

**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

[www.first5sanbernardino.org](http://www.first5sanbernardino.org)

## Agenda: Children and Families Commission 08-2023

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

**Meeting date, time, location** August 2, 2023  
First 5 San Bernardino  
3:30 p.m. Commission Conference Room

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

**Special Presentations** *Reach Out and Read Inland Empire*  
Presented by Delesa Barnes, Program Coordinator at American Academy of Pediatrics, California Chapter 2, Reach Out & Read Inland Empire

**Conflict of Interest Disclosure** Commission members shall review agenda item contractors, subcontractors, and agents, which may require member abstentions due to conflict of interest and financial interests.  
A Commission member with conflicts of interests shall state their conflict under the appropriate item. A Commission member may not participate in or influence the decision on a contract for which their abstention has been recorded.

**Report** Advisory Committee Report by Dr. Gwendolyn Dowdy-Rodgers, Advisory Committee Chair

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

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

Item No.	CONSENT
1	Approve Minutes from July 12, 2023 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.





**CHILDREN AND FAMILIES COMMISSION**  
**for San Bernardino County**  
**AGENDA: August 2, 2023**

**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
2a	San Bernardino County Superintendent of Schools	Richard De Nava Director	Heather Smith Program Director	Ted Alejandre
2b	University Enterprise Corporation/California State University San Bernardino	Dorota Huizinga Associate Provost for Research and Dean of Graduate Studies	Mark Agars Program Director	N/A
3	N/A	N/A	N/A	N/A



## Minutes: Children and Families Commission Meeting

---

**Date, time, location**

July 12, 2023  
3:34 p.m.  
First 5 San Bernardino Commission Conference Center

---

**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.

---

**Attendees**

**Commissioners**

- Ted Alejandre
- Dr. Gwendolyn Dowdy-Rodgers
- Joshua Dugas
- Gary Ovitt
- Elliot Weinstein, M.D.

**Absent**

- Diana Alexander, Commissioner
- Supervisor Baca, Jr., Commissioner
- Karen E. Scott, Executive Director

**Staff**

- Alexandra Gutierrez, Staff Analyst II
  - Scott McGrath, Deputy Director of Systems and Impact
- 

**Changes to the agenda**

Commission Clerk, Traci Homan, read the following change to Item 10 Recommendation #2: Delegate the authority to the Executive Director or her designee to approve agreement FCI-HVC-03 by and between Children and Families Commission for \$285,858 for 2023-25 to provide administration services in support of the home visiting coordination and integration. Item 6, 7A and 7B will be pulled and continued to our next Commission meeting.

**Advisory  
 Committee  
 Report**

Commissioner Dowdy-Rodgers informed everyone that we are still accepting applications to join the Advisory Committee and our next in-person Advisory Committee meeting will be held on Thursday, July 20 at 11:30 a.m. For additional information, please contact Traci Homan.

**Executive  
 Director's  
 Report**

None

Item No.	CONSENT
1	Approve Minutes from July 12, 2023 Commission Meeting.  Motion by Commissioner Dugas and seconded by Commissioner Alejandre to approve the Consent Items.  Without further comment or objection, motion carried by unanimous vote.
2	Approve Amendments A1 for the Family and Community Support Partnerships – Expansion contracts for a cumulative total of \$1,707,028 for July 1, 2023 through June 30, 2024 with the following: A. Moses House Ministries, Contract FS081, in the total amount of \$780,923; and B. Chino Valley Unified School District, Contract FS079, in the total amount of \$206,699 and C. Reach Out, Contract FS082, in the total amount of \$719,406. (Presenter: Alexandra Gutierrez, Staff Analyst II, 252-4261)
3	Approve Amendment A1 for Contract HW059 with Arrowhead Regional Medical Center for \$549,349 resulting in a cumulative total of \$1,635,886 for 2020-24 to provide for the Asthma Prevention and Treatment Program. (Presenter: Iffat Quazi, Staff Analyst II, 252-4275)
4	Approve Amendment A2 for Contract SI035 with El Sol Neighborhood Educational Center for an increase of \$927,423 resulting in a cumulative total of \$1,231,180 for 2020-25 to continue coordinating and developing a countywide Home Visiting System. (Presenter: Alexandra Gutierrez, Staff Analyst, 252-4261)
5	Approve Amendment A1 for Contract SI037 with Child Care Resource Center for \$421,589 resulting in a cumulative total of \$746,901 for 2022-24 for Help Me Grow Inland Empire developmental screening services. (Presenter: Iffat Quazi, Staff Analyst II, 252-4275)
6	Approve Contract SI041 with Loma Linda University Children's Hospital in the amount of \$1,128,762 for 2023-25 for the Help Me Grow Inland Empire initiative. (Presenter: Iffat Quazi, Staff Analyst II, 252-4275)

7	<p>Approve the following contract amendments for implementation of Quality Start San Bernardino for Fiscal Year 2023-2024:</p> <ul style="list-style-type: none"> <li>a. San Bernardino County Superintendent of Schools, Amendment A2 for Contract EC038 for \$221,721 resulting in a cumulative total of \$988,575 for administrative services; and</li> <li>b. University Enterprises Corporation/California State University, San Bernardino, Amendment A2 for Contract EC039 for \$401,839 resulting in a cumulative total of \$1,785,994 to enhance higher education opportunities in early care and education and conduct site assessments; and</li> <li>c. Child Care Resource Center, Amendment A2 for Contract EC040 for \$1,593,563 resulting in a cumulative total of \$6,589,475 for outreach &amp; enrollment, coordination of quality improvement services, program evaluation and professional development.</li> </ul> <p>(Presenter: Erika Willhite, Staff Analyst II, 252-4262)</p>
8	<p>Approve Amendment A2 for Contract IC046 with VIVA Social Impact Partners for \$175,000 for a cumulative total not to exceed \$575,000 for strategic consultation services to support implementation of the San Bernardino County Quality Rating Improvement System for the period of July 1, 2021 through June 30, 2024.</p> <p>(Presenter: Erika Willhite, Staff Analyst II, 252-4262)</p>
9	<p>Approve Contract SI042 with San Bernardino County Children’s Network in the amount of \$754,652 for 2023-24 to provide support for system integration to enhance collective impact, sustainable competency workforce and community awareness campaigns including child abuse prevention.</p> <p>(Presenter: Iffat Quazi, Staff Analyst II, 252-4275)</p>

Item No.	DISCUSSION
10	<p>1. Approve and receive \$285,858 in funds awarded through First 5 California for the Regional Technical Assistance for home visiting coordination and integration; and</p> <p>2. Delegate the authority to the Executive Director or her designee to approve Agreement FCI-HVC-03 By and Between Children and Families Commission of Orange County and Children and Families Commission for San Bernardino County for \$285,858 for 2023-25 to provide administration services in support of the home visiting coordination and integration.</p> <p>(Presenter: Alexandra Gutierrez, Staff Analyst II, 252-4261)</p> <p><b><u>Discussion</u></b> Alexandra Gutierrez gave a brief presentation on Agreement FCI-HVC-03.</p> <p><b><u>Public Comment</u></b> None</p> <p>Motion by Commissioner Ovitt and seconded by Commissioner Dugas to approve Item 10.</p> <p>Without further comment or objection and with no public comments noted, motion carried by unanimous vote.</p>
11	<p>A. Conduct Public Hearing on Strategic Plan 2023-2028 for the Children and Families Commission for San Bernardino County.</p> <p>B. Approve Strategic Plan 2023-2028 for the Children and Families Commission for San Bernardino County.</p> <p>(Presenter: Scott McGrath, Deputy Director of Systems and Impact, 252-4259)</p>

	<p><b><u>Discussion</u></b></p> <p>Mr. McGrath introduced Dr. Kelly Goods, Project Manager for EVALCORP, who gave a presentation on the new Strategic Plan for 2023-2028.</p> <p>Commissioner Dugas asked if our Strategic Plan included measurable goals in which Mr. McGrath replied, "It does."</p> <p><b><u>Public Comment</u></b></p> <p>Motion by Commissioner Alejandre and seconded by Commissioner Dowdy-Rodgers to approve Item 11.</p> <p>Without further comment or objection and with no public comments noted, motion carried by unanimous vote.</p>
--	--

**Public  
Comment**

Matthew Coughlin from Moses House Ministries thanked the Commissioners for approving Item 2A which will allow them to continue data analysis for another year.

