

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 3-2024

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

**Meeting date,
time, location**

March 6, 2024
3:30 p.m.
First 5 San Bernardino Commission Conference Room

**Pledge of
Allegiance**

Chair or designee will lead the Pledge of Allegiance.

**Special
Presentations**

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 25th Anniversary.
Presented by Chris Perez, Partner, Westbound Communications.

**Conflict of
Interest
Disclosure**

Commission members shall review agenda item contractors, subcontractors, and agents, which may require member abstentions due to conflict of interest and financial interests.

A Commission member with conflicts of interests shall state their conflict under the appropriate item. A Commission member may not participate in or influence the decision on a contract for which their abstention has been recorded.

Report

Executive Director's Report by Karen E. Scott

Consent Item

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

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

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

First5sanbernardino.org

Agenda: Children and Families Commission 3-2024

March 6, 2024

Page 2 of 2

Item No.	CONSENT
1	Approve Minutes from January 10, 2024 Commission Meeting
2	Approve Amendment CFC SB Policy 02-03 A8 Contracting Authority to increase signing authority. (Presenter: Debora Dickerson-Sims, Chief Financial Officer, 252-4269)
3	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)

Item No.	DISCUSSION
4	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)

Item No.	INFORMATION
5	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)

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, April 3, 2024
3:30 p.m. to 5:00 p.m.

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

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<https://First5sanbernardino.org>



**CHILDREN AND FAMILIES COMMISSION
for San Bernardino County
AGENDA: March 6, 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)

Item No.	Contractor	Principals & Agents	Subcontractors; Principals & Agents	Commissioner Abstentions
1	N/A	N/A	N/A	N/A
2	N/A	N/A	N/A	N/A
3	N/A	N/A	N/A	N/A
4	Inland Faculty Specialists dba: NAEBOR Clinic	Guillermo Valenzuela, MD	N/A	N/A
5	N/A	N/A	N/A	N/A



Minutes: Children and Families Commission Meeting

Date, time, location

January 10, 2024
 3:30 p.m.
 735 E. Carnegie Drive, Suite 150, San Bernardino, CA 92408/Commission Conference Room

Pledge of Allegiance

Pledge of Allegiance by Chair Weinstein

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.

Special Presentations

Inland Empire Breastfeeding Coalition presented by Laurie Haessly, MA, RDN, IBCLC Programs Manager and LeeAnn Contreras, BSN, RN, IBCLC IEBfC Board Member, Corona Regional Medical Center.

Children’s Cabinet presented by Susan Gomez, Chief Executive Officer of the Inland Empire Community Collaborative and Brian Romo.

Attendees

Commissioners

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

Staff

- Cindy Faulkner, Assistant Director
- Wendy Lee, Psy.D.

Changes to the agenda

Commission Secretary read the following change to Agenda Item 2 under financial impact section which states: \$1,177,218 dollars for 2024-2025. It should state: \$540,042 dollars for 2024-2025.

Item No.	CONSENT
1	<p>Approve Minutes from December 6, 2023 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 A1 to Contract SI038 with El Sol Neighborhood Educational Center for Home Visitor Apprenticeship to increase contract amount by \$540,042 for a cumulative total not to exceed \$1,573,654 for 2023-2025 to establish the Home Visitation Institute. (Presenter: Wendy Lee, Psy.D., Section Manager Evaluation and Impact, 252-4254)</p>

