers are required to conduct site conferences and home visits with parents based on DRDP child assessment outcomes.</p> <p>This funding opportunity not only provides resources to Early Head Start providers but also increases the availability of access to quality preschool for children 0-3 and improves the quality of early learning services for San Bernardino County. PSD and Child Care Resource Center work in partnership to implement the EHS-CCP program.</p> <p>Pending Commission approval, this contract will provide continued coaching support for providers to meet Early Head Start standards, including coaching in preparation for two annual Head Start monitoring site visits, reviewing performance reports, and making corrections when necessary.</p> <p>Approval of this item supports the following Strategic Priority Areas in the Commission’s 2023-2028 Strategic Plan:</p> <ul style="list-style-type: none"><li>• <b>Early Learning Goal:</b> Promote a system of quality learning in educational, childcare, and other sectors that support the needs of children and families.<ul style="list-style-type: none"><li>○ Quality early learning can be accessed and utilized by families.</li><li>○ Early learning providers receive training and supports to provide high-quality learning opportunities to children.</li></ul></li><li>• <b>Family Supports Goal:</b> Families are strengthened through resources and opportunities that support them in nurturing, caring, and providing for their children’s well-being.</li></ul>

- 
- Families and providers are aware of and know how to access existing county resources and supports.
- 

**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>

**CHILDREN  
AND FAMILIES  
COMMISSION  
FOR  
SAN BERNARDINO COUNTY  
  
STANDARD CONTRACT**

<i>FOR COMMISSION USE ONLY</i>					
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 50000734	<b>SC</b>	Dept. 903	<b>A</b>	
Organization Children and Families Commission				Contract Number EC045	
Commission Representative Cindy Faulkner, Assistant Director				Telephone 909-386-7706	
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:				Contractor's License No.	
If not encumbered or revenue contract type, provide reason:				Total Contract Amount \$1,626,282	
Commodity Code 95200	Contract Start Date July 1, 2024	Contract End Date June 30, 2029	Original Amount	Amendment Amount	
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1006511	Amount \$294,316	
Cost Center		GL Account	Internal Order No.		
Cost Center		GL Account	Internal Order No.	Amount	
Abbreviated Use Early Head Start- Child Care Partnership (EHS-CCP)	FY 24-25 25-26 26-27 27-28	Estimated Payment Amount 294,316 309,032 324,483 340,708	I/D _____ _____ _____ _____	Total by Fiscal Year FY 28-29 Amount 357,743	I/D _____ _____ _____ _____

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)

San Bernardino County

Department/Division

Preschool Services Department

Address

662 South Tippecanoe Avenue

San Bernardino, CA 92415

Phone

909-383-2005

Federal ID No.

95-6002748

Program Address (if different from legal address):

**WHEREAS**, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

**WHEREAS**, the Commission has been authorized by these cited references and by San Bernardino County Code under Sections 12.2901 – 12.2907 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

**WHEREAS**, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

**NOW THEREFORE**, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

Auditor-Controller/Treasurer Tax Collector Use Only	
<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

- I. DEFINITIONS.....3
- II. CONTRACTOR’S SERVICE RESPONSIBILITIES.....4
- III. CONTRACTOR'S GENERAL RESPONSIBILITIES .....4
- IV. COMMISSION RESPONSIBILITIES ..... 13
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## I. DEFINITIONS

**Capital Expenses:** Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

**Direct Costs:** Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

**Full Time Equivalent (FTE):** A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

**Indirect Costs:** Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

**Outcome:** The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

**Participant Support:** Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

**Participant Transportation:** Budget line item category for costs involved with transporting participants to needed services and/or appointments.

**Performance Target:** The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

**Professional Services/Consultants:** Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

**Program Materials/Supplies:** Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

**Program Work Plan:** A document containing program expectations and deliverables as agreed upon by First 5 San Bernardino and program contractors. The work plan includes information on the individual components of the program in addition to structure including dosage, activities, outcome expectations and verification methods. This document is signed by the contractor leadership and is approved by the First 5 San Bernardino Commission.

**Staff Development/Training:** Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

**Staff Mileage/Travel:** Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

**Subcontractor:** Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

**Unduplicated Clients:** Clients who are counted as receiving service for the first time.

**Verification:** Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

## II. CONTRACTOR'S SERVICE RESPONSIBILITIES

A. Contractor, San Bernardino County Preschool Services Department, hereafter referred to as the "County or Contractor," shall provide all program services identified in this Contract, including Attachment A – Program Work Plan and Attachment B – Program Budget. Pursuant to Section II, paragraphs D & F, and Section III, paragraph AA, and Section VIII, paragraph D of the Contract, Attachment A will be amended to list the specific quantitative targets for the respective year.

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B. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.

C. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.

D. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.

E. Contractor's Program Work Plan (Attachment A) and other program-specific data collection information requested by the Commission will be placed in the Commission's web-based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program-specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section VIII.

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## III. CONTRACTOR'S GENERAL RESPONSIBILITIES

### A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting, and improving the early development of children from prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

### B. Contractor Capacity

In the performance of this Contract, Contractor its agents, and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

### C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

### D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the



Commission determines that a conflict of interest situation exists, the Commission may disallow any increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five (5) years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

The Commission shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five (5) days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies beyond thirty (30) days and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one (1) working day, in writing and by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the Commission of these designees within fifteen (15) days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two (2) weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five (5) business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

The "Governing Board" of the Contractor is understood to be the San Bernardino County Board of Supervisors (Board). The Commission has access to all public records of the Board meetings and these shall serve to provide any and all required information.

N. Confidentiality

- Contractor shall ensure that all staff, volunteers and/or Subcontractors performing Services under this Contract comply with the Commission's Policy 18-01 Non-public Personally Identifiable Information specified at <http://first5sanbernardino.org/CommissionPolicies.aspx> prior to providing any Services. Contractor shall immediately notify the Commission of any suspected or actual breach of confidential information as further detailed in the requirements. These requirements specified at <http://first5sanbernardino.org/CommissionPolicies.aspx> are hereby incorporated by this reference.
- Contractor shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving Services pursuant to this Contract, except for statistical information not identifying any participant. Contractor shall not use or disclose any identifying information for any other purpose other than carrying out the Contractor's obligations under this Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the Contract.
- Contractor shall comply with all applicable provisions of the [Health Insurance Portability and Accountability Act of 1996](#) (HIPAA), as applicable.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by [Penal Code Sections 11164 et seq.](#) to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;

- Provision of or arrangement of training in child abuse reporting laws ([Penal Code, Sections 11164 et seq.](#)) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

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P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in [Penal Code Section 11105.3](#). This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least ten (10) business days prior to the meeting.

S. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.
2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor’s employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.
4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.
5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.
6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.
7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum “Best” Insurance Guide rating of “A- VII”.
8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.
9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.
10. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission’s risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

- a. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the Commission's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

- b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:

- 1) Premises operations, fixed assets and mobile equipment.
- 2) Products and completed operations.
- 3) Broad form property damage (including completed operations).
- 4) Explosion, collapse and underground hazards.
- 5) Personal injury
- 6) Contractual liability.
- 7) \$2,000,000 general aggregate limit.

- c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

- d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a “dropdown” provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.
- e. Professional Liability – Professional Liability Insurance with limits of not less than one million (\$1,000,000) per claim or occurrence and two million (\$2,000,000) aggregate limits  
or  
Errors and Omissions Liability Insurance with limits of not less than one million (\$1,000,000) and two million (\$2,000,000) aggregate limits  
or  
Directors and Officers Insurance coverage with limits of not less than one million (\$1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.  
If insurance coverage is provided on a “claims made” policy, the “retroactive date” shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or “tail” coverage provided for a minimum of five (5) years after contract completion.
- f. Cyber Liability Insurance - Cyber Liability Insurance with limits of no less than \$1,000,000 for each occurrence or event with an annual aggregate of \$2,000,000 covering privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security. The policy shall protect the involved County entities and cover breach response cost as well as regulatory fines and penalties.
- g. Abuse/Molestation Insurance – Contractor shall have abuse or molestation insurance providing coverage for all employees for the actual or threatened abuse or molestation by anyone of any person in the care, custody, or control of any insured, including negligent employment, investigation and supervision. The policy shall provide coverage for both defense and indemnity with liability limits of not less than one million dollars (\$1,000,000) with a two million dollars (\$2,000,000) aggregate limit.

T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract shall ensure that it has all necessary licenses, permits and/or certifications required by the laws of Federal, State, County, and municipal laws, ordinances, rules and regulations and agrees to pay all fees and other charges required thereby. The Contractor shall maintain these licenses, permits and/or certifications in effect for the duration of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract. to comply with the provisions of this section may result in immediate termination of this Contract.

U. Health and Safety

Contractor shall comply with all applicable local, state and federal to safety and health ordinances and statutes, including fire clearances, for each site where program services are provided under the terms of the Contract.

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

W. Attorney's Fees and Costs

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

X. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material. All such materials developed under the terms of this Contract shall acknowledge the Commission as the funding agency and Contractor as the creator of the publication.

Y. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Media Guidelines [http://first5sanbernardino.org/Portals/39/pdf/media\\_guidelines.pdf](http://first5sanbernardino.org/Portals/39/pdf/media_guidelines.pdf).

Z. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this Contract or under representation such activity is being performed under this Contract.