Diana Fox commented that the impact of funding goes far beyond than what is heard at Commission meetings and thanked the Commissioners for approving Item 2C and is looking forward to seeing the new Strategic Plan.

**Commissioner  
Roundtable**

Commissioners collectively thanked staff for their hard work and great job on the Strategic Plan and presentation. Commissioner Alejandre pointed out how the Strategic Plan emphasized the collaboration among County departments and supporting the Commission's common values. Commissioner Dowdy-Rodgers thanked staff for a great job on the education side.

The next Commission meeting will be held on the first Wednesday of the month, August 2 at 735 E. Carnegie Drive, Suite 150, San Bernardino. The meeting adjourned at 4:12 p.m.

**Next Meeting**

***Wednesday, August 2, 2023  
3:30 p.m.***

**Attest**

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

\_\_\_\_\_  
Traci L. Homan, Commission Clerk



**AGENDA ITEM 2**  
**August 2, 2023**

<b>Subject</b>	Quality Start San Bernardino Contracts
<b>Recommendations</b>	<p>Approve the following contract amendments for implementation of Quality Start San Bernardino for Fiscal Year 2023-2024:</p> <ul style="list-style-type: none"><li>a. San Bernardino County Superintendent of Schools, Amendment A2 for Contract EC038 for \$221,721 resulting in a cumulative total of \$988,575 for administrative services; and</li><li>b. University Enterprise Corporation/California State University, San Bernardino, Amendment A2 for Contract EC039 for \$401,839 resulting in a cumulative total of \$1,785,994 to enhance higher education opportunities in early care and education and conduct site assessments.</li></ul> <p>(Presenter: Erika Willhite, Staff Analyst II, 252-4262)</p>
<b>Financial Impact</b>	\$623,560 for 2023-24.
<b>Background Information</b>	<p>First 5 San Bernardino (F5SB) has contracted with San Bernardino County Superintendent of Schools (SBCSS) and California State University San Bernardino (CSUSB) to implement Quality Start San Bernardino (QSSB) since 2015.</p> <p>QSSB is supported through several funding streams, including Quality Counts California (QCC) administered by the California Department of Social Services (CDSS) and IMPACT Legacy administered by First 5 California (F5CA). The Commission approved the receipt of \$699,962 for QCC on June 7, 2023. F5SB submitted a Letter of Intent on May 16, 2023, that identifies F5SB as the lead agency on behalf of the QSSB Consortium for IMPACT Legacy. With input from the QSSB Operating Partners and Steering Committee, F5SB submitted the IMPACT Legacy local county application for \$1,684,067 on June 11, 2023. F5SB expects an award notification from F5CA in July 2023.</p> <p>To date, QSSB has accomplished the following:</p> <ul style="list-style-type: none"><li>• Collectively identified additional staff members within each agency to interact as Steering Committee, Operational, and Organizational leads within the QRIS system.</li><li>• Operational leads implemented process improvements to the QSSB system, refined the data collection system, and implemented a communications plan.</li><li>• Developed an entry/enrollment process outlined by Steering Committee members and placed 209 participating sites in the QSSB system.</li><li>• Adopted a Strategic Plan, which includes an Equity Statement and Framework</li><li>• All partners engage in continuous outreach to providers, community members, and parents of San Bernardino to promote quality within early childhood education.</li></ul> <p>Pending Commission approval of the recommended contracts, QSSB services will continue to be provided by the following organizations for Fiscal Year 2023-2024:</p> <ul style="list-style-type: none"><li>• <b>San Bernardino County Superintendent of Schools (SBCSS)</b> will serve as operational lead will work to increase alignment and coordination of quality improvement supports offered to sites.</li></ul>

- 
- **University Enterprise Corporation/California State University, San Bernardino (CSUSB)** will enhance higher education opportunities for the early care and education workforce and will support the coordination and administration of site assessments.

Approval of this item supports the **Quality Early Learning Strategic Priority Area** in the Commission’s Strategic Plan through the following Investment Areas:

- **Systems Level Efforts:**  
Collaboration, Community Capacity Building and Workforce
- **Supportive Strategies:**  
Research & Evaluation, Policy, Advocacy, Countywide Collaboration and Statewide/First 5 Networks Efforts

**Review**

---

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 checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 50000014	<b>SC</b>	Dept. 903	<b>A</b>
Contract Number <b>EC038 A2</b>				Contractor's License No.
Organization Children and Families Commission				Contractor's License No.
Commission Representative Cindy Faulkner, Assistant Director		Telephone 909-386-7706		Total Contract Amount \$988,575
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, 2020	Contract End Date June 30, 2024	Original Amount \$766,854	Amendment Amount \$221,721
Cost Center 9034009900	GL Account 53003357	Internal Order No. 3000115	Amount \$221,721	
Cost Center	GL Account	Internal Order No.		
Cost Center	GL Account	Internal Order No.	Amount	
Abbreviated Use San Bernardino County QSSB Operation Lead	FY 23-24	Estimated Payment Amount \$221,721	I/D I	Total by Fiscal Year FY Amount 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 Superintendent of Schools  
 Department/Division  
Early Education and Development Department  
 Address  
601 North E Street  
San Bernardino, CA 92415  
 Phone  
(909) 386-2701  
 Federal ID No.  
95-6000931

Program Address (if different from legal address):  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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 \$ 988,575, of which \$301,610 may be federally funded, 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

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

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 2020-21	\$ <u>255,324</u>	July 1, 2020 through June 30, 2021
Fiscal Year 2021-22	\$ <u>255,732</u>	July 1, 2021 through June 30, 2022
Fiscal Year 2022-23	\$ <u>255,798</u>	July 1, 2022 through June 30, 2023
Fiscal Year 2023-24	\$ <u>221,721</u>	July 1, 2023 through June 30, 2024

Initial Here

2. Paragraphs E G. of Section VI, RIGHT TO MONITOR AND AUDIT, is amended to read as follows:

E. Single Audit

Pursuant to Code of Federal Regulations (CFR) – Title 2 CFR 200.501, Contractors expending \$750,000 or more in federal funds within the Contractor's fiscal year must have a single audit or program-specific audit performed. A copy of the audit performed in accordance with Code of Federal Regulations (CFR) – Title 2 CFR 200.501 shall be submitted to First 5 San Bernardino within thirty (30) days of completion, but not later than nine (9) months following the end of the Contractor's fiscal year. Please refer to [http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200\\_1501&rgn=dvn8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1501&rgn=dvn8) for further information.