Item No.	DISCUSSION
3	<p>Elect Chair and Vice-Chair for the Children and Families Commission for San Bernardino County. (Presenter: Cindy Faulkner, Assistant Director, 252-4252)</p> <p><u>Discussion</u> Ms. Faulkner asked for nominations from the floor for the position of Commission Chair. Supervisor Baca, Jr., nominated Dr. Weinstein. Dr. Weinstein accepted nomination.</p> <p>Hearing none further, nominations closed for the position of Commission Chair. Without further comment or objection, commission members unanimously voted in favor of Dr. Weinstein to remain as Commission Chair.</p> <p>Ms. Faulkner asked for nominations from the floor for the position of Commission Vice Chair. Commissioner Dugas nominated Diana Alexander. Diana Alexander accepted nomination.</p> <p>Hearing none further, nominations closed for the position of Commission Vice Chair. Without further comment or objection, commission members unanimously voted in favor of Diana Alexander to remain as Commission Vice Chair.</p>
4	<p>Elect Chair for the First 5 San Bernardino Advisory Committee. (Presenter: Cindy Faulkner, Assistant Director, 252-4252)</p> <p>Ms. Faulkner asked for nominations from the floor for the position of Advisory Committee Chair. Commissioner Alexander nominated Dr. Gwen Dowdy-Rodgers. Dr. Gwen Dowdy-Rodgers accepted nomination.</p> <p>Hearing none further, nominations closed for the position of Advisory Committee Chair. Without further comment or objection, commission members unanimously voted in favor of Dr. Gwen Dowdy-Rodgers to remain as Commission Vice Chair.</p>
5	<p>Approve Contract IC054 with Health Management Associates, Inc. in the amount of \$102,950 for January 11, 2024 through June 30, 2024, to advance an integrated system of home visiting services for families in San Bernardino County. (Presenter: Wendy Lee, Pys.D., Section Manager, Evaluation and Impact, 252-4254)</p>



AGENDA ITEM 2
March 6, 2024

Subject	Amendment to Contracting Authority CFC SB Policy 02-03
Recommendations	Approve Amendment CFC SB Policy 02-03 A8 Contracting Authority to increase signing authority. (Presenter: Debora Dickerson-Sims, Chief Financial Officer, 252-4269)
Financial Impact	None
Background Information	<p>The Contracting Authority CFC SB Policy 02-03 was first amended on February 4, 2004. In this policy, the Commission delegated to the Executive Director, or designee, the authority to enter into contractual agreements not exceeding \$25,000. To better align the increased cost of goods and other First 5 organizations throughout the state, it is recommended to amend CFC SB Policy 02-03 A8 to increase the signing authority of the Executive Director and Assistant Director as follows:</p> <ul style="list-style-type: none">• The Executive Director is authorized to enter into contractual agreements and approve expenditures for amounts not to exceed \$50,000 for the acquisition of goods, supplies, and services necessary for the efficient operation of First 5 San Bernardino and to designate the disposition of assets acquired by partners through the investment process based on approved guidelines upon expiration of partner agency contracts.• All contractual agreements and expenditures not exceeding \$50,000, other than those necessary for the efficient operation of First 5 San Bernardino, must be approved by the Executive Director and the designated Commissioner.• The Commission further authorizes the Assistant Director to approve and authorize purchases for the acquisition of goods, supplies, and services necessary for the efficient operation of First 5 San Bernardino for amounts not exceeding \$25,000.• The Commission authorizes the Executive Director and a designated Commissioner to jointly approve contractual agreements and expenditures on behalf of the Commission, where the aggregate amount does not exceed \$50,000 per vendor or scope of service per fiscal year, unless otherwise directed by the Commission or provided for by law. Commissioner approval is not required in instances where such contractual agreements and expenditures are solely for the acquisition of goods, supplies and services necessary for First 5 San Bernardino's normal business operations. <p>Pending Commission approval this amendment will increase the signing authority of the Executive Director to \$50,000 and the Assistant Director to \$25,000.</p>
Review	Dawn Martin, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:



Number 02-03 A8

Effective 03/06/2024

Page 1 of 3

**CONTRACTING AUTHORITY
POLICY**

Approved:

Dr. Elliot Weinstein, Chair

PURPOSE

In order to fulfill inherent fiduciary responsibilities and to preclude unwarranted expenditures, it is prudent to clearly establish the authority to enter into contractual agreements on behalf of First 5 San Bernardino. Adoption of this policy will prescribe that only the Commission has the authority to approve contractual agreements, unless the Commission specifically delegates this authority to another party.

POLICY

It is the policy of First 5 San Bernardino that the Commission has sole authority to approve contractual agreements and the Chair shall sign such contracts on behalf of the Commission, unless otherwise directed by the Commission or provided for by law.

GUIDELINES

At times, it may be advantageous, necessary or appropriate to enter into a contractual agreement to purchase goods or obtain services, without the delay that may result in obtaining the Commission’s specific approval for such action. To manage such functions, the Commission retains an Executive Director who is responsible for providing oversight of the First 5 San Bernardino program and who has been delegated contracting authority. Additional limited authority for expenditures has been delegated to the Assistant Director. In the event the Executive Director is not available to approve such agreements and or expenditures, the Assistant Director has expenditure authority for the acquisition of goods, supplies, and services necessary for the efficient operation of First 5 San Bernardino not to exceed \$25,000.