AA. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content will be provided by the Commission and available on the website: [www.first5sanbernardino.org](http://www.first5sanbernardino.org). FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

▪ Program Reports

Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. For each calendar month, Contractor shall provide the Commission with a Monthly Program Report within fifteen (15) calendar days from the end of the reporting period.

Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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▪ Fiscal Reports

For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within fifteen (15) calendar days from the end of the reporting period.

Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 will be considered final and no additional reports will be accepted after this date.

Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

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▪ Asset Report

Contractor shall report all assets worth \$500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than thirty (30) days prior to the normal conclusion of a Contract. If the Contract is terminated early under any fiscal provision or due to correction of performance deficiencies, Contractor shall submit the Closing Asset report within ten (10) business days of receiving notice of Contract termination.

Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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BB. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 ([20 U.S.C. 6081 et seq.](#)).

CC. Debarment, Suspension, and Other Responsibility Matters

As required by [Executive Order 12549 \[51 Fed. Reg. 6370\]](#) (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters ([45 C.F.R., section 76](#)):

- a. The Contractor certifies that it and any potential subcontractors:
  - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at [45 C.F.R. section 76.200](#)) by any federal department or agency;
  - 2) Have not within a three (3)-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and
  - 4) Have not within a three (3)-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and
- b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this



Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

DD. Conflict Resolution

The Commission and the County agree they will establish mutually satisfactory methods for problem resolution at the lowest possible level as the optimum, with a procedure to mobilize problem resolution through the appropriate chain of command, as deemed necessary.

FF. Environmental Requirements

The Commission has adopted a recycled product purchasing standards policy ([San Bernardino County Policy 11-08](#)), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

**IV. COMMISSION RESPONSIBILITIES**

- A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.
- B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.
- C. Commission shall specify all reports and deliverables required from the Contractor.
- D. Commission shall provide technical assistance as deemed necessary.
- E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within fifteen (15) days of the Contract approval date.

**V. FISCAL PROVISIONS**

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$1,626,282 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 2024-25	\$ <u>294,316</u>	July 1, 2024 through June 30, 2025
Fiscal Year 2025-26	\$ <u>309,032</u>	July 1, 2025 through June 30, 2026
Fiscal Year 2026-27	\$ <u>324,483</u>	July 1, 2026 through June 30, 2027
Fiscal Year 2027-28	\$ <u>340,708</u>	July 1, 2027 through June 30, 2028
Fiscal Year 2028-29	\$ <u>357,743</u>	July 1, 2028 through June 30, 2029

Initial Here

B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

If requested in writing, a one-time advance of funds in an amount not to exceed 15% of the annual contract amount may be issued the first month of the contract only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports, projected costs and cash on hand collectively.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the Contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

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E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining from finds another revenue source without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as

amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two (2) Budget Revision Requests per fiscal year.

The Contractor must submit any Budget Revision Requests to the Commission no later than **February 28th** of the fiscal year. Budget Revision Requests may be submitted in hard copy form with original signatures or electronically in a PDF format. Postmarked envelopes received after **February 28th** will not be accepted in lieu of receipt.

#### H. Budget Line Item Variance

Variances to the individual line items of Section A: Salaries and Benefits may be allowed if deemed reasonable and does not increase the total budgeted amount of Section A: Salaries and Benefits.

Annual variances of up to 10% of individual line items within Section B: Services and Supplies are allowable provided that the variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Annual variances in excess of 10% of line item cannot be made by the Contractor without prior approval of a Budget Revision Request by the Commission in accordance with Section V, Paragraph G of this Contract.

#### I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

#### J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of \$5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of \$500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of \$500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

#### K. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

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**VI. RIGHT TO MONITOR AND AUDIT**

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted. Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five (5) years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to the required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor's Report for the term of the Contract.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).



**Contractor:** San Bernardino County, Preschool Services Department  
662 South Tippecanoe Avenue  
San Bernardino, CA 92415

**Commission:** First 5 San Bernardino  
735 E. Carnegie Drive, Suite 150  
San Bernardino, CA 92408

- B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.
- C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.
- D. Contractor agrees any alterations, variations, modifications, or waivers of the provisions of the Contract, shall be valid only when reduced to writing, executed and attached to the original Contract and approved by the person(s) authorized to do so on behalf of Contractor and Commission.
- E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

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- F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.
- G. The parties acknowledge and agree that this Contract was entered into and intended to be performed in San Bernardino County, California. The parties agree that the venue of any action or claim brought by any party to this Contract will be the Superior Court of California, San Bernardino County, San Bernardino District. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third party and filed in another venue, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, San Bernardino County, San Bernardino District.
- H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

## **X. NONDISCRIMINATION**

### **A. General**

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in providing services, employment of personnel, or in any other respect on the basis of race, color, gender, gender identity,

religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

**B. Americans with Disabilities Act/Individuals with Disabilities**

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Commission Staff if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

**C. Employment and Civil Rights**

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

**1. Equal Employment Opportunity Program**

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of San Bernardino County and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

**2. Civil Rights Compliance**

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract.

**D. Sexual Harassment**

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates.

**XI. IMPROPER CONSIDERATION**

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to

the supervisor or manager charged with supervision of the employee or to the Commission. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

## **XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS**

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision "key employees" includes any individuals providing direct service to the Commission. "Key employees" do not include clerical personnel providing service at the Contractor's offices or locations.

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continued on next page



**XIII. CONCLUSION**

- A. This Contract, consisting of 21 pages and Attachments A and B inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A and B are attached hereto and incorporated herein as though set forth in full.
- B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.
- C. This contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

CHILDREN AND FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY

SAN BERNARDINO COUNTY

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Elliot Weinstein M.D.  
Printed Name

\_\_\_\_\_  
Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Dawn Rowe  
Printed Name

\_\_\_\_\_  
Chair, Board of Supervisors  
Title

\_\_\_\_\_  
Dated

Official Stamp

<p>Reviewed for Processing</p> <p>▶ _____ Cindy Faulkner Assistant Director</p> <p>_____ Date</p>	<p>Approved as to Legal Form</p> <p>▶ _____ Dawn Martin Commission Counsel</p> <p>_____ Date</p>	<p>Presented to Commission for Signature</p> <p>▶ _____ Karen E. Scott Executive Director</p> <p>_____ Date</p>
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<b>Agency Name:</b>	San Bernardino County Preschool Services Department	<b>Contract #</b>	EC045	<b>Service Area:</b>	San Bernardino County
<b>Program Name:</b>	Early Head Start – Child Care Partnership		<b>Period:</b>	July 1, 2024-June 30, 2029	

<b>Expectations</b>	Increase the quality standards of early care and education providers for low-income children in community based care settings
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<b>Outcomes</b>	Up to 30 providers per year will receive Teaching Pyramid training and achieve a rating of 5 or higher in evidence based assessments (CLASS, ERS, TPOT)
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Objective Goal/Measure	Activity/Description	Activity Dosage/ Frequency	Persimmony Verification (Data entry/Report /Upload supporting documents via PDF or Excel)		
			Submission Time Frame	Quantitative Data	Qualitative Data
Enhance professional development focused on environmental and school readiness quality.	1. One on One Coaching Sessions	Bi-weekly	Quarterly	Enter the number of staff received coaching.	Completion of Coaching logs, Updated Professional Development Plan, and Data input in Persimmony
	2. Group Discussions	Bi-weekly	Quarterly	N/A	Agenda, Participant Sign-in Sheets, Data input in Persimmony
Enhance providers' ability to provide effective interactions and social and emotional support for children.	1. 5 training sessions throughout the year	Bi-weekly	Quarterly	1. Aggregate count in Persimmony number of providers 2. Enter Monitoring Training tracking in Persimmony: • Date of the training • Name of the training • Number of attendances • Attendee Type	Certificate of Completion for each module, data input in Persimmony
	2. Assessment of sites using evidence-based tools	Once per Year-ERS, TPOT Twice per year-CLASS	Quarterly	N/A	Results for Class Assessment Scoring System (CLASS), Environmental Rating Scales (ERS), and Teaching Pyramid Observation Tool (TPOT)
Successes and Challenges	Track successes and challenges	Ongoing	Annually	N/A	Complete the Annual Narrative Reporting in the Monitoring Section

Data Type:	Quantitative & Qualitative	
Reporting Period:	July 1, 2024-June 30, 2029	Due: By the 15 <sup>th</sup> of the following month



FIRST 5 SAN BERNARDINO

FISCAL YEAR: 2024-2025

<b>ORGANIZATION:</b>	Preschool Services Department	<b>DIRECTOR:</b>	Jacquelyn Greene	<b>PROGRAM YEAR:</b>	2024-2025
<b>PROGRAM TITLE:</b>	Early Head Start - Child Care Partnership	<b>PROGRAM DIRECTOR:</b>	Jacquelyn Greene	<b>TOTAL BUDGET:</b>	294,316
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Madeline Tsang	<b>RFP/CONTRACT #:</b>	EC045

I. SUBCONTRACTORS						
Organization Name:				TOTAL F5SB BUDGET (\$)	Description/Justification:	
1 Child Care Resource Center (CCRC)				267,560	These funds will serve as a non-federal contribution to the EHS-CCP Project, for: Personnel (including Salary & Benefits) - 2.5 FTE - Coaches and 0.25 FTE - Supervisor to include the Director and a Manager.	
Total Subcontractors				\$ 267,560		
II. INDIRECT COSTS						
Percent:		10%		26,756	Administration Fees (To cover overhead)	
Basis:						
Total Indirect Costs				\$ 26,756		
<b>TOTAL FIRST 5 BUDGET</b>				\$ 294,316		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR:**