The following closely related programs identified by the Catalog of Federal Domestic Assistance (CFDA) number are to be considered as an "Other cluster" for purposes of determining major programs or whether a program specific audit may be elected. The Contractor shall communicate this information to the independent auditor conducting the organization's single audit.

US Department of Health and Human Services:

Number 93.575      Child Care and Development Fund

Federal Funding Apportionment

Fiscal Year 2020-21	\$ <u>53,918</u>	July 1, 2020 through June 30, 2021
Fiscal Year 2021-22	\$ <u>97,989</u>	July 1, 2021 through June 30, 2022
Fiscal Year 2022-23	\$ <u>85,616</u>	July 1, 2022 through June 30, 2023
Fiscal Year 2023-24	\$ <u>64,087</u>	July 1, 2023 through June 30, 2024

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

A. This Contract is effective commencing July 1, 2020 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

4. 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.

**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

\_\_\_\_\_



\_\_\_\_\_  
Authorized Signature

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

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

\_\_\_\_\_  
Dated

SAN BERNARDINO COUNTY  
SUPERINTENDENT OF SCHOOLS

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



\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Richard De Nava  
Printed Name

\_\_\_\_\_  
Chief Business 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>Contract #:</b>	EC038 A2	<b>Attachment A</b>
<b>Strategic Priority Area &amp; Goals:</b>	Quality Early Learning	
<b>Investment Area:</b>	Systems Level Efforts and Supportive Strategies	



<b>Agency Name:</b>	San Bernardino County Superintendent of Schools (SBCSS)	<b>Service Area:</b>	Countywide
<b>Program Name:</b>	Quality Start San Bernardino (QSSB)	<b>Period:</b>	July 1, 2023 – June 30, 2024

<b>Expectations</b>	Increasing quality in early learning environments, including California State Preschool Programs (CSPP), is integral to supporting children ages 0-5. To do so, the San Bernardino County Superintendent of Schools (SBCSS) will continue to be an active & vested partner in Quality Start San Bernardino (QSSB). The goals associated with QSSB include but are not limited to supporting whole child, whole family, & whole community development through joyful learning experiences, positive relationships with adults, social-emotional behavior support, quality classroom environments, & family engagement. SBCSS will serve as the operational lead collaborating with QSSB partners to increase the alignment & coordination of quality improvement support offered to sites contracted by the organization. SBCSS will also be represented on the QIS Steering Committee to contribute to planning & decision-making for the system.
<b>Outcomes</b>	SBCSS will monitor deliverable progress & report quantitative & qualitative data regularly. A successful contract will increase quality at participating sites, positively impacting San Bernardino County children, families, & communities. While an enrollment target will be set differently than in past years, the number of participating sites & classrooms is anticipated to increase through intentional & strategic implementation of the abovementioned activities. A scope of work grounded in data review & continuous improvement will be developed, monitored, & adjusted as needed to ensure successful outcomes.

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
QSSB Outreach	<ul style="list-style-type: none"> <li>Support CCRC in QSSB outreach to educational partners via listserv, social media, email, &amp; community events.</li> <li>Support sites with completing yearly program enrollment forms.</li> </ul>	Ongoing	Quarterly	N/A	Narrative report on success & challenges
Quality Improvement Plan (QIP) Development Support for CSPP	<ul style="list-style-type: none"> <li>Attending QIP development meetings to support the identification of goals &amp; actions. Benefiting the QSSB System.</li> </ul>	Annually	Annually	N/A	Upload QIP report
QIP Technical Assistance for CSPP	<ul style="list-style-type: none"> <li>Provide technical assistance to enrolled sites aligned with QIP goals &amp; objectives. This activity benefits the QSSB System.</li> </ul>	Ongoing, as needed	Quarterly	N/A	Narrative report on success & challenges
Coordination of QIS Operational Committee	<ul style="list-style-type: none"> <li>Conduct Operations Team Meetings &amp; provide updates to Steering Committee.</li> </ul>	Ongoing, quarterly meetings	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> <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>	<ol style="list-style-type: none"> <li>Upload PDFs of the meeting minutes.</li> <li>Narrative report of success &amp; challenges</li> </ol>

<b>Contract #:</b>	EC038 A2		<b>Attachment A</b>
<b>Strategic Priority Area &amp; Goals:</b>	Quality Early Learning		
<b>Investment Area:</b>	Systems Level Efforts and Supportive Strategies		

Quality Improvement Professional Learning/Training Opportunities	<ul style="list-style-type: none"> <li>Provide PL opportunities that align with before mentioned goals.</li> </ul>	Ongoing, as needed		<ol style="list-style-type: none"> <li>Aggregate count in Persimmony number of providers who attended the training.</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> </ol>	<ol style="list-style-type: none"> <li>Upload PDFs of the training description</li> <li>Upload PDF of attendance &amp; registration records.</li> <li>Upload PDFs of the attendee's feedback &amp; training evaluation</li> <li>Narrative report of success &amp; challenges</li> </ol>
Communicate Implementation Updates	<ul style="list-style-type: none"> <li>Attend state, regional, and/or local convenings as appropriate.</li> <li>Providing updates to Operations &amp; Steering Committees.</li> </ul>	Ongoing	Quarterly	N/A	Narrative report on success & challenges
Collaborate with the Local Planning Council	<ul style="list-style-type: none"> <li>Coordinate &amp; align QSSB activities &amp; implementation</li> </ul>	Ongoing, as needed	Quarterly	N/A	Narrative report on success & challenges
Collaborate with the UPK Mixed Delivery Workgroup	<ul style="list-style-type: none"> <li>Coordinate &amp; align QSSB activities &amp; implementation with the broader UPK mixed delivery system.</li> </ul>	Ongoing, as needed	Quarterly	N/A	Narrative report on success & challenges

Agency Rep Name:		Data Type:	Quantitative & Qualitative Data	
Agency Signature:		Reporting Period:	Quarterly/Annually	Due: By the 15 <sup>th</sup> of the following month
Date Signed		Fiscal Year:	2023-2024	



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

**2023-2024**

<b>ORGANIZATION:</b>	San Bernardino County Superintendent of Schools	<b>DIRECTOR:</b>	Signing Authority: Richard De Nava	<b>PROGRAM YEAR:</b>	2023-2024
<b>PROGRAM TITLE:</b>	Quality Start San Bernardino (QSSB)	<b>PROGRAM DIRECTOR:</b>	Heather Smith	<b>TOTAL BUDGET:</b>	221,721
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>		<b>RFP/CONTRACT #:</b>	EC038 A2

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	Ana Garcia Early Education and Development Project Analyst	0.30	52.79	624	49%	32,941	16,141	49,082	163,607	30%	Provides leadership to QSSB Operations Team, serves as a liason between QSSB Operations Team and QSSB Steering Committee. Will coordinate QI and incentive distribution for QSSB participants.
2	Tracy Brody Early Learning and Development Specialist	0.30	43.01	624	54%	26,838	14,493	41,331	137,768	30%	Coordinates with QSSB partners to ensure outreach, enrollment, and technical assistance supports.
3	Melynda Paxton Early Learning and Development Program Technician	0.25	39.94	520	55%	20,769	11,423	32,192	128,767	25%	Provides support to SBCSS QSSB team related to overall system coordination and with the distribution of incentives.
4	Veronica Valente Early Learning and Development Specialist	0.30	43.01	624	53%	26,838	14,224	41,063	136,875	30%	Coordinates with QSSB partners to ensure outreach, enrollment, and technical assistance supports.
5	Elaina Holley Early Education and Development Project Analyst	0.22	51.10	458	50%	23,404	11,732	35,136	159,570	22%	Serves as the LPC coordinator which supports the communication and outreach efforts of QSSB. She will continue to coordinate the integration of the Workforce Registry.
	<b>Total Salaries &amp; Benefits</b>					\$ 130,790	\$ 68,013	\$ 198,803	\$ 726,587		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2023-2024**