The Executive Director is authorized to enter into contractual agreements and approve expenditures for amounts not to exceed \$50,000 for the acquisition of any goods, supplies and services necessary for the efficient operation of First 5 San Bernardino and to designate the disposition of assets acquired by partners through the investment process based on approved guidelines upon expiration of partner agency contracts.

All contractual agreements and expenditures not exceeding \$50,000, other than those necessary for the efficient operation of First 5 San Bernardino, must be approved by the Executive Director and the designated Commissioner.

At the discretion of the Executive Director, First 5 San Bernardino can respond to funding opportunities with letters of intent and/or grant applications. Upon award of State, Federal and/or foundation monies, Executive Director will seek approval from the Commission for designation, reallocation and/or other contracting obligations.

All actions under this policy shall be in accordance with all applicable state laws as well as the strategic plan and the annual budget as approved by the Commission, authorized pursuant to the Children and Families Act of 1998 and included within the annual audit of the Commission program.

Continued on next page

**GUIDELINES,
CONT'D**

The following guidelines will apply to ensure adherence to this policy:

- Commission officials and staff members at all levels shall not provide oral or written commitments that may be construed as binding by any other party or which may lead to claims against the Commission. In any discussion relating to the acquisition of goods and services, it shall be emphasized to the other party that there is no commitment unless approval has been given by the Commission.
- The Commission office shall establish and adhere to internal procedures for requesting and acquiring goods, supplies, and services.
- The Commission authorizes the Executive Director and a designated Commissioner to jointly approve contractual agreements and expenditures on behalf of the Commission, where the aggregate amount does not exceed \$50,000 per vendor or scope of service per fiscal year, unless otherwise directed by the Commission or provided for by law. Commissioner approval is not required in instances where such contractual agreements and expenditures are solely for the acquisition of goods, supplies and services necessary for First 5 San Bernardino's normal business operations.
- The Commission authorizes the Executive Director to designate the disposition of assets acquired by partners through the investment process based on approved guidelines upon expiration of partner agency contracts.
- The Commission further authorizes the Assistant Director to approve and authorize purchases for the acquisition of goods, supplies, and services necessary for the efficient operation of First 5 San Bernardino for amounts not exceeding \$25,000.
- Emergency acquisition of any item or service may be made by any Commission official or staff member under the following conditions:
 - When such item or items are immediately necessary for the preservation of life or property; or,
 - In extremely serious situations, such as a declared emergency or disaster, and the item or items are necessary to prevent the occurrence or continuation of conditions threatening the safety, health or emotional well-being of children, prenatal through age five, and their families; or,
 - In cases where the Chair of the Commission or the Executive Director is not immediately available and the item or items are immediately necessary for continued operation and undue delay would cause substantial loss to the Commission, the First 5 San Bernardino program, its service agencies, or their staff members or participants.

continued on next page

CONTRACTING AUTHORITY POLICY	Number 02-03 A8
	Page <u>3</u> of <u>3</u>

**GUIDELINES,
CONT'D**

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- Any emergency acquisition under \$25,000 purchased solely for the safe, continuous operation of First 5 San Bernardino must be subsequently approved by the Executive Director. Emergency acquisitions under \$25,000 purchased for other than the safe, continuous operation of First 5 San Bernardino must be subsequently approved by the Executive Director and a designated Commissioner. All emergency acquisitions where the aggregate amount exceeds \$25,000 must be submitted to the Commission at the next scheduled Commission meeting.
 - Except as authorized for emergencies, all acquisitions shall be in accordance with the strategic plan and the annual budget as approved by the Commission, authorized pursuant to the Children and Families Act of 1998 and included within the annual audit of the Commission program.
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AGENDA ITEM 3
March 6, 2024

