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Minutes: Children and Families Commission Meeting

Meeting Date
October 27,
2021

Prop 10 Revenue Review
2:00 p.m. to 3:15 p.m.

VIDEO:
[F5SBProp10RevenueReviewMeeting](#)

DIAL: 1 669 900 6833 US (San Jose)
Meeting ID: 913 4066 9081
Passcode: 418996
One tap mobile: +16699006833,,91340669081# US (San Jose)

Executive Director Karen Scott gave an overview on the following topics: revenue generation including allocation per number of live births; the need for revenue estimates for planning; funding flow; legislation that affects Prop 10 funding; clarification on various revenue and tobacco control issues; revenue distribution including recent disruptions and histories of delays and their effects; other initiatives and processes which effect F5SB revenue (example: Prop 56 {effective 2017}; SB 395 Vape Tax and the flavor ban).

Commission Meeting
3:30 p.m. to 5:00 p.m.

VIDEO:
[F5SBCommissionMeeting](#)

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This meeting utilized the "ZOOM" conferencing platform pursuant to Assembly Bill 361 which provides for the continued use of teleconferencing by the governing body of a local agency if the governing body finds by a majority vote that meeting in person would present imminent risks to the health or safety of attendees as a result of the COVID-19 state of emergency, and whereas, on October 6, 2021, the Commission, as a governing body, discussed and made a finding by majority vote that meeting in person would present imminent risk to the health or safety of attendees.

**Pledge of
Allegiance**

The Pledge of Allegiance led by Chair Dr. Weinstein

**Special
Presentation**

None

**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 and abstain or recuse from that item, as appropriate. A Commission member may not participate in or influence the decision on a contract for which their abstention or recusal has been recorded.

For conflicts requiring recusal, the Commissioner must log out of the Zoom meeting and then log back in after the discussion and vote has taken place on the item for which there is a conflict. For conflicts requiring abstention, a Commissioner should not participate in the vote or discussion but may remain logged into the Zoom meeting.

Attendees

Commissioners

- Diana Alexander
- Supervisor Joe Baca, Jr.,
- Joshua Dugas
- Jorge Escalante
- Dr. Margaret Hill
- Gary Ovitt
- Elliot Weinstein, M.D.

Staff

- Karen E. Scott, Executive Director
 - Ann Calkins, Executive Assistant
 - Traci Homan, Business Support Manager
 - Scott McGrath, Deputy Director
 - Peter Tawadros, Staff Analyst II
 - Kimberly VandenBosch, Communications Officer
-

**Changes to the
Agenda**

None

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

Budget Status Quarterly Report - 4th Quarter FY 2020 – 2021

Due to an unusual year with COVID-19, First 5 saw a slight decline in total expenses for the year. The approved budget was for \$24,776,749 and expended 76% of that in the amount totaling \$18,830,687. Remaining budget dollars of \$5,946,062 rolled over and remain in the fund balance.

Some entry in SAP caused the \$391,550 figure for EvalCorp contract to show under the Strategic Priority Area Investments instead of Program and Evaluation. The total

Program and Evaluation dollars expended was \$1,065,207. All other entries within the budget are correct and the same.

Administrative Costs policy establishes a limit on the percentage of F5SB's operating budget that may be spent on administrative functions. This is calculated based on the total administrative costs for the fiscal year, divided by the total annual operating budget adopted within allowance up to 15%. Administrative costs expended to actual costs and ended FY 2010-2021 at 12.89%.

Legislative Report

Commissioner received a copy of the latest legislative report.



10-2021
F5SanBern.pdf

Item No.	CONSENT
1	<p>Approve minutes from September 1, 2021 Regular meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)</p> <p>Motion by Commissioner Baca, Jr. and seconded by Commissioner Hill to approve the Consent Items. Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</p> <p>Commissioner Alexander: Aye Commissioner Baca, Jr.: Aye Commissioner Dugas: Aye Commissioner Escalante: Aye Commissioner Hill: Aye Commissioner Ovitt: Aye Commissioner Weinstein: Aye</p> <p>Without further comment or objection, motion carried by unanimous vote.</p>
2	<p>Approve Commission Meeting Schedule for 2022. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)</p>
3	<p>Approve Amendment A5 to CFC 02-02 Community Collaboration Funding Policy to remove amendment number references to Contracting Authority and Procurement Policy. (Presenter: Karen E. Scott, Executive Director, 252-4252)</p>

Item No.	DISCUSSION
4	<ol style="list-style-type: none"> 1. Conduct Public Hearing for the Children and Families Commission for San Bernardino County Annual Audit for Fiscal Year 2020-2021. 2. Adopt the Children and Families Commission for San Bernardino County's Annual Audit for Fiscal Year 2020-2021. (Presenter: Debora Dickerson-Sims, Chief Financial Officer, 252-4269) <p>Motion by Commissioner Baca, Jr. and seconded by Commissioner Alexander to approve and adopt the annual audit. Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</p>

	<p>Commissioner Alexander: Aye Commissioner Baca, Jr.: Aye Commissioner Dugas: Aye Commissioner Escalante: Aye Commissioner Hill: Aye Commissioner Ovitt: Aye Commissioner Weinstein: Aye</p> <p>Without further comment or objection and no public comments noted, motion carried by unanimous vote.</p>
<p>5</p>	<p>1. Conduct Public Hearing of the Children and Families Commission for San Bernardino County’s Annual Report for Fiscal Year 2020-2021. 2. Adopt the Children and Families Commission for San Bernardino County’s Annual Report for Fiscal Year 2020-2021. (Presenter: Scott McGrath, Deputy Director of Systems and Impact, 252-4259)</p> <p>Motion by Commissioner Alexander and seconded by Commissioner Escalante to approve and adopt the annual report. Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</p> <p>Commissioner Alexander: Aye Commissioner Baca, Jr.: Aye Commissioner Dugas: Aye Commissioner Escalante: Aye Commissioner Hill: Aye Commissioner Ovitt: Aye Commissioner Weinstein: Aye</p> <p>Without further comment or objection and with no public comments noted, motion carried by unanimous vote.</p>
<p>6</p>	<p>Approve Contract IC049 with Westbound Communications, Inc. in an amount not to exceed \$95,000 to provide Public Relations, Marketing and Branding Consulting Services for Fiscal Year 2021-2022. (Presenter: Kimberly VandenBosch, Communications Officer, 252-4283)</p> <p><u>Discussion</u> Commissioner Baca, Jr., looks forward to this organization offering multi-media services and materials in multiple languages. Commissioner Hill stated she has had an opportunity to work with the Westbound Communications staff, and is happy they are joining the First 5 family. Commissioner Alexander stated she has done a lot of work over the years with Westbound and has always been happy with their work and is glad to have them on-board.</p> <p><u>Public Comment</u> None</p> <p>Motion by Commissioner Hill and seconded by Commissioner Ovitt to approve Item 6. Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</p> <p>Commissioner Alexander: Aye Commissioner Baca, Jr.: Aye Commissioner Dugas: Aye Commissioner Escalante: Aye Commissioner Hill: Aye Commissioner Ovitt: Aye</p>

	<p>Commissioner Weinstein: Aye</p> <p>Without further comment or objection and with no public comments noted, motion carried by unanimous vote.</p>
7	<p>1. Make findings required by Assembly Bill 361 (Government Code section 54953(e)(3)) relating to teleconferencing during the declared State of Emergency;</p> <p>2. Continue the finding made by the Commission on October 6, 2021 as reflected in Resolution 2021-10-06 that the Governor's Declaration of a State of Emergency continues and meeting in person would present imminent risks to the health or safety of attendees.</p> <p>(Presenter: Elliot Weinstein, M.D., Commission Chair)</p> <p>After much discussion, the Commission decided to terminate the resolution and continue with in-person meetings, beginning with the December 1st meeting.</p>

Item No.	INFORMATION
8	<p>Receive information on approval of employment contract entered into by San Bernardino County, upon request by the Children and Families Commission Executive Director, for Lacy Banis to provide services to Children and Families Commission as an Office Assistant II for the period of October 9, 2021 through October 8, 2024.</p> <p>(Presenter: Karen E. Scott, Executive Director, 252-4252)</p>

Public Comment

None

Commissioner Roundtable

Commissioner Alexander thanked staff for their outstanding work and appreciated the explanation relating to Item 7. Commissioner Baca, Jr., thanked and congratulated staff for the updates and all of the great work they are doing and also mentioned the upcoming Trunk or Treat event, which he stated is great for the community. Commissioners Dugas and Escalante thanked staff for the presentations and their hard work and appreciate all that they do. Dr. Margaret Hill welcomed Lacy Banis and wished everyone a Happy Thanksgiving. Commissioner Ovitt appreciated the good information today and looks forward to the in-person meeting.

Next Meeting

Wednesday, December 1, 2021
3:30 p.m. to 5:00 p.m.

Attest

 Elliot Weinstein, M.D., Chair

 Ann M. Calkins, Commission Secretary