<b>ORGANIZATION:</b>	San Bernardino County Superintendent	<b>DIRECTOR:</b>	Signing Authority: Richard De Nava	<b>PROGRAM YEAR:</b>	2023-2024
<b>PROGRAM TITLE:</b>	Quality Start San Bernardino (QS)	<b>PROGRAM DIRECTOR:</b>	Heather Smith	<b>TOTAL BUDGET:</b>	221,721
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	0	<b>RFP/CONTRACT #:</b>	EC038 A2

II. SERVICES & SUPPLIES					
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1	Network User Fees	2%	\$ 3,706	Network User Fees (\$2,705 x FTE 1.37)	
2	Cell Phone Allowance (Ana Garcia)	0%	\$ 998	Cell Phone Allowance (Ana Garcia, Elaina Garcia)	
Total Services & Supplies			\$ 4,704		
III. INDIRECT COSTS					
	Percent:	8.95%			
	Basis:	\$203,507.00	18,214		
Total Indirect Costs			18,214		
<b>TOTAL FIRST 5 BUDGET</b>			\$ 221,721		



## Program Outline Document 2023-2024

### AGENCY INFORMATION

**Contract #:** EC038 A2

**Legal Entity:** San Bernardino County Superintendent of Schools

**Dept./Division:** Early Education and Development

**Project Name:** Quality Start San Bernardino (QSSB)

**Program Site Address:** 601 North E Street  
San Bernardino, CA 92415

**Client Referral Phone #:** 909-386-2701

### CONTACT INFORMATION

#### SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

**Name:** Richard De Nava **Title:** Chief Business Officer

**Address:** 601 North E Street  
San Bernardino, CA 92415 **Direct Phone #:** 909-388-5768

**E-Mail:** [Richard.denava@sbcss.net](mailto:Richard.denava@sbcss.net) **Fax #:** 909-388-5771

#### CONTRACT REPRESENTATIVE

**Name:** Heather Smith **Title:** Director, Early Education and Development

**Address:** 601 North E Street  
San Bernardino, CA 92415 **Direct Phone #:** 909-386-2633

**E-Mail:** [Heather.smith@sbcss.net](mailto:Heather.smith@sbcss.net) **Fax #:**

#### PROGRAM CONTACT

**Name:** Ana Garcia **Title:** Project Analyst, Early Learning and Development

**Address:** 601 North E Street  
San Bernardino, CA 92415 **Direct Phone #:** 909-386-2620

**E-Mail:** [Ana.garcia@sbcss.net](mailto:Ana.garcia@sbcss.net) **Fax #:**

#### FISCAL CONTACT

**Name:** Angelina Darnold **Title:** Project Analyst

**Address:** 601 North E Street  
San Bernardino, CA 92415 **Direct Phone #:** 909-386-2622

**E-Mail:** [Angelina.darnold@sbcss.net](mailto:Angelina.darnold@sbcss.net) **Fax #:**

#### ADDITIONAL CONTACT (Describe): Program

**Name:** Celeste Godinez **Title:** Office Specialist III

**Address:** 601 North E Street San Bernardino, CA 92415 **Direct Phone #:** 909-386-2658

**E-Mail:** [Celeste.godinez@sbcss.net](mailto:Celeste.godinez@sbcss.net) **Fax #:**

**PROGRAM INFORMATION**

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

**PROGRAM DESCRIPTION**

SBCSS will serve as an operational lead overseeing and working with QSSB partners to coordinate all aspects of the QSSB system. SBCSS will work to increase the alignment and coordination of quality improvement supports offered to sites contracted by the organization. SBCSS will also be represented on the QSSB Steering Committee to contribute to planning and decision making for the system.

**REGION**  
Countywide

**STRATEGIC PRIORITY AREA & GOAL**  Child Health  Quality Early Learning  Family Support

**INVESTMENT AREA**  Direct Services  Systems Level Efforts  Supportive Strategies

**ASSIGNED ANALYST:** Erika Willhite

**ASSIGNED ACCOUNTANT:** Hope Loewenstein

**ASSIGNED SAIL-EVAL:** Ray Salamat

**PROCUREMENT TYPE:**  Competitive  Non-Competitive Continuing

**CONTRACT AMOUNT**

Fiscal Year	Original Amount	Amendment Amount	Total
2020-2021	\$ 255,324	\$	\$ 255,324
2021-2022	\$ 255,732	\$	\$ 255,732
2022-2023	\$ 255,798	\$	\$ 255,798
2023-2024	\$	\$ 221,721	\$ 221,721
<b>Total</b>			<b>\$ 988,575</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  20000247	<b>SC</b>	Dept. 903	<b>A</b>  Contract Number <b>EC039 A2</b>		
Organization Children and Families Commission			Contractor's License No.			
Commission Representative Cindy Faulkner, Assistant Director		Telephone 909-386-7706		Total Contract Amount \$1,785,994		
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, 2020	Contract End Date June 30, 2024	Original Amount \$1,384,155	Amendment Amount \$401,839		
Cost Center 9034009900		GL Account 53003357	Internal Order No. 3000115	Amount \$401,839		
Cost Center		GL Account	Internal Order No.			
Cost Center		GL Account	Internal Order No.	Amount		
Abbreviated Use QSSB		Estimated Payment Total by Fiscal Year				
	FY	Amount	I/D	FY	Amount	I/D
	23-24	\$401,839	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)

University Enterprises Corporation

Department/Division

Institute of Child Development & Family Relations

Address

5500 University Parkway

San Bernardino, CA 92407

Phone

(909) 537-5918

Federal ID No.

95-6067343

Program Address (if different from legal address):

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

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 \$1,785,994, of which \$ 441,381 may be federally funded, 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:

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

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

Fiscal Year 2020-21	<u>\$ 461,385</u>	July 1, 2020 through June 30, 2021
Fiscal Year 2021-22	<u>\$ 461,385</u>	July 1, 2021 through June 30, 2022
Fiscal Year 2022-23	<u>\$ 461,385</u>	July 1, 2022 through June 30, 2023
Fiscal Year 2023-24	<u>\$ 401,839</u>	July 1, 2023 through June 30, 2024

Initial Here

2. Paragraphs E., F. and G. of Section VI, RIGHT TO MONITOR AND AUDIT, are amended to read as follows:

E. Single Audit

Pursuant to Code of Federal Regulations (CFR) – Title 2 CFR 200.501, Contractors expending \$750,000 or more in federal funds within the Contractor’s fiscal year must have a single audit or program-specific audit performed. A copy of the audit performed in accordance with Code of Federal Regulations (CFR) – Title 2 CFR 200.501 shall be submitted to First 5 San Bernardino within thirty (30) days of completion, but not later than nine (9) months following the end of the Contractor’s fiscal year. Please refer to [http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200\\_1501&rqn=dvn8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1501&rqn=dvn8) for further information.