Subject	Conflict of Interest CFC SB Policy 04-02 A10
Recommendations	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)
Financial Impact	None
Background Information	<p>The Political Reform Act requires every local government agency to review its Conflict of Interest Code no later than October 1 of each even-numbered year. The amended code must be forwarded to the Board of Supervisors for approval within 90 days of filing the biennial notice.</p> <p>After a recent review of the Commission adopted Conflict of Interest Code, it was determined that the code should be revised to update a new job title.</p> <p>Approval of the attached Designated Officers and Employee list known as Appendix B aligns the office and employee titles with San Bernardino County's Human Resources job classification.</p>
Review	Dawn Martin, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:



Number	04-02 A10
Effective	03-06-2024
Page	<u>1</u> of <u>2</u>

CONFLICT OF INTEREST CODE

Approved:

Chair, Elliot Weinstein, MD

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

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

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

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

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

Continued on next page

**APPENDIX B –
DESIGNATED
OFFICERS AND
EMPLOYEES**Administrative/Executive – Commission

1. Commission Members
2. Commission Executive Director
3. Consultants
4. Cont. CFC Accountant II/III
5. Cont. CFC Administrative Supervisor I
6. Cont. CFC Assistant Director
7. Cont. CFC Business Support Manager
8. Cont. CFC Chief Financial Officer
9. Cont. CFC Communications Officer
10. Cont. CFC Deputy Director of Systems and Impact
11. Cont. CFC Staff Analyst II



AGENDA ITEM 4
March 6, 2024

Subject	Inland Faculty Specialists, dba the Neighborly Adaptable Equitable care for Black Obstetric patients with Respect Clinic Contract HW060 A2.
Recommendations	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)
Financial Impact	\$1,800,680 for 2024-2027.
Background Information	<p>In July 2022, the Commission approved the Neighborly Adaptable Equitable Care for Black Obstetric Patients with Respect (NAEBOR) Clinic contract in the amount of \$712,864 for Fiscal Years 2022-2024 to develop services tailored to the needs of two marginalized communities with the overarching objective of improving pregnancy outcomes and perceived patient experiences. Black and African American women suffer from a disproportionately higher rate of pregnancy morbidity and mortality, as do their infants, when compared to other races. In addition to race, incarceration during pregnancy has been identified to be associated with lack of access to prenatal care through transportation barriers, competing childcare responsibilities, fear of disclosing the pregnancy to others, and limitations in health care literacy.</p> <p>In April 2023, the Commission approved an amendment to the contract reflecting a name change and reducing the contract amount by \$182,978 to a total contract amount of \$529,886.</p> <p>The NAEBOR Clinic has successfully met their contract deliverables year-to-date and is seeking to expand services to a second clinic location as well as increase their scope of work to include reducing system barriers for incarcerated pregnant people and expand Doula services to include a “warm handoff” strategy connecting them to postpartum and pediatric care.</p> <p>If approved, this contract amendment will increase the total contract amount by \$1,800,680, update contract language and extend the contract term for an additional three year period.</p> <p>Pending Commission approval, Inland Faculty Specialists for the NAEBOR Clinic will also continue to implement the following goals:</p> <ul style="list-style-type: none">• Employ and empower one black female physician and one black female physician assistant to lead outreach, education, and care teams in San Bernardino County.• Conduct patient surveys with culturally appropriate, personnel to determine root causes for why a patient may not access care.

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- Encourage use of postpartum care benefits by removing stigmas and providing peer support.
 - Partner with community health workers well-known in the patients' neighborhoods to lower missed appointments and to encourage peer support.
 - Collect and evaluate information and clinical findings to track the impact on mother and infant mortality and on other care metrics to share and publish findings that may be scalable or replicated for other communities throughout San Bernardino County.

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.

Family Supports:

- Families are connected to resources that support their caregiving skills and social/family engagement.
- Families and providers are aware of and know how to access existing county resources and supports.

Review

Dawn Martin, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:

**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 10014718	SC	Dept. 903	A Contract Number HW060 A2
Organization Children and Families Commission			Contractor's License No.	
Commission Representative Cindy Faulkner, Assistant Director		Telephone 909-386-7706		Total Contract Amount \$2,330,566
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 January 1, 2023	Contract End Date June 30, 2027	Original Amount \$529,886	Amendment Amount \$1,800,680
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1006316	Amount \$544,776
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use		Estimated Payment Total by Fiscal Year		
NAEBOR		FY	Amount	I/D
		24-25	\$544,776	___
		25-26	\$598,104	___
		26-27	\$657,800	___

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)

Inland Faculty Specialists DBA The NAEBOR Clinic

Department/Division

Address

4153 Rubidoux Avenue
Riverside, CA 92506-1717

Phone

(909) 384-7311

Federal ID No.