**2025-2026**

<b>ORGANIZATION:</b>	Preschool Services Department	<b>DIRECTOR:</b>	Jacquelyn Greene	<b>PROGRAM YEAR:</b>	2025-2026
<b>PROGRAM TITLE:</b>	Early Head Start - Child Care Partnership	<b>PROGRAM DIRECTOR:</b>	Jacquelyn Greene	<b>TOTAL BUDGET:</b>	309,032
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Madeline Tsang	<b>RFP/CONTRACT #:</b>	EC045
<b>I. SUBCONTRACTORS</b>					
	Organization Name:		<b>TOTAL F5SB BUDGET (\$)</b>	<b>Description/Justification:</b>	
1	Child Care Resource Center (CCRC)		280,938	These funds will serve as a non-federal contribution to the EHS-CCP Project, for: Personnel (including Salary & Benefits) - 2.5 FTE - Coaches and 0.25 FTE - Supervisor to include the Director and a Manager.	
	Total Subcontractors		\$ 280,938		
<b>II. INDIRECT COSTS</b>					
	Percent:	10%	28,094	Administration Fees (To cover overhead)	
	Basis:				
	Total Indirect Costs		\$ 28,094		
<b>TOTAL FIRST 5 BUDGET</b>			\$ 309,032		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2026-2027**

<b>ORGANIZATION:</b>	Preschool Services Department	<b>DIRECTOR:</b>	Jacquelyn Greene	<b>PROGRAM YEAR:</b>	2026-2027
<b>PROGRAM TITLE:</b>	Early Head Start - Child Care Partnership	<b>PROGRAM DIRECTOR:</b>	Jacquelyn Greene	<b>TOTAL BUDGET:</b>	324,483
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Madeline Tsang	<b>RFP/CONTRACT #:</b>	EC045

I. SUBCONTRACTORS					
	Organization Name:		TOTAL F5SB BUDGET (\$)	Description/Justification:	
1	Child Care Resource Center (CCRC)		294,985	These funds will serve as a non-federal contribution to the EHS-CCP Project, for: Personnel (including Salary & Benefits) - 2.5 FTE - Coaches and 0.25 FTE - Supervisor to include the Director and a Manager.	
Total Subcontractors			\$ 294,985		
II. INDIRECT COSTS					
	Percent:	10%	29,498	Administration Fees (To cover overhead)	
	Basis:				
Total Indirect Costs			\$ 29,498		
<b>TOTAL FIRST 5 BUDGET</b>			<b>\$ 324,483</b>		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2027-2028**

<b>ORGANIZATION:</b>	Preschool Services Department	<b>DIRECTOR:</b>	Jacquelyn Greene	<b>PROGRAM YEAR:</b>	2027-2028
<b>PROGRAM TITLE:</b>	Early Head Start - Child Care Partnership	<b>PROGRAM DIRECTOR:</b>	Jacquelyn Greene	<b>TOTAL BUDGET:</b>	340,708
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Madeline Tsang	<b>RFP/CONTRACT #:</b>	EC045

I. SUBCONTRACTORS			
	Organization Name:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Child Care Resource Center (CCRC)	309,735	These funds will serve as a non-federal contribution to the EHS-CCP Project, for: Personnel (including Salary & Benefits) - 2.5 FTE - Coaches and 0.25 FTE - Supervisor to include the Director and a Manager.
	Total Subcontractors	\$ 309,735	
II. INDIRECT COSTS			
	Percent: 10%	30,973	Administration Fees (To cover overhead)
	Basis:		
	Total Indirect Costs	30,973	
<b>TOTAL FIRST 5 BUDGET</b>		<b>\$ 340,708</b>	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2028-2029**

<b>ORGANIZATION:</b>	Preschool Services Department	<b>DIRECTOR:</b>	Jacquelyn Greene	<b>PROGRAM YEAR:</b>	2028-2029
<b>PROGRAM TITLE:</b>	Early Head Start - Child Care Partnership	<b>PROGRAM DIRECTOR:</b>	Jacquelyn Greene	<b>TOTAL BUDGET:</b>	357,743
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Madeline Tsang	<b>RFP/CONTRACT #:</b>	EC045

I. SUBCONTRACTORS			
	Organization Name:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Child Care Resource Center (CCRC)	325,221	These funds will serve as a non-federal contribution to the EHS-CCP Project, for: Personnel (including Salary & Benefits) - 2.5 FTE - Coaches and 0.25 FTE - Supervisor to include the Director and a Manager.
	Total Subcontractors	325,221	
II. INDIRECT COSTS			
	Percent: 10%	32,522	Administration Fees (To cover overhead)
	Basis:		
	Total Indirect Costs	32,522	
<b>TOTAL FIRST 5 BUDGET</b>		<b>\$ 357,743</b>	



## Program Outline Document 2024-2029

### AGENCY INFORMATION

**Contract #:** EC045

**Legal Entity:** San Bernardino County

**Dept./Division:** Preschool Services Department

**Project Name:** Early Head Start-Child Care Partnership (EHS-CCP)

**Program Site Address:** Various      **Client Referral Phone #:** 909-383-2020

### CONTACT INFORMATION

#### SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

**Name:** Dawn Rowe      **Title:** Chair, Board of Supervisors

**Address:** 385 North Arrowhead Avenue, 5<sup>th</sup> Floor  
San Bernardino, CA 92415      **Direct Phone #:** 909-387-4855

**E-Mail:** [Supervisor.Rowe@bos.sbcounty.gov](mailto:Supervisor.Rowe@bos.sbcounty.gov)      **Fax #:** 909-387-3018

#### CONTRACT REPRESENTATIVE

**Name:** Jacquelyn Greene      **Title:** Director

**Address:** 662 South Tippecanoe Avenue  
San Bernardino, CA 92415      **Direct Phone #:** 909-383-2025

**E-Mail:** [Jacquelyn.Greene@psd.sbcounty.gov](mailto:Jacquelyn.Greene@psd.sbcounty.gov)      **Fax #:** 909-383-2086

#### PROGRAM CONTACT

**Name:** Arlene Molina      **Title:** Assistant Director

**Address:** 662 South Tippecanoe Avenue  
San Bernardino, CA 92415      **Direct Phone #:** 909-383-2050

**E-Mail:** [Arlene.Molina@psd.sbcounty.gov](mailto:Arlene.Molina@psd.sbcounty.gov)      **Fax #:** 909-383-2086

#### FISCAL CONTACT

**Name:** Madeline Tsang      **Title:** Administrative Manager

**Address:** 662 South Tippecanoe Avenue  
San Bernardino, CA 92415      **Direct Phone #:** 909-383-2044

**E-Mail:** [Madeline.Tsang@psd.sbcounty.gov](mailto:Madeline.Tsang@psd.sbcounty.gov)      **Fax #:** 909-383-2080

#### ADDITIONAL CONTACT (Describe): Choose an item.

**Name:** \_\_\_\_\_      **Title:** \_\_\_\_\_

**Address:** For Staff Analyst use only.      **Direct Phone #:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_      **Fax #:** \_\_\_\_\_

### PROGRAM INFORMATION

**TYPE OF AGENCY:** Educational Institution      **Describe:** County/State educational Institution



**PROGRAM DESCRIPTION**

Provide coaching for up to 30 providers as part of the Early Head Start–Childcare Partnership (EHS-CCP) to increase the number of high-quality early care and education providers. Providers will maintain required permits, and Head Start Performance Standards to meet the requirements of the EHS-CCP program.

**REGION**  
**Countywide**

**STRATEGIC PRIORITY AREA & OBJECTIVES**

<input type="checkbox"/> Child Health	<input checked="" type="checkbox"/> Early Learning	<input type="checkbox"/> Family Supports
<input type="checkbox"/> Children are screened and connected to appropriate developmental services	<input checked="" type="checkbox"/> Quality early learning can be accessed and utilized by families	<input checked="" type="checkbox"/> Families are connected to services that support children’s development and parent/caregiver resiliency
<input type="checkbox"/> Children’s health is promoted through community education about local health issues	<input checked="" type="checkbox"/> Early learning providers receive training and supports to provide high-quality learning opportunities to children.	<input type="checkbox"/> Families are connected to resources that support their caregiving skills and social/family engagement.
<input type="checkbox"/> Maternal health is promoted in the county through training and education for providers and families	<input type="checkbox"/> School readiness is promoted through increasing access to early literacy supports and materials.	<input type="checkbox"/> Families and providers are aware of and know how to access existing county resources and supports.
<input type="checkbox"/> Early care providers are aware of and able to connect children and families to existing mental and behavioral supports and services		<input type="checkbox"/> First 5 San Bernardino partners with agencies throughout the county to promote prevention and early identification of child abuse and neglect

**ASSIGNED ANALYST:** Erika Willhite

**ASSIGNED ACCOUNTANT:** Hope Loewenstein

**ASSIGNED EVALUATOR:**

**PROCUREMENT TYPE:**  Competitive  Non-Competitive Sole Source

**CONTRACT AMOUNT**

Fiscal Year	Original Amount	Amendment Amount	Total
2024-2025	\$294,316	\$	\$
2025-2026	\$309,032	\$	\$
2026-2027	\$324,483	\$	\$
2027-2028	\$340,708	\$	\$
2028-2029	\$357,743	\$	\$
<b>Total</b>	<b>\$1,626,282</b>		