The following closely related programs identified by the Catalog of Federal Domestic Assistance (CFDA) number are to be considered as an “Other cluster” for purposes of determining major programs or whether a program specific audit may be elected. The Contractor shall communicate this information to the independent auditor conducting the organization’s single audit.

US Department of Health and Human Services:

Number 93.575            Child Care and Development Fund

Federal Funding Apportionment

Fiscal Year 2020-21	<u>\$ 58,093</u>	July 1, 2020 through June 30, 2021
Fiscal Year 2021-22	<u>\$ 115,713</u>	July 1, 2021 through June 30, 2022
Fiscal Year 2022-23	<u>\$ 154,426</u>	July 1, 2022 through June 30, 2023
Fiscal Year 2023-24	<u>\$ 116,149</u>	July 1, 2023 through June 30, 2024

F. 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).

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

A. This Contract is effective commencing July 1, 2020 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

4. 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.

---

*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

\_\_\_\_\_



Authorized Signature

Elliot Weinstein M.D.

Printed Name

Commission Chair

Title

\_\_\_\_\_

Dated

UNIVERSITY ENTERPRISES  
CORPORATION

Legal Entity

\_\_\_\_\_



Authorized Signature

Dorota Huizinga

Printed Name

Associate Provost for Research and Dean of  
Graduate Studies

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>Contract #:</b> EC039 A2			<b>Attachment A</b>
<b>Strategic Priority Area &amp; Goals:</b>	Quality Early Learning		
<b>Investment Area:</b>	System Level Efforts; Supportive Strategies		



<b>Agency Name:</b>	University Enterprises Corporation at CSUSB – Institute of Child Development & Family Relations (ICDFR)	<b>Service Area:</b>	Countywide
<b>Program Name:</b>	Quality Start San Bernardino – QSSB	<b>Period:</b>	July 1, 2023 – June 30, 2024

<b>Expectations</b>	The Institute for Child Development and Family Relations (ICDFR) at CSUSB will serve as the operational lead for the higher-education component of Quality Improvement (QI), research, & provide “informal” Classroom Assessment System (CLASS) assessments to ECE sites.
<b>Outcomes</b>	<ol style="list-style-type: none"> <li>1. Provide up to 50 selected “Informal” Classroom Assessment System (CLASS) assessments with new ECE sites.</li> <li>2. Coordination of higher education groups from regional 2 &amp; 4 year universities, both public and private, to increase the availability of and access to higher education opportunities for educators and the community.</li> <li>3. Workforce development through connecting ECE providers to higher-education training/certifications.</li> </ol>

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
To serve as the assessment lead & build assessment capacity in Region 9	<ul style="list-style-type: none"> <li>• Conduct Assessments for designated sites.</li> <li>• Build assessor and trainer capacity.</li> <li>• Explore and begin to build partnerships to become Region 9 assessment lead.</li> <li>• Convene operations partners to assess how to better align intake, assessment, and coaching.</li> <li>• Research alternative assessment that yields quality environments.</li> </ul>	Ongoing	Quarterly	<ol style="list-style-type: none"> <li>1. Aggregate count in Persimmony number of providers</li> <li>2. 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> </li> </ol>	<ol style="list-style-type: none"> <li>1. Complete the Quarterly Narrative Reporting in the Monitoring Section</li> <li>2. Upload PDF supporting documents</li> </ol>
To provide Higher education workforce & professional development align with K-12 systems	<ul style="list-style-type: none"> <li>• Work with the higher-ed consortium to continue to enhance access through events and new processes. Connect with K-12 pathways.</li> <li>• Building on Barriers to Bridges work, connecting ECEs to higher education through on-campus events.</li> <li>• Facilitate QSSB Racial Equity Subcommittee</li> <li>• Convene IHE EC Consortium semi-annually</li> </ul>	Ongoing	Quarterly	<ol style="list-style-type: none"> <li>1. 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> </li> </ol>	<ol style="list-style-type: none"> <li>1. Complete the Quarterly Narrative Reporting in the Monitoring Section</li> <li>2. Upload PDF document of the following: <ul style="list-style-type: none"> <li>• Meeting dates and notes.</li> <li>• Materials from higher-ed fairs, information sessions, &amp; networking events.</li> </ul> </li> </ol>

Agency Rep Name:		Data Type:	Quantitative & Qualitative	
Agency Signature:		Reporting Period:	Quarterly	Due: By the 15 <sup>th</sup> of the following month
Date Signed		Fiscal Year:	2023-2024	



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

**2023-2024**

<b>ORGANIZATION:</b>	University Enterprises Corporation at CSUSB	<b>DIRECTOR:</b>	University Signatory: Dorota Huizinga	<b>PROGRAM YEAR:</b>	2023-2024
<b>PROGRAM TITLE:</b>	Quality Start San Bernardino (QSSB)	<b>PROGRAM DIRECTOR:</b>	Mark Agars	<b>TOTAL BUDGET:</b>	401,839
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Diane Trujillo	<b>RFP/CONTRACT #:</b>	EC039 A2

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	Agars	Director	0.05	91.40	109.41	9%	10,000	919	10,919	207,583	5%	This role will provide overall program oversight.
2	Smith-Rasshan	ICDFR Executive Director of Operations	0.10	90.15	207.99	56%	18,750	10,463	29,213	292,144	10%	This role will provide overall program and oversight.
3	Wilcox Herzog	Faculty Lead	0.05	90.00	111.11	9%	10,000	919	10,919	204,404	5%	This role will provide program oversight.
4	Van Schagen	Faculty Lead	0.07	80.00	143.85	49%	11,508	5,639	17,147	247,936	7%	This role will provide program oversight.
5	Lauren Olivas	Program Analyst Assessment	0.23	70.00	471.43	56%	33,000	18,414	51,414	226,845	23%	This role will conduct assessments for QSSB participants, provide assessor trainings; other related duties.
6	Caitlin Sackett	Program Analyst Training	0.23	70.00	471.43	56%	33,000	18,414	51,414	226,845	23%	This role will conduct assessments for QSSB participants, provide assessor trainings; other related duties.
7	TBD	Program Analyst Assessment 2	0.30	40.00	618.76	56%	24,750	13,811	38,561	129,626	30%	This role will conduct assessments for QSSB participants and assessor trainings; other related duties.
8	Tara O'Malley	Program Analyst Workforce	0.16	45.00	333.33	56%	15,000	8,370	23,370	145,829	16%	This role will provide program support to faculty leads and other related duties.
9	TBD	Assessors	0.29	50.00	600	9%	30,000	2,757	32,757	113,558	29%	This role will provide assessments for QSSB participants, attend trainings and other related duties.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2023-2024**

<b>ORGANIZATION:</b>	University Enterprises Corporation at CSUSB	<b>DIRECTOR:</b>	University Signatory: Dorota Huizinga	<b>PROGRAM YEAR:</b>	2023-2024
<b>PROGRAM TITLE:</b>	Quality Start San Bernardino (QSSB)	<b>PROGRAM DIRECTOR:</b>	Mark Agars	<b>TOTAL BUDGET:</b>	401,839
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	Diane Trujillo	<b>RFP/CONTRACT #:</b>	EC039 A2