47-3992855

Program Address (if different from legal address):

416 W. Foothill Blvd., Rialto, CA 92376

**IT IS HEREBY AGREED AS FOLLOWS:
AMENDMENT NO. 2**

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

GG. Campaign Contribution Disclosure (SB 1439)

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

Auditor-Controller/Treasurer Tax Collector Use Only

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

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

3. 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 \$ 2,330,566 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 2022-23	\$ <u>180,483</u>	January 1, 2023 through June 30, 2023
Fiscal Year 2023-24	\$ <u>349,403</u>	July 1, 2023 through June 30, 2024
Fiscal Year 2024-25	\$ <u>544,776</u>	July 1, 2024 through June 30, 2025
Fiscal Year 2025-26	\$ <u>598,104</u>	July 1, 2025 through June 30, 2026
Fiscal Year 2026-27	\$ <u>657,800</u>	July 1, 2026 through June 30, 2027

Initial Here

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

A. This Contract is effective as of July 13, 2022 and expires June 30, 2027, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for FY 24-27

Attachment B – Amended Program Budget for FY 24-25, 25-26, and 26-27

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

INLAND FACULTY SPECIALIST DBA THE
NAEBOR CLINIC

Legal Entity

▶ _____

Authorized Signature

Elliot Weinstein M.D.

Printed Name

Commission Chair

Title

Dated

▶ _____

Authorized Signature

Guillermo Valenzuela, M.D.

Printed Name

President/Owner

Title

Dated

Official Stamp

Reviewed for Processing

Approved as to Legal Form

Presented to Commission for
Signature

▶

▶

▶

Cindy Faulkner

Assistant Director

Dawn Martin

Commission Counsel

Karen E. Scott

Executive Director

Date

Date

Date



Agency Name:	Inland Faculty Specialists dba The NAEBOR Clinic	Contact: HW060 A2	Service Area: Countywide
Program Name:	NAEBOR Clinic: Neighborly, Adaptable, Equitable care for Black Obstetric patients with Respect Clinic		Period: July 2024-June 2027

Expectations	<ul style="list-style-type: none"> To increase the percentage of prenatal care visits attended by Black or African-American and incarcerated women through a coordinated enhanced service delivery model that includes doulas, social services, community health care workers, and community linkage. To improve outcomes by improving, growing, and diversifying the perinatal workforce to ensure that Black women and incarcerated women in San Bernardino County receive culturally congruent and enhanced, and adaptable perinatal care.
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Outcomes	Improved pregnancy outcomes and patient experiences for Black and previously incarcerated women.
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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
1. To increase the percentage of prenatal care visits attended by Black or African-American and incarcerated women through a coordinated enhanced service delivery model that includes social services, community health care workers, and community linkage.	Integrated & targeted healthcare practices for Black and incarcerated women. Care teams will work out of two clinic locations (Rialto & Redlands) and include physicians, physician assistants, social workers, pediatricians, community health workers, and doulas.	> 5 visits per pregnancy	Quantitative Data - Monthly Qualitative Data - Quarterly	1. Frequency of contact by a health care provider as total and by type of service (e.g., PA, physician, CHW, doula, etc.) 2. Gestational age at first prenatal care visit 3. Total number of prenatal care visits.	1. Narratives: Successes & Challenges
2. To improve birth outcomes of Black or African-American women and incarcerated women in San Bernardino County through culturally congruent providers and enhanced adaptable perinatal and pediatric care.	Integrated & targeted healthcare practices for Black and incarcerated women. Care teams will work out of two clinic locations (Rialto & Redlands) and include physicians, physician assistants, social workers, pediatricians, community health workers, and doulas.	> 5 visits per pregnancy	Quantitative Data - Monthly Qualitative Data - Quarterly	1. Person-Centered Prenatal Care (PCPC) scores: in domains of respect, heard and listened to, advocacy, trust, & discrimination. a. PCPC-Third trimester b. PCPC-Postpartum 2. Birth outcome measures: a. gestational age at the time of birth b. preterm birth c. NICU admission d. breastfeeding rates e. hypertensive disorders of pregnancy f. hemorrhage	1. Narratives: Successes & Challenges 2. Number of postpartum referrals & types, including warm hand-off to pediatric care.