**AGENDA ITEM 4**  
**April 3, 2024**

<b>Subject</b>	Amend Contract IC053 with Health Management Associates, Inc.
<b>Recommendation</b>	Ratify approval of Amendment A1 to Contract IC053 with Health Management Associates, Inc. to extend the contract term an additional three months for a total contract period from September 13, 2023 through June 30, 2024 to complete the assessment and report of current pediatric health conditions and synthesize available data to inform identification of gaps and barriers in access to care. (Presenter: Ronnie Robinson, Section Manager: Systems & Communication, 386-7706)
<b>Financial Impact</b>	None
<b>Background Information</b>	<p>In September 2023, the Commission approved Contract IC053 with Health Management Associates, Inc (HMA) in the amount of \$143,870 for a contract term of six months from September 13, 2023 through April 1, 2024. HMA is a preeminent, independent consulting firm that supports and advises healthcare and social service providers, payers, government policymakers, and other stakeholders. HMA has successfully tackled a wide variety of healthcare issues, working directly with federal, state, and local government agencies, health systems, health plans, providers, foundations, investors, community organizations, and associations to effect change. HMA has successfully supported multiple First 5 county commissions throughout California.</p> <p>HMA is seeking a no-cost extension to complete compiling the data received through a six-month landscape analysis that will drive a prioritized set of recommended strategies for First 5 San Bernardino (F5SB) intended to impact and improve the quality of pediatric care for Medi-Cal beneficiaries that includes a high-level plan for implementation.</p> <p>Due to the potential term expiration of Contract IC053, the Executive Director executed Amendment A1 to Contract IC053 in accordance with CFC SB Policy 02-03 and is requesting ratification of Amendment A1 to Contract IC053 and will allow HMA to have until the end of the fiscal year to assist F5SB in completing a comprehensive strategy to improve the quality of pediatric care in San Bernardino County.</p> <p>Approval of this item supports the following Strategic Priority Areas in the Commission’s 2023-2028 Strategic Plan:</p> <ul style="list-style-type: none"><li>• <b>Child Health:</b><ul style="list-style-type: none"><li>○ Children are screened and connected to appropriate developmental services.</li><li>○ Maternal health is promoted in the county through trainings and education for providers and families.</li><li>○ Children’s health is promoted through community education about local health issues.</li><li>○ Early care providers are aware of and able to connect children and families to existing mental and behavioral supports and services.</li></ul></li></ul>
<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>

**CHILDREN  
AND FAMILIES  
COMMISSION  
FOR  
SAN BERNARDINO COUNTY  
STANDARD CONTRACT**

<i>FOR COMMISSION USE ONLY</i>						
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 10013141	<b>SC</b>	Dept. 903	<b>A</b> Contract Number IC053 A1		
Organization Children and Families Commission			Contractor's License No.			
Commission Representative Cindy Faulkner, Assistant Director		Telephone 909-386-7706		Total Contract Amount \$143,870		
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason: _____						
Commodity Code 95200	Contract Start Date September 13, 2023	Contract End Date June 30, 2024	Original Amount \$143,870	Amendment Amount \$0		
Cost Center 9033009900		GL Account 53003357	Internal Order No.	Amount \$0		
Cost Center		GL Account	Internal Order No.			
Cost Center		GL Account	Internal Order No.	Amount		
Abbreviated Use <u>Data Informed System Building</u>	Estimated Payment		Total by Fiscal Year			
	FY	Amount	I/D	FY	Amount	I/D
	23-24	\$0	I			

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)

Health Management Associates, Inc.

Department/Division

Address

120 North Washington Square, Suite 705

Lansing, MI 48933

Phone

(517) 482-9236

Federal ID No.

38-2599727

Program Address (if different from legal address):

**IT IS HEREBY AGREED AS FOLLOWS:  
AMENDMENT NO. 1**

1. Paragraph A. of Section VIII, TERM, is amended to read as follows:

- A. This Contract is effective as of April 1, 2024 and expires June 30, 2024, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

**Auditor-Controller/Treasurer Tax Collector Use Only**

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

### **XIII. CONCLUSION**

2. This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same agreement. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

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*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 23-24

Attachment B – Amended Program Budget for FY 23-24

All other terms and conditions of this contract remain in full force and effect.

**CHILDREN & FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY**

**HEALTH MANAGEMENT ASSOCIATED, INC.**  
Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Elliot Weinstein M.D.  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Kelly Johnson  
Printed Name

Chief Administrative Officer  
Title

\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing

▶ \_\_\_\_\_  
Cindy Faulkner  
Assistant Director

\_\_\_\_\_  
Date

Approved as to Legal Form

▶ \_\_\_\_\_  
Dawn Martin  
Commission Counsel

\_\_\_\_\_  
Date

Presented to Commission for  
Signature

▶ \_\_\_\_\_  
Karen E. Scott  
Executive Director

\_\_\_\_\_  
Date



<b>Agency Name:</b>	Health Management Associates, Inc.	<b>Service Area:</b>	Countywide
<b>Program Name:</b>	Data Informed Systems Building	<b>Period:</b>	Sept 13, 2023 – June 30, 2024

<b>Expectations</b>	<b>Project management:</b> HMA’s approach to project management emphasizes accountability, frequent contact with the client project manager, early identification of project risks and constraints, and strategies for proactively countering potential obstacles to project progress. The following project plan will be discussed, detailed, and confirmed with the F5SB project team.				
<b>Outcomes</b>	Phase I: Landscape Scan and Analysis Phase II: Prioritization and Strategy Development				
Objective Goal/Measure	Activity/Description	Activity Dosage/ Frequency	Persimmony Verification (Data entry/Report /Upload supporting documents via PDF or Excel)		
			Submission Time Frame	Quantitative Data	Qualitative Data
Phase I: Landscape Scan and Analysis	<b>Task 1:</b> Review and analyze publicly available data on pediatric health conditions, utilization of pediatric care in San Bernardino, and social determinants of health that act as facilitators or barriers to engagement in care <b>Task 2:</b> Conduct stakeholder interviews and focus groups <b>Task 3:</b> Synthesize results and identify gaps and opportunities	Sept 2023 – Dec 2023	Monthly	N/A	Upload PDF documents of progress for each task (detail referred to supplemental work plan)
Phase II: Prioritization and Strategy Development	<b>Task 4:</b> Facilitate strategy sessions with F5SB and its key partners to review findings and develop recommendations <b>Task 5:</b> Develop prioritized strategies and high-level implementation plan	Dec. 2023 – June 2024		N/A	Upload PDF documents of progress for each task (detail referred to supplemental work plan)

Data Type:	Quantitative & Qualitative	
Reporting Period:		Due: By the 15 <sup>th</sup> of the following month

## HEALTH MANAGEMENT ASSOCIATES, INC.

### BUDGET

The table below provides an estimate of hours and fees for the proposed project workplan. As indicated in our project fees section below, this estimate is excluding travel costs which will be billed based on actual costs incurred and not expected to exceed \$5,000.

Task	Deliverable	Estimated Hours	Estimated Fees
	<b>Project Management</b>	Monthly status reports Biweekly project check-ins	28 \$10,290
1.	<b>Review and analyze publicly available data on pediatric health conditions, utilization of pediatric care in San Bernardino</b>	Summary analysis of data review	64 \$24,040
2.	<b>Conduct stakeholder interviews and focus groups to complement the quantitative data</b>	Interview/Focus group plan protocols and results	80 \$29,280
3.	<b>Synthesize results and identify gaps and opportunities</b>	Summary assessment executive-oriented briefing that synthesizes the findings from the data review and stakeholder input	52 \$19,020
4.	<b>Facilitate strategy sessions with F5SB and its key partners to review findings and develop recommendations</b>	Background materials to guide strategy discussions Strategy session results	96 \$35,760
5.	<b>Develop prioritized strategies and high-level implementation plan</b>	Strategy Recommendations captured in executive-briefing document and implementation plan	56 \$20,480
<b>Total</b>		<b>376</b>	<b>\$138,870</b>
<b>Estimated Expenses</b>			<b>\$5,000</b>
<b>Total not to Exceed</b>			<b>\$143,870</b>



## HEALTH MANAGEMENT ASSOCIATES, INC.

### PROJECT FEES

The services described above will be provided on a time-and-materials basis. In addition, all out-of-pocket expenses will be reimbursed. We will establish a limit on professional fees and travel time of \$143,870 including expenses. Travel will be billed based on actual costs incurred related to mileage reimbursement and on-site travel, as necessary, for the proposed consulting team and are not expected to exceed \$5,000. Project fees will not be incurred beyond this amount without your prior approval and a written amendment to this agreement signed by both parties. Finally, we will submit invoices monthly for services provided in the previous month. These invoices will be payable upon receipt.

Title	2023-2024 Professional Hourly Rates	2023-2024 Travel Time Rates
<b>Physician Principal</b>	\$470	\$280
<b>Managing Principal/Director</b>	\$410	\$245
<b>Principal</b>	\$405	\$240
<b>Associate Principal</b>	\$365	\$215
<b>Senior Consultant</b>	\$325	\$195
<b>Consultant</b>	\$230	\$135
<b>Research Associate</b>	\$175	\$105
<b>Administrative, Clerical, and Support Staff</b>	\$110	N/A

HMA billing rates increase on January 1 of each calendar year unless agreed otherwise in writing. There will be no increase on the 2023 professional fees for 2024 for this project only.



# Program Outline Document 2023-2024

## AGENCY INFORMATION

Contract #: IC053 A1

Legal Entity: Health Management Associates, Inc.

Dept./Division: \_\_\_\_\_

Project Name: Data Informed System Building

Program Site Address: \_\_\_\_\_ Client Referral Phone #: \_\_\_\_\_

## CONTACT INFORMATION

### SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

Name: Kelly Johnson Title: Chief Administrative Officer

Address: 120 North Washington Square, Suite 705  
Lansing, MI 48933 Direct Phone #: (517) 482-9236

E-Mail: [contracts@healthmanagement.com](mailto:contracts@healthmanagement.com) Fax #: \_\_\_\_\_

### CONTRACT REPRESENTATIVE

Name: Jeffrey M. DeVries Title: Contracts Senior Director

Address: 120 North Washington Square, Suite 705  
Lansing, MI 48933 Direct Phone #: (517) 318-4817

E-Mail: [jdevries@healthmanagement.com](mailto:jdevries@healthmanagement.com) Fax #: (517) 482-0920

### PROGRAM CONTACT

Name: Christina Altmayer Title: Managing Principal

Address: 120 North Washington Square, Suite 705  
Lansing, MI 48933 Direct Phone #: (213) 314-9104

E-Mail: [caltmayer@healthmanagement.com](mailto:caltmayer@healthmanagement.com) Fax #: \_\_\_\_\_

### FISCAL CONTACT

Name: Becky Reffitt Title: Revenue Director

Address: 120 North Washington Square, Suite 705  
Lansing, MI 48933 Direct Phone #: (517) 318-4826

E-Mail: [brefitt@healthmanagement.com](mailto:brefitt@healthmanagement.com) Fax #: \_\_\_\_\_

### ADDITIONAL CONTACT (Describe): Choose an item.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: For Staff Analyst use only. Direct Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROGRAM INFORMATION**

**TYPE OF AGENCY** Private Entity/Institution

**Describe:** For Profit

**PROGRAM DESCRIPTION**

The project engages representatives from multiple sectors and focuses on improving quality standards required by the Medi-Cal system and informed by the American Academy of Pediatricians Bright Futures Guidelines. The review considers existing initiatives, such as home visiting, family resource centers, and Help Me Grow supported by the F5SB Commissions to improve engagement in care, and address challenges due to environmental and social/economic impacts such as child obesity and asthma. A key objective of this analysis is to identify strategies for ongoing sustainability by leveraging new benefits available in the Medi-Cal arena including those available through CalAIM (California Advancing and Innovating Medi-Cal).

**REGION**  
San Bernardino County

**STRATEGIC PRIORITY AREA & GOAL**

<input checked="" type="checkbox"/> <b>Child Health</b>	<input type="checkbox"/> <b>Early Learning</b>	<input type="checkbox"/> <b>Family Supports</b>
<input checked="" type="checkbox"/> Children are screened and connected to appropriate developmental services	<input type="checkbox"/> Quality early learning can be accessed and utilized by families	<input type="checkbox"/> Families are connected to services that support children’s development and parent/caregiver resiliency
<input checked="" type="checkbox"/> Children’s health is promoted through community education about local health issues	<input type="checkbox"/> Early learning providers receive training and supports to provide high quality learning opportunities to children.	<input type="checkbox"/> Families are connected to resources that support their caregiving skills and social/family engagement.
<input checked="" type="checkbox"/> Maternal health is promoted in the county through trainings and education for providers and families	<input type="checkbox"/> School readiness is promoted through increasing access to early literacy supports and materials.	<input type="checkbox"/> Families and providers are aware of and know how to access existing county resources and supports.
<input checked="" type="checkbox"/> Early care providers are aware of and able to connect children and families to existing mental and behavioral supports and services		<input type="checkbox"/> First 5 San Bernardino partners with agencies throughout the county to promote prevention and early identification of child abuse and neglect

**ASSIGNED ANALYST:** Ronnie Robinson

**ASSIGNED ACCOUNTANT:** Hope Lowenstein

**ASSIGNED EVALUATOR:** Wendy Lee

**PROCUREMENT TYPE:**  Competitive  Non-Competitive Sole Source

**CONTRACT AMOUNT**

Fiscal Year	Original Amount	Amendment Amount	Total
2023-2024	\$143,870	\$0	\$143,870
<b>Total</b>	<b>\$143,870</b>		<b>\$143,870</b>



**AGENDA ITEM 5**  
**April 3, 2024**

<b>Subject</b>	Amend Contract IC052 with Diversity Uplifts, Inc.
<b>Recommendation</b>	Approve Amendment A1 for Contract IC052 with Diversity Uplifts, Inc. to increase the total contract amount from \$748,849 by \$1,081,778 for a cumulative total of \$1,830,627 and extend the contract term an additional year for Fiscal Year 2024-2025 to expand the capacity and services of the Maternal Health Network. (Presenter: Ronnie Robinson, Section Manager, Systems and Communication, 386-7706)
<b>Financial Impact</b>	\$1,081,778 for 2024-2025
<b>Background Information</b>	<p>In June 2023, the Commission approved Contract IC052 with Diversity Uplifts, Inc. (DU) in the amount of \$748,849 for 2023-2024 to serve as Maternal Health Network's (MHN) backbone entity and support MHN's efforts in promoting system-level improvements that seek to reduce infant mortality, prevent disease, support positive maternal mental health, and reduce disparities in health outcomes.</p> <p>MHN was established in 2018 to develop infrastructure that would support a multi-disciplinary network with a shared understanding of assets and gaps within the maternal health system in San Bernardino County. The MHN has established a unifying vision and a set of values that all members apply to their organizations. The vision and values provide network members with a shared framework for how they approach their work collectively and individually to support the health and well-being of families engaged in the maternal health system throughout San Bernardino County.</p> <p>DU provides consultation and guidance on policy work, community committees, and think tanks focused on reducing maternal mortality, improving maternal mental health, creating culturally safe environments, and uplifting underserved and historically oppressed communities. DU has made significant strides as the MHN backbone. The MHN membership has reached 200 members resulting in the need to expand capacity and support of the network.</p> <p>During a needs assessment of the MHN, the members expressed the need for additional support around obtaining Continuing Education Units, navigating the Criminal Justice system for birthing people, as well as increasing opportunities to network and engage with each other. In their role as backbone, DU has come to a well-informed understanding of what it takes to manage and support the needs of the MHN. The new budget reflects this greater need.</p> <p>DU has demonstrated its effectiveness in supporting the MHN's goals and seeks additional funding to address critical needs of those pregnant/postpartum and criminal justice-involved, workforce development, and key missing data around perinatal loss for provider and system utilization.</p> <p>Pending Commission approval, this Amendment to Contract IC052 with DU will increase the contract amount an additional \$1,081,778 and extend the contract term an additional year to further expand the capacity of MHN and enable further progress towards improved maternal health outcomes in San Bernardino County.</p>

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Approval of this item supports the **Child Health and Family Supports** Strategic Priority Areas in the Commission’s 2023-2028 Strategic Plan:

- **Child Health:**
  - Maternal health is promoted in the county through training and education for providers and families.
  - Early care providers are aware of and able to connect children and families to existing mental and behavioral supports and services.
- **Family Supports:**
  - Families and providers are aware of and know how to access existing county resources and supports.
  - Families are connected to services that support children’s development and parent/caregiver resiliency.

**Review**

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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>	

**CHILDREN  
AND FAMILIES  
COMMISSION  
FOR  
SAN BERNARDINO COUNTY  
STANDARD CONTRACT**

<i>FOR COMMISSION USE ONLY</i>						
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 10012449	<b>SC</b>	Dept. 903	<b>A</b> Contract Number IC052 A1		
Organization Children and Families Commission			Contractor's License No.			
Commission Representative Cindy Faulkner, Assistant Director		Telephone 909-386-7706		Total Contract Amount \$1,830,627		
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason:						
Commodity Code 95200	Contract Start Date July 1, 2023	Contract End Date June 30, 2025	Original Amount \$748,849	Amendment Amount \$1,081,778		
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1000734	Amount \$1,081,778		
Cost Center		GL Account	Internal Order No.			
Cost Center		GL Account	Internal Order No.	Amount		
Abbreviated Use Maternal Health Network	Estimated Payment Total by Fiscal Year					
	FY	Amount	I/D	FY	Amount	I/D
	24-25	\$1,081,778				

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)

Diversity Uplifts, Inc.

Department/Division

Address

6371 Haven Avenue, Suite 3 Box 265

Rancho Cucamonga, CA 91737

Phone

(626) 502-6717

Federal ID No.

83-3215066

Program Address (if different from legal address):

**IT IS HEREBY AGREED AS FOLLOWS  
AMENDMENT NO. 1**

- Paragraph FF. is hereby added to Section III, CONTRACTOR'S GENERAL RESPONSIBILITIES, to read as follows:

FF. CAMPAIGN CONTRIBUTION DISCLOSURE (SB1439)

**Auditor-Controller/Treasurer Tax Collector Use Only**

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Contractor has disclosed to the Commission using Attachment C - Campaign Contribution Disclosure Senate Bill 1439, whether it has made any campaign contributions of more than \$250 to any member of the Commission within the earlier of: (1) the date of the submission of Contractor's proposal to the Commission, or (2) 12 months before the date this Contract was approved by the Commission. Contractor acknowledges that under Government Code section 84308, Contractor is prohibited from making campaign contributions of more than \$250 to any member of the Commission for 12 months after the County's consideration of the Contract.

In the event of a proposed amendment to this Contract, the Contractor will provide the Commission a written statement disclosing any campaign contribution(s) of more than \$250 to any member of the Commission within the preceding 12 months of the date of the proposed amendment.

Campaign contributions include those made by any agent/person/entity on behalf of the Contractor or by a parent, subsidiary or otherwise related business entity of Contractor.

\_\_\_\_\_  
Initial Here

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

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$1,830,627 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 2023-24 \$ 748,849 July 1, 2023 through June 30, 2024  
Fiscal Year 2024-25 \$ 1,081,778 July 1, 2024 through June 30, 2025

\_\_\_\_\_  
Initial Here

1. Paragraph A. of Section VIII, TERM, is amended to read as follows:

A. This Contract is effective as of July 1, 2023 and expires June 30, 2025, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

\_\_\_\_\_  
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*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 24-25

Attachment B – Amended Program Budget for FY 24-25

Attachment C – Campaign Contribution Disclosure

This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same agreement. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

All other terms and conditions of this contract remain in full force and effect.

**CHILDREN & FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY**

**DIVERSITY UPLIFTS, INC.**

Legal Entity

▶  
\_\_\_\_\_  
Authorized Signature

Elliot Weinstein M.D.  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶  
\_\_\_\_\_  
Authorized Signature

Dr. Sayida Peprah-Wilson  
Printed Name

Executive Director  
Title

\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing

▶  
\_\_\_\_\_  
Cindy Faulkner  
Assistant Director

\_\_\_\_\_  
Date

Approved as to Legal Form

▶  
\_\_\_\_\_  
Dawn Martin  
Commission Counsel

\_\_\_\_\_  
Date

Presented to Commission for  
Signature

▶  
\_\_\_\_\_  
Karen E. Scott  
Executive Director

\_\_\_\_\_  
Date





<b>Agency Name:</b>	Diversity Uplifts, Inc.	<b>Contract # IC052 A1</b>	<b>Service Area:</b>	San Bernardino County
<b>Program Name:</b>	Maternal Health Network		<b>Period:</b>	July 1, 2024 – June 30, 2025

<b>Expectations</b>	Implementation efforts over the next year will be aimed at achieving the following objectives: <ul style="list-style-type: none"> <li>Continued implementation &amp; support for the MHN Strategic Plan</li> <li>Provide backbone support for the Maternal Health Network</li> <li>Continued mission alignment efforts with community partners and stakeholders</li> <li>Ongoing project management and communications</li> <li>Ongoing MHN sustainability efforts through professional development training, networking, and funding opportunities</li> <li>Provide focused training for workforce capacity building and competency on MHN topics</li> </ul>				
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>The Maternal Health Network will utilize available data metrics to measure implementation efforts.</li> <li>Metrics are aligned with the strategic plan &amp; have been approved by MHN Leadership.</li> <li>Expanded support to workforce capacity to meet the needs of the general and specialized population in maternal health care.</li> </ul>				
Objective/ Goal/Measure	Activity/Description	Activity Dosage/ Frequency	Persimmony Verification (Data entry/Report /Upload supporting documents via PDF or Excel)		
			Submission Time Frame	Quantitative Data	Qualitative Data
Perinatal Health Equity; Criminal Justice Policy & Practice; Community Education	<ul style="list-style-type: none"> <li><b>Perinatal Health Equity:</b> Sustain &amp; support the Perinatal Equity Initiative (PEI) to address maternal health disparities related to the goals of the Maternal Health Network.</li> <li><b>Criminal Justice Policy &amp; Practice:</b> Work with the criminal justice system to track, monitor &amp; support continued implementation of the protocol for connecting pregnant women to care upon release. Identify specific requirements, deficiencies and challenges within the MHN community through a needs assessment and provide the necessary resources and support.</li> <li><b>Community Education:</b> Expand &amp; support continued implementation of community education campaigns to support healthy pregnancy &amp; delivery. Topics include healthy habits, the benefits of breastfeeding, caring for yourself &amp; your baby directly following birth, &amp; maternal mental health.</li> <li><b>Workforce Capacity Training:</b> Provide evidence-based professional development training to support provider competency in maternal healthcare.</li> </ul>	Activities are to occur throughout the contract term & are dependent upon the specific strategy being implemented. Activities may shift according to environmental changes, with collective impact in mind.	Monthly	<ul style="list-style-type: none"> <li>Refer to the MHN Strategic Plan short-term Key Performance Indicators document for details regarding quantitative data collected for tracking &amp; accountability purposes.</li> <li>Aggregate count in Persimmony number of providers</li> <li>Enter Monitoring Training tracking in Persimmony:               <ul style="list-style-type: none"> <li>Date of the training</li> <li>Name of the training</li> <li>Number of attendances</li> <li>Attendee Type</li> </ul> </li> </ul>	Upload the MHN Strategic Plan short-term Key Performance Indicators document for details regarding quantitative data collected for tracking & accountability purposes. Narrative report on development of needs assessment.

Guiding Vision & Strategy	Facilitation of Leadership Team meetings & other MHN Subcommittees/Workgroups to support the implementation of the MHN Strategic Plan	At least once a month	Monthly	Number of meetings held with MHN Leadership or other subcommittees &/or workgroups	Meeting minutes & agenda
Support for Mission-Aligned Efforts	Participation in mission-aligned meetings that occur monthly, quarterly, semi-annually, & annually with member organizations.	Varies based on the occurrence level of mission-aligned meetings	Monthly	Number & mission-aligned meetings MHN participated in	Narrative description of meetings attended
Community Engagement	Regular & ongoing communication efforts with membership through daily social media postings, weekly newsletters, monthly resource blasts, annual membership renewal, & ongoing updates to the MHN website.	Varies based on the type of activity	Monthly	Refer to the narrative report for the number/frequency/volume of notable communication efforts, including but not limited to: <ul style="list-style-type: none"> <li>• Social Media Messages / Tiles Developed</li> <li>• Newsletters Published</li> <li>• Resource Blast Emails Distributed</li> <li>• New Members Enrolled in Network</li> <li>• Visitors to the Website per month</li> <li>• Engagements to social media posts per month</li> </ul>	Narrative description of notable communication efforts, including but not limited to: <ul style="list-style-type: none"> <li>• Social Media Messages/Tiles Developed</li> <li>• Newsletters Published</li> <li>• Resource Blast Emails Distributed</li> <li>• New Members Enrolled in Network</li> <li>• Visitors to the Website per month</li> <li>• Engagements to social media posts per month</li> </ul>
Mobilizing Resources	Continue to identify grant opportunities for network members aligned with MHN strategic plan priorities.	Varies based on what is available	Monthly	N/A	Narrative report of (New) Grant Opportunities posted & provided to members.

			Quarterly	# of grants applied for by members utilizing MHN website.	
			Annual	Total dollar amount awarded to MHN members the past year	
Monthly Monitoring	MHN will collect monthly metrics associated with products established, social media reach, & utilization of tools & resources available through the MHN website. This information will be used to help guide continuous quality improvement efforts.	Once a Month	Monthly	Refer to the Monthly Status Report template for details regarding quantitative data collected for tracking & accountability purposes.	Upload a monthly Status Report template for details regarding qualitative data collected for tracking & accountability purposes.
Establishing Shared Measurement Practice	Implementation of data collection efforts throughout the Network	Minimum of 1 meeting held during a quarter	Quarterly	Number of Data Subcommittee Meetings held	Narrative description of directives provided by the data subcommittee or efforts taken to support data collection & utilization
Universal Screenings; Workforce Capacity Building; Annual Status Report	<ul style="list-style-type: none"> <li>• <b>Universal Screenings:</b> Sustain support for proactive screening &amp; education efforts with pregnant families.</li> <li>• <b>Workforce Capacity Building:</b> Increase provider capacity through targeted training to include implicit bias, culturally competent service delivery, &amp; social determinants of health.</li> <li>• <b>Annual Status Report:</b> MHN will collect key performance indicators associated with the strategies implemented within the MHN strategic plan, analyzing the data for effectiveness. The report will be published &amp; provided to stakeholders &amp; the community to build trust &amp; increase understanding of the need for the MHN.</li> </ul>	Activities are to occur throughout the contract term & are dependent upon the specific strategy being implemented. Activities may shift according to environmental changes, with collective impact in mind.	Annual	Refer to the MHN Annual Reporting as contained in the MHN Annual Status Report.	Upload an Annual Status Report detailing the progress or effectiveness of the program, analyzing Key Performance Indicators in association with the MHN Strategic Plan.

<p>Conduct Consumer Survey</p>	<ul style="list-style-type: none"> <li>• <b>Annual Consumer Survey:</b> Conduct annual survey from birthing families about their experiences with the Maternal Health Network. This includes individuals who are pregnant, recently delivered a child, or experienced a perinatal loss.</li> </ul>	<p>Survey will be conducted annually, working to bridge previous gaps in data collection related to perinatal loss.</p>	<p>Annual</p>		<p>PDF copy of survey questions distributed to participants.</p>
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<p>Data Type:</p>	<p>Quantitative &amp; Qualitative</p>	
<p>Reporting Period:</p>	<p>Monthly, Quarterly, &amp; Annually</p>	<p>Due: By the 15<sup>th</sup> of the following month</p>



FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2024-2025

<b>ORGANIZATION:</b>	Diversity Uplifts, Inc.	<b>DIRECTOR:</b>	Dr. Sayida Peparah-Wilson	<b>PROGRAM YEAR:</b>	2024-2025
<b>PROGRAM TITLE:</b>	Maternal Health Network of San Bernardino	<b>PROGRAM DIRECTOR:</b>		<b>TOTAL BUDGET:</b>	1,081,778
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Tamikka E Claybrook	<b>RFP/CONTRACT #:</b>	IC052 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	FSSB SALARY	FSSB BENEFITS	FSSB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name: Position:										
1	Dr. Sayida Peparah-Wilson Director	0.50	84.13	1040	30%	87,500	26,250	113,750	227,500	50%	Director, Dr. Sayida Peparah-Wilson is a national subject matter expert on birth equity and cultural competence and as such she provides vision/mission-aligned programmatic and strategic
2	Tamikka E Claybrook Finance Manager	0.50	60.10	1040	30%	62,500	18,750	81,250	162,500	50%	Finance Manager providing fiscal oversight and reporting for MHN contracts and projects; general programmatic management support
3	Rene-Marie Wilson Quality Control Manager	0.50	60.10	1040	30%	62,500	18,750	81,250	162,500	50%	Quality Control Manager providing organizational oversight, supporting tracking and reviewing project deliverables, invoices and status reports to ensure accuracy and quality.
4	Priscilla Valenzuela-Pabst Project Coordinator	1.00	28.85	2080	30%	60,000	18,000	78,000	78,000	100%	This individual role is to support the growing needs of the network by providing coordination, hosting and facilitation of MHN subcommittee meetings (Criminal Justice Core Team, Leadership Team and Maternal Morbidity Review Learning Collaborative), coordinating communication between subcommittee members, and providing logistical coordination on mission-aligned projects and convenings in partnership with members and stakeholders. <i>(Title &amp; position adjusted to adequately represent role).</i>
5	Jayla Griffin Outreach and Administrative Assistant	1.00	27.40	2080	25%	57,000	14,250	71,250	71,250	100%	This individual role is to support the growing needs of the network by providing outreach and community/member engagement, as well as programmatic administrative duties: content development of weekly newsletters, social media posts, etc., administrative correspondence with members and stakeholders, note taking during mission-aligned meetings and more. <i>(Title adjusted to adequately represent role).</i>
6	Joshua Thomas Graphic & Technical Specialist	0.75	40.87	1560	30%	63,750	19,125	82,875	110,500	75%	This individual role is to support the growing needs of the network by managing MHN website, social media and providing technical support with allowances for MHN staff TA support and
7	Kia Hines Data & Research Analyst	1.00	27.40	2080	25%	57,000	14,250	71,250	71,250	100%	This individual role is to support the growing needs of the network by providing facilitation of MHN Data Subcommittee and support to communication and analysis of data and research
8	TBD Program Manager	1.00	60.10	2080	30%	125,000	37,500	162,500	162,500	100%	with full-spectrum, day-to-day project management. As the MHN continues to expand, DU needs a Project Manager. The identified candidate possesses both an extensive Maternal Health and
	Total Salaries & Benefits					\$ 575,250	\$ 166,875	\$ 742,125	\$ 1,046,000		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2024 - 2025**

<b>ORGANIZATION:</b> Diversity Uplifts, Inc.	<b>DIRECTOR:</b> Dr. Sayida Peprah-Wilson	<b>PROGRAM YEAR:</b> 2024-2025
<b>PROGRAM TITLE:</b> Maternal Health Network of San Bernardino	<b>PROGRAM DIRECTOR:</b> 0	<b>TOTAL BUDGET:</b> \$ 1,081,778
<b>INITIATIVE:</b> 0	<b>FINANCE OFFICER:</b> Tamikka E Claybrook	<b>RFP/CONTRACT #:</b> IC052 A1

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1 Website Maintenance	0%	1,500	Cost for Wix subscription and Go Daddy to host MHN Website.	
2 Training Speaker Fees	1%	14,000	Fees for MHN sponsored trainings and convenings to include Equity-focused topics, Annual Summit, Networking events and support for Learning Community convenings. The membership has requested more opportunities to network and engage with each other.	
3 Video Developer/Editor	1%	6,200	Learning Community: The network has identified that the Learning Community model is beneficial. As such, we would like to continue to engage experts in the field of OB/GYN, teen pregnancy, domestic violence, maternal fetal medicine and high risk pregnancies, maternal mental health and perinatal substance use and more over the course of time. We will continue to record (edit and produce) short videos with these experts and distribute them to network members that have joined the Health Equity Learning Community. Additionally, a videographer/photographer will record the bi-annual membership summits and other convenings and those videos will need be edited for usage on the website and social media.	
4 Copies/Printing	0%	2,500	Funds are being requested to support copies and printing associated with MHN trainings (motivational interviewing and annual summits). Printing for outreach materials associated with pregnancy packet flyers is also included in this line item.	
5 Promotional Materials	0%	2,500	Funds are being requested to purchase promotional items for outreach materials to promote the MHN to include pens, note pads and other items that will be used in outreach and engagement efforts for the network.	
6 Training Venues	0%	5,000	Due to the expansion and growing engagement of the network membership the Annual Summit requires a larger space. Network membership has also requested more opportunities to network, as such we are planning networking events in addition to the Bi-Annual Summits	
7 Office Equipment	0%	5,000	Hardware and software for DU employees assigned to MHN; ergonomic hardware accessories; laptops; MS Office Suite (all purchased utilizing 501c3 discount programs)	
8 Office Supplies	0%	3,600	General supplies for the administration of the program (paper, staples, filing supplies etc)	
9 Staff Development/Training	1%	7,000	Collective Impact and ongoing subject matter education for MHN backbone team members	
10 Insurance	1%	5877	Insurance General Liability, Umbrella, Property, Cyber	
11 Software	2%	18,000	Project Management Software, Data Collection tools and other software required for the program	
12 Communication Software	0%	1,568	Examples include Mailchimp, Slido, Hootsuite, Google Voice etc.	
13 Videographer/Photographer	0%	5,000	A videographer/photographer will record the bi-annual membership summits and other convenings.	
14 MHN Community Partner Awards	0%	500	MHN Bi-Annual Summit Community Partner of Excellence Acknowledgement awards	
15 Establish MHN as CEU Provider with Trainings	1%	9,000	Establish MHN as multidisciplinary CEU provider to further support the Network; MHN offered CEUs for the first time at the January 2024 Bi-Annual Summit <b>additional opportunities for CEUs and supportive trainings were requested by the membership</b>	

16	Criminal Justice Maternal System Navigation	5%	50,000	The MHN has identified a gap in network support for those who are pregnant or recently had a baby and released from jail or prison, in our county. This was highlighted in Supervisor Baca's 12/11/2023 convening on the continuum of care for incarcerated persons in San Bernardino County. Further, MHN has identified that the maternal providers and health systems in place to support pregnant and postpartum individuals do not have adequate resources, referrals or coordination of care models to support in the complex needs of those who are justice involved. The MHN will develop a comprehensive program for network system navigation and support in this area. The budget includes \$1,500 per month stipend to be issued to Social Work interns from Howard University as well as other items potentially required to create a Criminal Justice Maternal Navigation System for San Bernardino County.
Total Services & Supplies			\$ 137,245	
<b>III. FOOD</b>				
Event(s):			<b>TOTAL FSSB BUDGET (\$)</b>	Description/Justification:
1	Membership Summits		7,500	(2) Membership Summits at \$3,750 each (Estimated attendance of 150 people at each summit with a cost of \$25/person for continental breakfast and lunch) - increased engagement and participation
2	Membership Engagement Events		2,500	(2) Membership Engagement Events in response to the Network's request for additional networking opportunities among their peers, est. 50 people (\$25/person for continental breakfast and lunch)
Total Food			\$ 10,000	
<b>IV. TRAVEL</b>				
Destination:		Purpose:	<b>TOTAL FSSB BUDGET (\$)</b>	Description/Justification:
1	San Bernardino County	Reimbursement for engagements and meetings with the MHN community; including Bi-Annual Summits	10,000	Travel includes mileage (gsa rate \$0.67 per mile; will be adjusted with federal gsa adjustments), parking, & meals; increased engagement and participation at the request of membership will yield additional travel
Total Travel			10,000	
<b>V. SUBCONTRACTORS</b>				
Organization Name:			<b>TOTAL FSSB BUDGET (\$)</b>	Description/Justification:
1	Pat Spier		17,500	Pat Spier, as a trusted and long time member of the Maternal Health system throughout the Inland Empire, will be subcontracted to support outreach and engagement efforts on behalf of the Network, with a concentration on the development on the IE Maternal Morbidity Review Learning Collaborative.
2	Grant Researcher Consultant Fees		18,000	Inland Empire Community Collaborative (IECC) provides an extensive list of new grant opportunities to benefit the membership organizations in the Inland Empire. They have agreed to partner with DU to include grants focused on all priority areas of the Maternal Health Network. The list is used for the membership on our website, updated monthly, which members rely on and is a highest engaged link.
3	Consumer Survey		20,000	Annual Consumer Survey- The Maternal Health Network values the voices of birthing families and as such collects information about their experiences with the maternal health system, in our county. Since 2019, the Maternal Health Network has collected surveys from families who are planning to get pregnant, those who are pregnant, and those who have recently delivered a child, to gain a better understanding of the family experience in the maternal health system. The MHN has identified a gap in network support for families who experienced a pregnancy and had a perinatal loss. This year will focus on developing and administering a consumer survey focused on families that have experienced perinatal loss.
4	Consumer Survey: Gift Cards/stipends for participants		13,000	Annual Consumer Survey gift cards for survey participants and focus group participants to allow for community input on the development of the survey.
5	Aiyanna Davison - Subject Matter Expert for content		17,500	Subject Matter expert to vet and ensure veracity of maternal health content for the MHN
6	SEI - Former Backbone Administrator		2,400	Allowances for continued consulting and strategic partnership with Social Entrepreneurs Inc., the former Backbone of the Maternal Health
Total Subcontractors			\$ 88,400	
<b>VI. INDIRECT COSTS</b>				
Percent:	12%		94,008	Rent, utilities, phone, legal, office expenses, administrative overhead - including personnel department etc.
Basis:				
Total Indirect Costs			\$ 94,008	
<b>TOTAL FIRST 5 BUDGET</b>			\$ 1,081,778	

# ATTACHMENT C

## Campaign Contribution Disclosure (SB 1439)

### DEFINITIONS

Actively supporting the matter: (a) Communicate directly with a member of the Commission for the purpose of influencing the decision on the matter; or (b) testifies or makes an oral statement before the Commission in a proceeding on the matter for the purpose of influencing the Commission's decision on the matter; or (c) communicates with Commission employees, for the purpose of influencing the Commission's decision on the matter; or (d) when the person/company's agent lobbies in person, testifies in person or otherwise communicates with the Commission for purposes of influencing the Commission's decision in a matter.

Agent: A third-party individual or firm who, for compensation, is representing a party or a participant in the matter submitted to the Commission. If an agent is an employee or member of a third-party law, architectural, engineering or consulting firm, or a similar entity, both the entity and the individual are considered agents.

Otherwise related entity: An otherwise related entity is any for-profit organization/company which does not have a parent-subsidary relationship but meets one of the following criteria:

- (1) One business entity has a controlling ownership interest in the other business entity;
- (2) there is shared management and control between the entities; or
- (3) a controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.

For purposes of (2), "shared management and control" can be found when the same person or substantially the same persons own and manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a regular and close working relationship between the entities.

Parent-Subsidiary Relationship: A parent-subsidiary relationship exists when one corporation has more than 50 percent of the voting power of another corporation.

**Contractors must respond to the questions on the following page. If a question does not apply respond N/A or Not Applicable.**



1. Name of Contractor: Diversity Uplifts, Inc.
  
2. Is the entity listed in Question No.1 a nonprofit organization under Internal Revenue Code section 501(c)(3)?  
 Yes  If yes, skip Question Nos. 3-4 and go to Question No. 5  
 No
  
3. Name of Principal (i.e., CEO/President) of entity listed in Question No. 1, if the individual actively supports the matter and has a financial interest in the decision: Not Applicable
  
4. If the entity identified in Question No.1 is a corporation held by 35 or less shareholders, and not publicly traded ("closed corporation"), identify the major shareholder(s): Not Applicable
  
5. Name of any parent, subsidiary, or otherwise related entity for the entity listed in Question No. 1 (see definitions above):

Company Name	Relationship
N/A	

6. Name of agent(s) of Contractor:

Company Name	Agent(s)	Date Agent Retained (if less than 12 months prior)
N/A		

7. Name of Subcontractor(s) (including Principal and Agent(s)) that will be providing services/work under the awarded contract if the subcontractor (1) actively supports the matter and (2) has a financial interest in the decision and (3) will be possibly identified in the contract with the Commission.

Company Name	Subcontractor(s):	Principal and//or Agent(s):
N/A		

8. Name of any known individuals/companies who are not listed in Questions 1-7, but who may (1) actively support or oppose the matter submitted to the Commission and (2) have a financial interest in the outcome of the decision:

Company Name	Individual(s) Name
N/A	

9. Was a campaign contribution, of more than \$250, made to any member of the Commission on or after January 1, 2023, by any of the individuals or entities listed in Question Nos. 1-8?

No  If **no**, please skip Question No. 10.

Yes  If **yes**, please continue to complete this form.

10. Name of Commission member: N/A

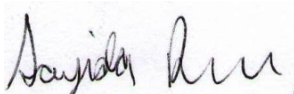
Name of Contributor: \_\_\_\_\_

Date(s) of Contribution(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

Please add an additional sheet(s) to identify additional Commission members to whom anyone listed made campaign contributions.

By signing the Contract, Contractor certifies that the statements made herein are true and correct. Contractor understands that the individuals and entities listed in Question Nos. 1-8 are prohibited from making campaign contributions of more than \$250 to any member of the Commission while award of this Contract is being considered and for 12 months after a final decision by the Commission.





Program Outline Document 2024-2025

**AGENCY INFORMATION**

**Contract #:** IC052 A1

**Legal Entity:** Diversity Uplifts, Inc.

**Dept./Division:** \_\_\_\_\_

**Project Name:** Maternal Health Network of San Bernardino County

**Program Site Address:** 6371 Haven Ave, Suite 3, Box #265  
Rancho Cucamonga, CA 91737

**Client Referral Phone #:** \_\_\_\_\_

**CONTACT INFORMATION**

**SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE**

**Name:** Dr. Sayida Peprah-Wilson **Title:** Executive Director

**Address:** 6371 Haven Ave, Suite 3, Box #265  
Rancho Cucamonga, CA 91737 **Direct Phone #:** 626-502-6717

**E-Mail:** [drsayida@diversityuplifts.org](mailto:drsayida@diversityuplifts.org) **Fax #:** N/A

**CONTRACT REPRESENTATIVE**

**Name:** Tamikka Claybrook **Title:** Chief Financial Officer

**Address:** 6371 Haven Ave, Suite 3, Box #265  
Rancho Cucamonga, CA 91737 **Direct Phone #:** 310-462-0784

**E-Mail:** [tclaybrook@diversityuplifts.org](mailto:tclaybrook@diversityuplifts.org) **Fax #:** N/A

**PROGRAM CONTACT**

**Name:** Dr. Sayida Peprah-Wilson **Title:** Executive Director

**Address:** 6371 Haven Ave, Suite 3, Box #265  
Rancho Cucamonga, CA 91737 **Direct Phone #:** 626-233-6548

**E-Mail:** [drsayida@diversityuplifts.org](mailto:drsayida@diversityuplifts.org) **Fax #:** N/A

**FISCAL CONTACT**

**Name:** Tamikka Claybrook **Title:** Chief Financial Officer

**Address:** 6371 Haven Ave, Suite 3, Box #265  
Rancho Cucamonga, CA 91737 **Direct Phone #:** 310-462-0784

**E-Mail:** [tclaybrook@diversityuplifts.org](mailto:tclaybrook@diversityuplifts.org) **Fax #:** N/A

**ADDITIONAL CONTACT (Describe):** Choose an item.

**Name:** N/A **Title:** \_\_\_\_\_

**Address:** For Staff Analyst use only. **Direct Phone #:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**PROGRAM INFORMATION**

**TYPE OF AGENCY** Private Entity/Institution **Describe:** Non Profit

**PROGRAM DESCRIPTION**

Diversity Uplifts, Inc. (DU) serves as the backbone entity for the Maternal Health Network of San Bernardino (MHN). MHN aims to improve the well-being of women, birthing people, children, families, individuals, and wider communities. DU provides consulting and guidance on policy work groups, community committees, and think-tanks focused on reducing maternal mortality, improving maternal mental health, creating culturally safe environments, and uplifting underserved and historically oppressed communities.

**REGION**  
**Countywide**

**STRATEGIC PRIORITY AREA & OBJECTIVES**

<input type="checkbox"/> <b>Child Health</b>	<input type="checkbox"/> <b>Early Learning</b>	<input type="checkbox"/> <b>Family Supports</b>
<input type="checkbox"/> Children are screened and connected to appropriate developmental services	<input type="checkbox"/> Quality early learning can be accessed and utilized by families	<input checked="" type="checkbox"/> Families are connected to services that support children’s development and parent/caregiver resiliency
<input type="checkbox"/> Children’s health is promoted through community education about local health issues	<input type="checkbox"/> Early learning providers receive training and support to provide high quality learning opportunities to children.	<input type="checkbox"/> Families are connected to resources that support their caregiving skills and social/family engagement.
<input checked="" type="checkbox"/> Maternal health is promoted in the county through training and education for providers and families	<input type="checkbox"/> School readiness is promoted through increasing access to early literacy support and materials.	<input checked="" type="checkbox"/> Families and providers are aware of and know how to access existing county resources and supports.
<input checked="" type="checkbox"/> Early care providers are aware of and able to connect children and families to existing mental and behavioral supports and services		<input type="checkbox"/> First 5 San Bernardino partners with agencies throughout the county to promote prevention and early identification of child abuse and neglect

**ASSIGNED ANALYST:** Ronnie Robinson

**ASSIGNED ACCOUNTANT:** Ileana Conelly

**ASSIGNED EVALUATOR:** Ray Salamat

**PROCUREMENT TYPE:**  Competitive  Non-Competitive  
 Choose an item.

**CONTRACT AMOUNT**

Fiscal Year	Original Amount	Amendment Amount	Total
2023-2024	\$748,849	\$	\$
2024-2025	\$	\$ 1,081,778	\$
<b>Total</b>			<b>\$ 1,830,627</b>