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
10	TBD Administrative Support General	0.14	30.00	300	56%	9,000	5,022	14,022	97,219	14%	This role will provide administrative support to the QSSB funded staff.
11	Kim McDonald ICDFR Prgrams Coordinator	0.13	40.00	275	56%	11,000	6,138	17,138	129,626	13%	This role will provide administrative support for QSSB staff and ICDFR leadership.
12	Yarele Vargas Administrative Support	0.20	30.00	420	56%	12,600	7,031	19,631	97,219	20%	This role will provide budget support to QSSB staff and ICDFR leadership.
Total Salaries & Benefits						\$ 218,609	\$ 97,896	\$ 316,505	\$ 2,118,832		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2023-2024**

<b>ORGANIZATION:</b>	University Enterprises Corporation	<b>DIRECTOR:</b>	University Signatory: Dorota Huizinga	<b>PROGRAM YEAR:</b>	2023-2024
<b>PROGRAM TITLE:</b>	Quality Start San Bernardino (QSSB)	<b>PROGRAM DIRECTOR:</b>	Mark Agars	<b>TOTAL BUDGET:</b>	401,839
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Diane Trujillo	<b>RFP/CONTRACT #:</b>	EC039 A2

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL FSSB BUDGET (\$)	Description/Justification:	
1 Desktop Computers (5 X \$1500)	1%	\$ 4,500	desktop for QSSB related tasks for 5 staff.	
2 Printer	0%	\$ 750	printer for QSSB related tasks.	
3 Basic Office Supplies	1%	\$ 4,000	Expendable office supplies for QSSB funded staff.	
Total Services & Supplies		\$ 9,250		

III. FOOD				
Event(s):	TOTAL FSSB BUDGET	Description/Justification:		
1 Community/Higher Ed Events	20,000	Materials, food, marketing, and space costs for hosting a higher Ed open house for ECE professionals . Event(s) will feature local institutions of higher education and invite all local members of the ECE workforce.		
Total Food		\$ 20,000		

IV. TRAVEL				
Destination:	Purpose:	TOTAL FSSB BUDGET	Description/Justification:	
1 various	Conference Travel for Project Leads (1 people X 1 trips@ \$2500) and Asse	3,670	Fees for conference registration, hotel and airfare or other related costs. Assesor travel will also be paid from this line item.	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2023-2024**

<b>ORGANIZATION:</b>	University Enterprises Corporation	<b>DIRECTOR:</b>	University Signatory: Dorota Huizinga	<b>PROGRAM YEAR:</b>	2023-2024
<b>PROGRAM TITLE:</b>	Quality Start San Bernardino (QSSB)	<b>PROGRAM DIRECTOR:</b>	Mark Agars	<b>TOTAL BUDGET:</b>	401,839
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	Diane Trujillo	<b>RFP/CONTRACT #:</b>	EC039 A2

	Total Travel		3,670	
<b>V.</b>	<b>SUBCONTRACTORS</b>			
	Organization Name:	<b>TOTAL F5SB BUDGET</b>		Description/Justification:
1				
	Total Subcontractors		-	
<b>VI.</b>	<b>INDIRECT COSTS</b>			
	Percent: 15%			
	Basis: 349425		52,414	
	Total Indirect Costs		52,414	
<b>TOTAL FIRST 5 BUDGET</b>			\$ 401,839	



## Program Outline Document 2023-2024

### AGENCY INFORMATION

**Contract #:** EC039 A2

**Legal Entity:** University Enterprises Corporation at CSUSB

**Dept./Division:** Institute of Child Development & Family Relations

**Project Name:** Quality Start San Bernardino- QSSB

**Program Site Address:** 5500 University Parkway  
San Bernardino, CA 92407

**Client Referral Phone #:** 909-537-3679

### CONTACT INFORMATION

#### SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

**Name:** Diane Trujillo **Title:** Director, Sponsored Programs Administration

**Address:** 5500 University Parkway  
San Bernardino, CA 92407 **Direct Phone #:** 909-537-3064

**E-Mail:** [dianet@csusb.edu](mailto:dianet@csusb.edu) **Fax #:** 909-537-7028

#### CONTRACT REPRESENTATIVE

**Name:** Diane Trujillo **Title:** Director, Sponsored Programs Administration

**Address:** 5500 University Parkway  
San Bernardino, CA 92407 **Direct Phone #:** 909-537-3064

**E-Mail:** [dianet@csusb.edu](mailto:dianet@csusb.edu) **Fax #:** 909-537-7028

#### PROGRAM CONTACT

**Name:** Mark Agars **Title:** Professor & Director, Institute of Child Development & Family Relations

**Address:** 5500 University Parkway  
San Bernardino, CA 92407 **Direct Phone #:** 909-537-5433

**E-Mail:** [Mark.agars@csusb.edu](mailto:Mark.agars@csusb.edu) **Fax #:** 909-537-7028

#### FISCAL CONTACT

**Name:** Diane Trujillo **Title:** Director, Sponsored Programs Administration

**Address:** 550 University Parkway  
San Bernardino, CA 92407 **Direct Phone #:** 909-537-3664

**E-Mail:** [dianet@csusb.edu](mailto:dianet@csusb.edu) **Fax #:** 909-537-7028

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

<b>Name:</b>	_____	<b>Title:</b>	_____
<b>Address:</b>	For Staff Analyst use only. _____	<b>Direct Phone #:</b>	_____
<b>E-Mail</b>	_____	<b>Fax #:</b>	_____

**PROGRAM INFORMATION**

**TYPE OF AGENCY** Educational Institution

**Describe:** County/State educational Institution

**PROGRAM DESCRIPTION**

The Institute for Child Development and Family Relations (ICDFR) at CSUSB will serve as the operational lead for the assessors. This includes the coordination and oversight of assessors through recruitment and selection, training and recertification, and fulfillment of the assessment process. ICDFR will also serve as the operational lead for the higher-education component of Quality Improvement (QI) for QSSB. This will include conducting a needs assessment of agencies and a resource assessment of available educational opportunities. ICDFR will also coordinate higher education groups from regional 2 and 4 year Universities, both public and private, including the awarding and supervising of stipends to higher-ed partners to identify and develop paths to increase availability of and access to higher-ed opportunities for educators in the community.

**REGION**  
Countywide

**STRATEGIC PRIORITY AREA & GOAL**

- Child Health       Quality Early Learning       Family Support

**INVESTMENT AREA**

- Direct Services       Systems Level Efforts       Supportive Strategies

Defined by the Strategic Plan

**ASSIGNED ANALYST:** Erika Willhite

**ASSIGNED ACCOUNTANT:** Hope Loewenstein

**ASSIGNED SAII-EVAL:** Ray Salamat

**PROCUREMENT TYPE:**

- Competitive       Non-Competitive  
Continuing

**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Original Amount</b>	<b>Amendment Amount</b>	<b>Total</b>
<b>2020-2021</b>	\$ 461,385	\$	\$ 461,385
<b>2021-2022</b>	\$ 461,385	\$	\$ 461,385
<b>2022-2023</b>	\$ 461,385	\$	\$ 461,385
<b>2023-2024</b>	\$	\$ 401,839	\$ 401,839
<b>Total</b>			\$ 1,785,994