				<ul style="list-style-type: none"> g. other severe maternal morbidities h. stillbirth i. maternal or neonatal death <p>3. APGAR scores (1st minute & at 5 minutes)</p>	
<p>3. To improve, grow, and diversify the perinatal workforce through culturally congruent, enhanced, and adaptable perinatal care training.</p>	<ul style="list-style-type: none"> 1. Trauma-Informed Training 2. Implicit Bias Education 3. Community Health Worker Training & Deployment 4. Doula Training & Deployment 	<p>Ongoing modular training for all program staff and then annually.</p> <p>Training for CHW to work in second clinic location.</p> <p>Recruitment, training, & deployment of doulas to enhance patient care at both clinic locations.</p>	<p>Quantitative Data - Monthly</p> <p>Qualitative Data - Quarterly</p>	<ul style="list-style-type: none"> 1. Number of trainings attended by providers by training type: <ul style="list-style-type: none"> a. Trauma-Informed training b. Implicit Bias Training specific to healthcare providers. 2. Number of doulas trained and deployed to work with NAEBOR patients. 	<ul style="list-style-type: none"> 1. Narratives: Successes & Challenges 2. Identify the number of staff trained by position. 3. Certifications in ACE screening and trauma-informed care

Data Type:	Quantitative and Qualitative Data	
Reporting Period:	Monthly & Quarterly	Due: By the 15 th of the following month



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

Attachment B

ORGANIZATION:	Inland Faculty Specialists DBA The NAEBOR Clinic	DIRECTOR:	Dr. Guillermo Valenzuela	PROGRAM YEAR:	2024-2025
PROGRAM TITLE:	NAEBOR Clinic	PROGRAM DIRECTOR:	Dr. Kristina Roloff and Dr. Kendra Flores-Carter	TOTAL BUDGET:	\$ 544,776
INITIATIVE:		FINANCE OFFICER:	Launa K. Wilson	RFP/CONTRACT #:	HW060 A2

I. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1	0%			
Total Services & Supplies		\$ -		
II. SUBCONTRACTORS				
Organization Name:		TOTAL F5SB BUDGET	Description/Justification:	
1 Mommy & Me Medical Group DBA The NAEBOR Medical Group		\$ 463,718	Provides clinical services and operations for NAEBOR program. Responsible for marketing/recruiting patients, provision of medical social work and community health services to patients. Will provide staff for provision of services, as well as research personnel and software for data gathering and integrity.	
2 California Baptist University		\$ 10,000	Dr. Kendra Flores-Carter will be responsible for overseeing NAEBOR project and ensuring project is addressing outline workplan, strategies, objectives, and methodology. IRB processing and university overhead. Buying out class course to direct project.	
Total Subcontractors		\$ 473,718		
III. INDIRECT COSTS				
Percent:	15%	\$ 71,058		
Basis:				
Total Indirect Costs		\$ 71,058		
TOTAL FIRST 5 BUDGET		\$ 544,776		



FIRST 5 SAN BERNARDINO
 PROGRAM BUDGET
 FISCAL YEAR: 2025-2026

Attachment B

ORGANIZATION: Inland Faculty Specialists DBA The NAEBOR Clinic		DIRECTOR: Dr. Guillermo Valenzuela		PROGRAM YEAR: 2025-2026
PROGRAM TITLE: NAEBOR Clinic		PROGRAM DIRECTOR: Dr. Kristina Roloff and Dr. Kendra Flores-Carter		TOTAL BUDGET: \$ 598,104
INITIATIVE:		FINANCE OFFICER: Launa K. Wilson		RFP/CONTRACT #: HW060 A2
I. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1		0%		
	Total Services & Supplies		\$ -	
II. SUBCONTRACTORS				
	Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1	Mommy & Me Medical Group DBA The NAEBOR Medical Group		\$ 510,090	Provides clinical services and operations for NAEBOR program. Responsible for marketing/recruiting patients, provision of medical social work and community health services to patients. Will provide staff for provision of services, as well as research personnel and software for data gathering and integrity.
2	California Baptist University		\$ 10,000	Dr. Kendra Flores-Carter will be responsible for overseeing NAEBOR project and ensuring project is addressing outline workplan, strategies, objectives, and methodology. IRB processing and university overhead. Buying out class course to direct project.
	Total Subcontractors		\$ 520,090	
III. INDIRECT COSTS				
	Percent:	15%	\$ 78,014	
	Basis:			
	Total Indirect Costs		\$ 78,014	
TOTAL FIRST 5 BUDGET			\$ 598,104	



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

ORGANIZATION:	Inland Faculty Specialists DBA The	DIRECTOR:	Dr. Guillermo Valenzuela	PROGRAM YEAR:	2026-2027
PROGRAM TITLE:	NAEBOR Clinic	PROGRAM DIRECTOR:	Dr. Kristina Roloff and Dr. Kendra Flores-Carter	TOTAL BUDGET:	\$ 657,800
INITIATIVE:		FINANCE OFFICER:	Launa K. Wilson	RFP/CONTRACT #:	HW060 A2

I. SERVICES & SUPPLIES					
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1		0%			
Total Services & Supplies			\$ -		
II. SUBCONTRACTORS					
	Organization Name:		TOTAL F5SB BUDGET	Description/Justification:	
1	Mommy & Me Medical Group DBA The NAEBOR Medical Group		\$ 562,000	Provides clinical services and operations for NAEBOR program. Responsible for marketing/recruiting patients, provision of medical social work and community health services to patients. Will provide staff for provision of services, as well as research personnel and software for data gathering and integrity.	
2	California Baptist University		\$ 10,000	Dr. Kendra Flores-Carter will be responsible for overseeing NAEBOR project and ensuring project is addressing outline workplan, strategies, objectives, and methodology. IRB processing and university overhead. Buying out class course to direct project.	
Total Subcontractors			\$ 572,000		
III. INDIRECT COSTS					
	Percent:	15%	\$ 85,800		
	Basis:	F & A Set Rate			
Total Indirect Costs			\$ 85,800		
TOTAL FIRST 5 BUDGET			\$ 657,800		

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: Inland Faculty Specialists, A California Professional Corporation
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: Guillermo Valenzuela, M.D.
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): Guillermo Valenzuela, M.D.
5. Name of any parent, subsidiary, or otherwise related entity for the entity listed in Question No. 1 (see definitions above):

Company Name	Relationship
<u>Mommy & Me Medical Group Inc</u>	<u>Otherwise Related Entity -</u>
	<u>provides medical services</u>

6. Name of agent(s) of Contractor:

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

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):
<u>Launa Wilson Consulting LLC</u>	<u>Launa Wilson</u>	<u>Launa Wilson</u>

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: N/A

Date(s) of Contribution(s): N/A

Amount(s): N/A

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.

Inland Faculty Specialists, a
California Professional Corporation

DocuSigned by:
Guillermo Valenzuela
BF03E550640E4F6...
Guillermo Valenzuela, M.D.
Chief Executive Officer

2/16/2024 | 10:21 AM PST
Date



Program Outline Document 2024-2027

AGENCY INFORMATION

		Contract #:	<u>HW060 A2</u>
Legal Entity:	<u>Inland Faculty Specialists (dba The NAEBOR Clinic)</u>		
Dept./Division:	<u></u>		
Project Name:	<u>NAEBOR</u>		
Program Site Address:	<u>416 W. Foothill Blvd, Rialto, CA 92376</u>	Client Referral Phone #	<u>951-384-7311</u>

CONTACT INFORMATION

SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

Name:	<u>Guillermo Valenzuela, MD</u>	Title:	<u>President/Owner</u>
Address:	<u>595 N. Arrowhead Ave San Bernardino, CA 92401</u>	Direct Phone #:	<u>909-856-9218</u>
E- Mail:	<u>jvalenzuelar@mac.com</u>	Fax #:	<u></u>

CONTRACT REPRESENTATIVE

Name:	<u>Kristina Roloff, MD</u>	Title:	<u>Physician/Program Director</u>
Address:	<u>595 N. Arrowhead Ave San Bernardino, Ca 92401</u>	Direct Phone #:	<u>951-384-7311</u>
E- Mail:	<u>kristyroloff@gmail.com</u>	Fax #:	<u></u>