**AGENDA ITEM 3  
August 2, 2023**

<b>Subject</b>	SA-23-02 Co-Sponsor the 2023 California Association for Infant Mental Health (CalAIMH) Conference.
<b>Recommendations</b>	Approve SA-23-02 with a one-time allocation in the amount not to exceed \$48,655 for the 2023 CalAIMH Conference in Ontario, CA. (Presenter: Scott McGrath, Deputy Director of Systems & Impact, 252-4259)
<b>Financial Impact</b>	\$48,655 for 2023-24.
<b>Background Information</b>	<p>California Association for Infant Mental Health (CalAIMH) is a statewide non-profit membership-based organization established in 2017 that advocates for the needs of all children, prenatal through age five, in California. CalAIMH's primary function is promoting professional development in relationally informed practices, California endorsement in infant and early childhood mental health, reflective practices, integrating neuro-biological science, and transdisciplinary collaboration, infusion, and interaction of infant mental health core principles.</p> <p>CalAIMH plans to host its two-day conference in the Inland Empire, "Sharing Joy, Where Passion and Meaningful Relationships Take Flight," on October 27 – 28, 2023, in Ontario, CA. CalAIMH approached both First 5 San Bernardino and First 5 Riverside for the opportunity to co-sponsor the CalAIMH conference in the Inland Empire. The conference welcomes everyone from multidisciplinary professionals working with children prenatal through age five and their parents who aspire to be informed, enhance professional development, and increase competency in the infant mental health fields.</p> <p>The vision, purpose, and mission of CalAIMH align well with the Commission's current strategic plan of systems role as collaborator, connector, convenor, and funder; hence, the First 5 San Bernardino (F5SB) staff recommends collaborating with CalAIMH to co-sponsor the conference and bridge the relationship between CalAIMH and First 5 Riverside.</p> <p>Pending Commission approval, this service agreement supports our most valuable population of children prenatal to five and families in San Bernardino County.</p> <p>Approval of this item supports the <b>Systems Role</b> in the Commission's 2023-2028 Strategic Plan:</p> <ul style="list-style-type: none"> <li>• <b>Collaborator, Connector, Convenor and Funder</b></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>



### SERVICE AGREEMENT

THIS AGREEMENT is entered into this day, August 2, 2023 (“Effective Date”) in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

California Association for Infant Mental Health  
(CalAIMH)

Hereinafter called Contractor

Name

5716 Folsom Blvd. #279 Sacramento, CA 95819

(310) 486-6756

Address

Phone Number

Richard Cohen, Ph.D.

President

Contractor Representative

Title

82-315628

hello@calaimh.org

Federal ID No.

E-Mail Address

#### IT IS HEREBY AGREED AS FOLLOWS:

##### I. BACKGROUND

California Association for Infant Mental Health (CalAIMH) is a statewide non-profit membership-based organization established in 2017 that advocates for the needs of all children, ages pre-natal to five, in California. CalAIMH's primary function is promoting professional development in relationally informed practices, California endorsement in infant and early childhood mental health, reflective practices, integrating neuro-biological science, and transdisciplinary collaboration, infusion, and interaction of infant mental health core principles.

CalAIMH plans to host its two-day conference in the Inland Empire, “Sharing Joy, Where Passion and Meaningful Relationships Take Flight,” on October 27 – 28, 2023, in Ontario, CA. CalAIMH approached both First 5 San Bernardino and First 5 Riverside for the opportunity to co-sponsor the CalAIMH conference in the Inland Empire.

The vision, purpose, and mission of CalAIMH align well with the Commission’s current strategic plan of systems role as collaborator, connector, convenor, and funder; hence, the First 5 San Bernardino (F5SB) staff recommends collaborating with CalAIMH to co-sponsor the conference and bridge the relationship between CalAIMH and First 5 Riverside.

##### II. PURPOSE

The purpose of this Agreement is to establish the roles and responsibilities in the efforts of the Commission and Contractor in co-sponsoring the CalAIMH 2023 Conference in Inland Empire. The Conference aims to provide professional development and enhance competency for the multidisciplinary professionals working with children ages 0-5 and their parents. Transdisciplinary fields include specialists in child development, early childhood education, parent support, home visitors, community health workers, pediatricians, child

psychiatrists, pediatric nurses, mental health therapists, psychologists, and early interventionists.

### **III. COMMISSION RESPONSIBILITIES**

Commission shall:

- A. Allocate \$48,655 from the Community Collaborate Fund as a major co-conference sponsor entity.
- B. Facilitate collaboration between CalAIMH and First 5 Riverside as additional co-conference sponsors of the CalAIMH 2023 conference in the Inland Empire.
- C. Facilitate collaboration among stakeholders and partners informing of the CalAIMH conference in San Bernardino County.
- D. Identify a First 5 staff members as the liaison to interact with the Contractor and Contractor member volunteers regarding conference planning activities and monitoring.

### **IV. CONTRACTOR RESPONSIBILITIES**

Contractor shall:

- A. Host its two-day conference in the Inland Empire, “Sharing Joy, Where Passion and Meaningful Relationships Take Flight,” on October 27 – 28, 2023, in Ontario, CA.
- B. Allocate 100 attendees per day (Friday and Saturday) for individuals living and working in the San Bernardino County zip codes with complimentary conference registration attendance.
- C. Place the First 5 San Bernardino logos on the front page of the conference program as a major co-sponsor of the CalAIMH 2023 conference.

### **V. FISCAL PROVISIONS**

- A. The maximum amount of funds under this Agreement shall not exceed \$48,655 for FY2023-2024. See Attachment A.

### **VI. PERFORMANCE STANDARDS**

- A. In addition to complying with all responsibilities listed in Section IV. Contractor Responsibilities: the Contractor agrees to communicate progress on all deliverables periodically or as asked to by the Commission.
- B. Failure to complete the required deliverables will result in immediate termination of this Agreement, effective upon written notice from the Commission.
- D. Should the Contractor fail to fulfill any of the roles and responsibilities set forth in Section IV of this Agreement, the Commission will recoup the full amount of \$48,655 allocated, and this Agreement will terminate immediately upon written notice from the Commission.

## VII. TERM

- A. The term of this Agreement shall commence on August 2, 2023, and shall terminate on October 29, 2023, unless terminated earlier as set forth herein.
- B. Notwithstanding the preceding paragraph, this Agreement may be immediately terminated by either party by serving a written notice to the other party in the event any state and/or federal agency and/or other funder(s) reduce, withhold, or terminate funding that the parties anticipated or provided under this Agreement. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

## VIII. GENERAL PROVISIONS

- A. Notices

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

**Contractor:** California Association for Infant Mental Health (CalAIMH)  
5716 Folsom Blvd. #279  
Sacramento, CA 95819

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

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

## IX. DISPUTE RESOLUTION

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

## X. AGREEMENT

- A. This Agreement, consisting of 8 pages, is the full and complete document describing the roles and responsibilities of both parties, including all covenants, conditions, and benefits.
- B. The signatures of the parties affixed to this Agreement affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

CHILDREN & FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY

---



Authorized Signature

Karen E. Scott

Printed Name

Executive Director

Title

Dated

CALIFORNIA ASSOCIATION FOR INFANT  
MENTAL HEALTH

---

Legal Entity



Authorized Signature

Richard Cohen, Ph.D.

Printed Name

President

Title

Dated

## 2023 CalAIMH Conference Budget (325 attendance capacity)

*"Sharing Joy: Where Passion and Meaningful Relationships Take Flight"*

October 27-28, 2023

Double Tree by Hilton Ontario Airport

222 North Vineyard Avenue

Ontario, CA 91764

Cost Projections		
Item	Justification	Amount
Venue	Friday 9 am-5:00 pm - 325 people, Saturday all day -325 people Meals (Fri Lunch, Snack, Sat Brkft+Lunch + Snack), depending on meal choice, include tax, service fee, and tip	\$59,510
Audio Visual & Recording	Additional screens & Microphones for a larger group	\$6,605
Additional break-out rooms	(3) Function Rooms (exhibits and two breakouts) per day	\$4,850.00
<b>Venue - Subtotal</b>		<b>\$70,965</b>
Key Note/ Panel Presentations/ Break-Out Session and Overall Itemized Conference Costs		
25 panelists	@ \$600ea	\$15,000
Facilitators	Movement & Relaxation Activity	\$5,000
Honorariums	Local non-profit performing groups during interstitial moments	\$2,000
Key Note Speaker/s	Fees	\$12,000
Awards	CalAIMH Awards & Presentations	\$1,000
Interpreters	Sign Language & Language Interpretation.	\$7,000
Materials	Break out session	\$3,000
Materials	Table Center	\$2,000
Materials	Programs & Printing	\$7,000
Materials	Conference banners & signage	\$1,000
Materials	Postage	\$2,000

CEU Endorsement Fee	Mental Health Clinicians	\$2,000
CEUs	Certificates for CEU/Attendance	\$1,000
Onsite printing	Scanner/Printer	\$1,000
Marketing	Marketing/Promotions/Web Support	\$7,500
Conference bags	For attendees: backpack or sling bag with logo printing	\$5,000
Conference merchandise	Play theme giveaways (stress balls etc.)	\$5,000
Badges	Holder/Name tags printing	\$1,500
<b>Itemized conference cost - Subtotal</b>		<b>\$75,000</b>
<b>Total Conference Cost Projection (Venue + Itemized conference cost Subtotal)</b>		<b>\$145,965</b>

**CalAIMH Conference 2023**  
**Conference Sponsorship/Registration/Advertisement Projection**

Revenue Projections		
Item	Justification	Amount
Major Co-Conference Sponsorship	First 5 San Bernardino <ul style="list-style-type: none"> <li>● Sponsorships include an invitation for a total of 100 attendees per day (Friday and Saturday) for individuals living and working in the San Bernardino County Zipcodes</li> <li>● Logo on the front page of the conference program</li> </ul>	\$48,655
Major Co-Conference Sponsorship	First 5 Riverside <ul style="list-style-type: none"> <li>● Sponsorships include an invitation for a total of 100 attendees per day (Friday and Saturday) for individuals living and working in the Riverside County Zipcodes</li> <li>● Logo on the front page of the conference program</li> </ul>	\$48,655
Registration Projection	<b>Registration Fees:</b> Full Price - 2 days (\$350) Full Price -1 day (\$200) CalAIMH Member - 2 days (\$250) CalAIMH Member - 1 day (\$100) Early Bird - 2 days (\$275) Early Bird -1 day (\$150) Early Care and Education- 2 days (\$200) Early Care and Education- 1 day (\$100) Conference Recording (\$150)	\$25,000
Sponsorship & Exhibitor Opportunities Projection	Level 1: Sharing Joy (\$20,000) Level 2: Passionate (\$10,000) Level 3: Relationships (\$5,000) Level 4: Take Flight (\$1,000)	\$30,000
Program Ads	Program ad spaces are available for purchase	\$1,500
Vendor Booths	Vendor booths are available for purchase	\$2,000
New Membership Enrollment @ Conference	Annual membership fee: Professional (\$100) Student/Parents (\$50)	\$10,000
<b>Total Conference Revenue Projection</b>		<b>\$165,810</b>

## 2023 CalAIMH Conference Schedule of Events

*“Sharing Joy: Where Passion and Meaningful Relationships Take Flight”*

### DAY 1 - FRIDAY, OCTOBER 27, 2023

8:00 - 9:00 am	Check-in & Registration
9:00 - 10:00 am	Networking, movement, and relaxation activities (optional)
10:00 - 10:15 am	<b>Welcome</b> - Richard Cohen, Ph.D., CalAIMH President
10:15 - 12:00 am	<b>Keynote Address</b> - Diane Biray Gregorio, Ph.D. <i>“Refilling Our Emotional Tank and Centering our Cultural Selves”</i>
12:00 - 1:00 pm	<b>LUNCH</b> (exhibits optional) <b>Presentation</b> - Zero to Three - Amy Huffer, Ph.D., LCSW, IMH-E (IV-C)
1:00 - 2:30 pm	<b>Presentation</b> - Shulamit N. Ritblatt, PhD., Audrey Hokoda, Ph.D., Ruth Newton, Ph.D., Kim Flowers, LCSW  <i>“Healing with Gold: Safe, Attuned, and Responsive Relationships to Move Beyond the Effects of Trauma”</i>
2:30 - 3:00 pm	<b>Reflective Group Discussion</b>
3:00 - 3:30 pm	Networking, movement break & exhibits <b>AFTERNOON SNACK</b>
3:30 - 5:00 pm	<b>Panel Presentation</b> - Adriana Aguilar, Child and Family Specialist, Lisa Earnest Althen, Ph.D., Yvette, O. Baptiste, Ph.D., Roxanne Chang M.D., Danielle Rivera, LCSW, Sara Rodas, LCSW, Paulo Yanez, PsyD, & Desiree Yoro Yoo, LCSW  <i>“Beyond the report: Understanding the family story and connecting to their truth.”</i>
5:00 - 5:30 pm	<b>Reflective Group Discussion</b>
5:30 pm	End of Day

**DAY 2 - OCTOBER 28, 2023**

7:00 - 8:00 am	<p><b>Continental Breakfast</b>            Check-In, Registration            Networking, movement &amp; play activities (optional)</p>
8:00 - 9:00 am	<p><b>Opening Speaker</b> - Adriana Cuestas, PsyD, MFT, IFEC-MHS, RPM  <i>“Encountering Our Own Stories, an Essential Tool for Equity”</i></p>
9:00 - 10:30 am	<p><b>Panel Presentation</b> - Mary S. Molnar, M.A. Ed., IFECAMHP, Tammy Boates, M.S., Richard Cohen, Ph.D.   <i>“Centering Reflective Practice and Equity in Early Childhood”</i></p>
10:30 - 11:00 am	<p><b>Reflective Group Discussion</b></p>
11:00 am - 12:00 pm	<p><b>LUNCH</b> &amp; Awards (optional activities &amp; exhibits)</p>
12:00 - 1:30 pm	<p><b>Panel Presentation</b> - Connie Lilas R.N., MFT, Ph.D., Michelle Warkentin M.A. SLP, Joshlynn Norquist M.A. ECSE, Christine Meachum-Carey OT-R, Victoria Cuevas BCBA   <i>“All in this together: The Parallel Process of Building Resilience Using the NeuroRelational Framework (NRF)”</i></p>
1:30 - 2:00 pm	<p><b>Reflective Group Discussion</b></p>
2:00 - 2:30 pm	<p>Networking, movement break &amp; exhibits  <b>AFTERNOON SNACK</b></p>
2:30 - 3:45 pm	<p><b>Closing Speaker</b> - Barbara Stroud, Ph.D.</p>
3:45 - 4:00 pm	<p><b>Closing Remarks</b> - Richard Cohen, Ph.D.</p>
4:00 pm	<p>End of Day 2</p>