PROGRAM CONTACT

Name:	<u>Kendra Flores-Carter</u>	Title:	<u>Program Director/DSW</u>
Address:	<u>416 W. Foothill Blvd, Rialto, CA 92376</u>	Direct Phone #:	<u></u>
E- Mail:	<u>kendraflorescarter@gmail.com</u>	Fax #:	<u></u>

FISCAL CONTACT

Name:	<u>Launa Wilson</u>	Title:	<u>Program Manager/MSW</u>
Address:	<u>P.O. Box 1174 Riverside, CA 92502</u>	Direct Phone #:	<u>909-850-0599</u>
E-Mail:	<u>launa@launawilson.com</u>	Fax #:	<u></u>

ADDITIONAL CONTACT (Describe): Fiscal

Name:	<u>Barbara Skaret</u>	Title:	<u>Data Analyst</u>
Address:	<u>416 W. Foothill Blvd, Rialto, CA 92376</u>	Direct Phone #:	<u>760-831-1503</u>
E-Mail	<u>bjskaret@yahoo.com</u>	Fax #:	<u></u>

PROGRAM INFORMATION

TYPE OF AGENCY Private Entity/Institution

Describe: For Profit

PROGRAM DESCRIPTION

The goal of the NAEBOR Clinic is to develop services tailored to the needs of two marginalized communities, Black and African-American women and incarcerated women, with the overarching objective of improving pregnancy outcomes and perceived patient experiences.

REGION
San Bernardino County

STRATEGIC PRIORITY AREA & GOAL

<input checked="" type="checkbox"/> Child Health	<input type="checkbox"/> Early Learning	<input checked="" type="checkbox"/> Family Supports
<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 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 supports to provide high quality learning opportunities to children.	<input checked="" 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 checked="" 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: Ronnie Robinson

ASSIGNED ACCOUNTANT: Hope Loewenstein

PROCUREMENT TYPE:

Competitive

Non-Competitive
Unsolicited

This project clearly aligns with the objectives of the Commission’s Strategic Plan, is clearly defined and can deliver on an unmet need, which the Commission seeks to support as a priority.

CONTRACT AMOUNT

Fiscal Year	Original Amount	Amendment Amount	Total
2022-2023	\$ 359,932	\$ 180,483	
2023-2024	\$ 352,932	\$ 349,403	
2024-2025		\$ 544,776	
2025-2026		\$ 598,104	
2026-2027		\$ 657,800	
Total			\$ 2,330,566



AGENDA ITEM 5
March 6, 2024

Subject	Employment Contract: Erin Meier, Administrative Supervisor I
Recommendations	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, 252-4252)
Financial Impact	This item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of the employment contract is \$105,501 and will be reimbursed by the Children and Families Commission's (Commission) Trust Fund. Adequate appropriation and revenue have been included in the 2024-2025 Commission budget and will be included in future recommendation budgets.
Background Information	<p>On January 9, 2024, (Item No. 19), the San Bernardino County Board of Supervisors (Board) approved Contract No. 24-18 with Erin Meier, as an Administrative Supervisor I for the Commission, for the estimated cost of \$105,501 (\$75,358 Salary, \$30,143 Benefits), for the period of January 13, 2024 through January 8, 2027, with the option to extend the contract a maximum of three consecutive one-year periods.</p> <p>The Administrative Supervisor I position is responsible for supervision of eight staff in the program and evaluation units of the First 5 San Bernardino organization. This position will perform various research, evaluation, analytic, and work effort oversight functions to enhance the viability and effectiveness of services promoting, supporting, and improving the early development of children from the prenatal stage to five years of age.</p> <p>At the request of the Commission, the Human Resources Department provided a certification list on October 6, 2023, which contained fourteen eligible candidates established for the position of Administrative Supervisor I. Four agreed to be interviewed. An internal candidate was also offered the opportunity to interview for the position for a total of five candidates. On October 31, November 1, and November 6, three members of the First 5 Leadership Team interviewed the candidates. Based on her extensive professional experience, the Commission recommends an employment contract with Erin Meier as an Administrative Supervisor I at a starting salary of \$36.23.</p>
Review	Dawn Martin, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed: