

Chair

Vice Chair  
Elliot Weinstein, M.D.

Executive Director  
Karen E. Scott



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

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

## Agenda: Children and Families Commission 09-2021

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

Commission  
Meeting date, time

**Join meeting by video link or by dialing in.**

September 01, 2021 – 3:30 to 5:00 p.m.

**VIDEO:**

Join: [First5Meeting](#)

**DIAL:** 1-669-900-6833

Meeting ID: 919 7283 5659

Passcode: 977775

One tap mobile: +16699006833,,91972835659# US (San Jose)

*First 5 will accept public comments in advance of the meeting by email. Comments will be distributed to the Commission and read into the record at the Public Comment portion of the meeting. If you wish to address a specific agenda item, please identify the item number in your email. In order to ensure timely submission, please submit your comments to [acalkins@cfc.sbcounty.gov](mailto:acalkins@cfc.sbcounty.gov) by 12:00 p.m. on Wednesday, September 1, 2021.*

Pledge of  
Allegiance

Chair or designee will lead the Pledge of Allegiance

New  
Commissioners  
Swearing-In  
Ceremony

Diana Alexander, Assistant Executive Officer, San Bernardino County  
Joshua Dugas, Public Health Director, San Bernardino County

Special  
Presentation

*Strengthening California's Emergency Child Care Bridge Program*  
Andria Zaverl, Research Manager - Child Care Resource Center

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.

**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.

**Report**

Legislative Report by Chekesha Gilliam  
Government Relations Analyst, County Administrative Office

**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 of July 7, 2021 Commission Meeting (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)
2	Ratify the letter of intent with Prevent Child Abuse California to continue the funding match for Fiscal Year 2021-2022 and the one-year contract previously executed by the Executive Director not to exceed \$87,432 for Fiscal Year 2021-2022 for four (4) AmeriCorps service member positions to provide school readiness services. (Presenter: Wendy Lee, Psy.D., Staff Analyst II, 252-4254)
3	Approve the following policy amendments: A. Approve Amendment A7 to CFC 02-03 Contracting Authority Policy to replace all "Operations Manager" references with "Assistant Director." B. Approved Amendment A6 to CFC 04-04 Procurement Policy to update the Contracting Authority Policy reference in the Emergency Guidelines provision. (Presenter: Karen E. Scott, Executive Director, 252-4252)

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<b>Item No.</b>	<b>DISCUSSION</b>
4	Elect Chair and Vice-Chair for the Children and Families Commission for San Bernardino County. (Presenter: Karen E. Scott, Executive Director, 252-4252)
5	Approve Amendment A2 for Contract SI031 with Loma Linda University Children's Hospital for an increase of \$30,000 for a total of \$1,029,231 for Fiscal Year 2021-2022 resulting in a cumulative total of \$3,643,408 for Fiscal Year 2019-2023 for the Help Me Grow Inland Empire initiative with shared financial responsibility with First 5 Riverside. (Presenter: Mercedes Logans, Staff Analyst II, 252-4261)
6	A. Approve First 5 San Bernardino budget amendment to reallocate \$144,225 from Strategic Priority Area Investments to on-going Evaluation Services. B. Approve Amendment A1 for Contract IC042 for an increase of \$144,225 for a total of \$535,775 for Fiscal Year 2021-2022 resulting in a cumulative total of \$1,318,875 for Fiscal Years 2020-2023 with EVALCORP for evaluation services to conduct a needs assessment and determine available resources for the prevention of child abuse within San Bernardino County. (Presenter: Scott McGrath, Deputy Director, Systems and Impact, 252-4259)

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<b>Item No.</b>	<b>INFORMATION</b>
	None

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**Public Comment**      Persons wishing to address the Commission will be given up to three minutes and pursuant to Government Code 54954.2(a)(2) "no action or discussion will be undertaken by the Commission on any item NOT on the agenda."

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

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**Next Meeting**      **Wednesday, October 27, 2021**  
**3:30 p.m. to 5:00 p.m.**

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**CHILDREN AND FAMILIES COMMISSION  
for San Bernardino County  
AGENDA: September 01, 2021**

**Subject:** Information Relative to Possible Conflict of Interest

**Instructions:** Contractors, subcontractors, principals and agents are listed below for each applicable agenda item. Commissioners are asked to review the items for possible conflicts of interest and to notify the Commission secretary prior to the Commission meeting of conflicts concerning items on the meeting's agenda. This procedure does not relieve the Commissioner of his or her obligations under the Political Reform Act.

**Background:** The Political Reform Act of 1974 (Government Code section 87100 et. Seq.) prohibits public officials from making, participating in making or in any way attempting to use their official position to influence a governmental decision in which they have reason to know they have a "financial interest." Additionally, Government Code section 1090 et seq. prohibits public officers and employees from being financially interested in any contract made by them in their official capacity or by the board of which they are members. A limited exception is allowed for County Children's and Families Commissions. (See Government Code section 1091.3)

<b>Item No.</b>	<b>Contractor</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors; Principals &amp; Agents</b>	<b>Commissioner Abstentions</b>
1	N/A	N/A	N/A	N/A
2	Prevent Child Abuse California (PCA CA)	Sheila Boxley President and CEO  Stephanie Biegler Chief Program Officer	N/A	N/A
3	N/A	N/A	N/A	N/A
4	N/A	N/A	N/A	N/A
5	Loma Linda University Children's Hospital	Peter Baker Senior Vice President and Administrator  Brett Walls Assistant Vice President  Ron Stewart, Ph.D. Manager	N/A	N/A
6	EVALCORP Research & Consulting	Kristen Donovan President	N/A	N/A



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

## Minutes: Children and Families Commission Meeting

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**Meeting Date and Location** July 7, 2021  
3:30 p.m. to 5:00 p.m.

*This meeting utilized the "ZOOM" conferencing platform pursuant to the provisions of the Governor's Executive Order N-29-20 dated March 17, 2020, which suspends certain requirements of the Ralph M. Brown Act.*

**VIDEO**

**Join:** [First 5 Commission Meeting](#)

**AUDIO (must dial in to hear and speak)**

**Dial:** 1-669-900-6833

**Meeting ID:** 975 5456 1193

**Passcode:** 258754

**One tap mobile:**

+16699006833,,91324886863# US (San Jose)

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**Pledge of Allegiance** The Pledge of Allegiance led by Vice Chair Dr. Weinstein.

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**Special Presentations** None

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

**Conflict of Interest Disclosure**

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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.

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**Attendees**

**Commissioners**

- Supervisor Joe Baca, Jr.,
- Jorge Escalante
- Andrew Goldfrach
- Dr. Margaret Hill
- Gary Ovitt
- Elliot Weinstein, M.D.

**Staff**

- Karen E. Scott, Executive Director
  - Ann Calkins, Executive Assistant
  - Traci Homan, Business Support Manager
  - Alejandro Gutierrez-Chavez, Staff Analyst II
  - Peter Tawadros, Staff Analyst II
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**Changes to the Agenda**

None

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

**New Commissioner**

Due to recent changes in the County's executive leadership, CaSonya Thomas will no longer serve on the First 5 Commission. Diana Alexander, Assistant Executive Officer for San Bernardino County will replace CaSonya on the Commission. Ms. Alexander's swearing-in is scheduled for the next meeting.

**2-1-1**

F5SB has been in partnership with United Way 2-1-1 for the past 15 years and their latest contract ended June 30, 2021.

F5SB was at the 2-1-1 Advisory Committee table in 2006 along with the County BOS, several County departments, Cal State San Bernardino, and other groups and non-profit organizations

F5SB invested more than **\$4.9 million** into IEUW 2-1-1 service since August 2006.

\$450,000 was invested for the first two years specifically for infrastructure and initial development of the system. That infrastructure was successfully built and blossomed into a vibrant, effective and robust 2-1-1 system.

The \$250,000 invested in the third year was intended to leverage the accomplishments of the first two years into greater benefits for First 5 families while building sustainability through support from other partners.

The F5SB Investment was never intended to be a continual and general operating grant for IEUW 2-1-1.

NOTE: Inland Empire United Way has been a partner in good standing throughout our partnership.

In contracting with 2-1-1, F5SB used several approaches in determining both the appropriate reach and service level for the 0-5 population as well as reasonable

expectations regarding the evaluation of successful outcomes. There have been some design challenges and performance concerns along the way. Contractor performance is measured through IEUW's quarterly progress reporting of data collection that includes but is not limited to call volume and outcomes, number of calls received, number of calls answered, and conducting follow up calls to determine if a referral provided the needed services.

Because we tried several ways to support the Information and Referral System, we sometimes found ourselves amidst numbers that did not make sense or did not meet scope of work targets. We often realized that the greatest percentage of needs identified through 2-1-1 could not inform or guide F5's on-going targeted goals for intervention and services, as they did not align with the F5SB strategic plan and were clearly needs to be met by other organizations.

In July 2020, Inland Empire United Way underwent a merger becoming the Inland Southern California 2-1-1+. They have new plans for operating, including many direct services between two counties, which will be great to learn about and presents an excellent opportunity for F5SB to refine our support, which could be very different from the intent 15 years ago.

F5SB did conduct some early negotiations and discussions with the new United Way over the past several months; however, we were unable to identify an effective and efficient manner and design for contracted services in light of a completely new organization moving in a completely new direction.

Most recently, 2-1-1 contracted with F5SB at \$400K per year. IEUW was requesting an additional \$100K per year for a total of \$500K per year. United Ways justification for this amount of funding presented a significant challenge for F5SB when held up to the F5SB Strategic Plan. With the implementation of the F5SB Strategic Plan, we will be exploring ways to maximize support to specific systems, especially in the priority areas of our:

- **Child Health** system, including Help Me Grow, Early Childhood Mental Health/ACES, Child Abuse Prevention, Asthma Interventions, and potentially programs under CalAIM. We may find that other tools or information system components better meet our information and referral program needs. F5SB is in the process of surveying contracted partners as well as network partners to obtain a better understanding.
- **Family Support system including** Home Visiting, Parenting Education, Case Management or Family Resource Centers. We believe that these areas are possibly the best fit for a continued partnership with 2-1-1 but there are many details and architecture that need to be worked out.
- **Early Childhood Education** system, where we need much collaborative discussion to ensure broader information and referral as well as tracking and data sharing across the child care, preschool, alternative care and education sites, education programming, and other arenas.

The County of San Bernardino supports 2-1-1 through several county departments in an amount totaling **\$652,521** for FY 2021-22. These county departments represent information and referral systems support to a broad swath of our 2.1 million residents including children. F5SB has been invited to the table with these county departments to strategize and collaborate on "collective impact" support of the 2-1-1 system.

The F5SB Commission is extremely committed to systems building and connectivity support for our children and families. F5SB will be re-evaluating our role in this system as well as the general purpose and focus, the manner in which we engage, the service models we support, and identification of measurable outcomes and efficacy in which families can best be supported through information and referral and technology systems. First 5 staff will bring recommendations to the Commission when that work is completed.

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**Advisory  
Committee  
Report**

None

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Item No.	CONSENT
1	<p>1. Approve minutes from June 2, 2021 Regular meeting.            2. Approve minutes from June 2, 2021 Special meeting.            (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)</p> <p>Motion by Commissioner Hill and seconded by Commissioner Ovitt to approve the Consent Item. Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</p> <p>Commissioner Baca, Jr.: Aye            Commissioner Escalante: Aye            Commissioner Goldfrach: Aye            Commissioner Hill: Aye            Commissioner Ovitt: Aye            Commissioner Weinstein: Aye</p> <p>Without further comment or objection, motion carried by unanimous vote.</p>

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Item No.	DISCUSSION
2	<p>1. Approve Cooperative Agreement with Riverside County Children and Families Commission – First 5 Riverside in an amount not to exceed \$39,950 (total cost of report \$85,000) to share in the expenses associated with the implementation of a “State of Young Children” report by the Center for Social Innovation, University of California – Riverside for Fiscal Year 2021-2022, retroactive to July 1, 2021.</p> <p>2. Authorize Executive Director to execute above noted Agreement with First 5 Riverside.                      (Presenter: Cindy Faulkner, Assistant Director, 252-4253)</p> <p><b><u>Discussion</u></b>                      None</p> <p><b><u>Public Comment</u></b>                      None</p> <p>Motion by Commissioner Escalante and seconded by Commissioner Baca, Jr., to approve Item 2. Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</p> <p>Commissioner Baca, Jr.: Aye                      Commissioner Escalante: Aye                      Commissioner Goldfrach: Aye                      Commissioner Hill: Aye                      Commissioner Ovitt: Aye                      Commissioner Weinstein: Aye</p> <p>Without further comment or objection, motion carried by unanimous vote.</p>
3	<p>Approve Contract IC047 with Eide Bailly, LLP for \$168,410 to conduct annual audits, and develop and prepare reports of First 5 San Bernardino’s Financial Statements for Fiscal Years 2021-2026.                      (Presenter: Debora Dickerson-Sims, Chief Financial Officer, 252-4269)</p> <p><b><u>Discussion</u></b>                      None</p> <p><b><u>Public Comment</u></b>                      None</p> <p>Motion by Commissioner Goldfrach and seconded by Commissioner Hill to approve Item 3. Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</p> <p>Commissioner Baca, Jr.: Aye                      Commissioner Escalante: Aye                      Commissioner Goldfrach: Aye                      Commissioner Hill: Aye                      Commissioner Ovitt: Aye                      Commissioner Weinstein: Aye</p> <p>Without further comment or objection, motion carried by unanimous vote.</p>

<p>4</p>	<p>Approve Contract IC048 with VIVA Strategy and Communications, LLC dba VIVA Social Impact Partners for \$300,000 retroactive to July 1, 2021 for Fiscal Year 2021-2022 to provide strategic consultation, initiative infrastructure and family engagement support for Help Me Grow Inland Empire. (Presenter: Mercedes Logans, Staff Analyst II, 252-4261)</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p> <p>Motion by Commissioner Hill and seconded by Commissioner Ovitt to approve Item 4. Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</p> <p>Commissioner Baca, Jr.: Aye Commissioner Escalante: Aye Commissioner Goldfrach: Aye Commissioner Hill: Aye Commissioner Ovitt: Aye Commissioner Weinstein: Aye</p> <p>Without further comment or objection, motion carried by unanimous vote.</p>
<p>5</p>	<p>1. Approve Cooperative Agreement No. SA-21-02 with Riverside County Children and Families Commission – First 5 Riverside for receipt of up to \$150,000 of reimbursable funds representing 50% of total contract amount of \$300,000 from the Riverside County Children and Families Commission to share in the expenses associated with consultant services identified in Contract IC048 with VIVA Strategy and Communications, LLC dba VIVA Social Impact Partners retroactive to July 1, 2021 for Fiscal Year 2021-2022. 2. Authorize Executive Director to execute above noted Agreement with First 5 Riverside. (Presenter: Mercedes Logans, Staff Analyst II, 252-4261)</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p> <p>Motion by Commissioner Baca, Jr., and seconded by Commissioner Escalante to approve Item 5. Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</p> <p>Commissioner Baca, Jr.: Aye Commissioner Escalante: Aye Commissioner Goldfrach: Aye Commissioner Hill: Aye Commissioner Ovitt: Aye Commissioner Weinstein: Aye</p> <p>Without further comment or objection, motion carried by unanimous vote.</p>

6	<p>1. Approve IMPACT (<i>Improve and Maximize Program so All Children Thrive</i>) Region 9 Hub Contract CF22127 PSC between First 5 San Bernardino and Riverside County Children and Families Commission - First 5 Riverside for \$331,892 retroactive to July 1, 2021 for Fiscal Years 2021-2023 to support regional coordination, training and technical assistance for the First 5 California IMPACT Initiative.</p> <p>2. Authorize Executive Director to execute above noted Contract with First 5 Riverside. (Presenter: Erika Willhite, Staff Analyst II, 252-4262)</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p> <p>Motion by Commissioner Goldfrach 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 Baca, Jr.: Aye          Commissioner Escalante: Aye          Commissioner Goldfrach: Aye          Commissioner Hill: Aye          Commissioner Ovitt: Aye          Commissioner: Weinstein: Aye</p> <p>Without further comment or objection, motion carried by unanimous vote.</p>
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Item No.	INFORMATION
7	Receive information on Local Outcomes Report for Fiscal Year 2019-2020. (Presenter: William Kariuki, Section Manager-Evaluation/Impact, 252-4260)
8	Receive information on Inland Southern California 211+ (Presenter: Karen E. Scott, Executive Director, 252-4252)

**Public Comment**                      None

**Commissioner Roundtable**      Commissioner Baca, Jr., hoped everyone had a wonderful 4<sup>th</sup> of July holiday and thanked First 5 staff for the great job in preparing and assisting him in his briefing to give him a better understanding of the agenda. Commissioner Escalante appreciated seeing everyone, wished all a great evening, thanked staff for the information and looks forward to the next meeting. Commissioner Goldfrach stated he would like to wish an early welcome to Diana Alexander to the First 5 Commission. Mr. Goldfrach knows that with Ms. Alexander’s expertise and numerous County relationships, Diana will be an amazing asset to the First 5 Commission.

Commissioner Hill also welcomed Ms. Alexander and complimented Karen Scott and First 5 staff to keep up the great work. Commissioner Ovitt stated he is also thankful Diana Alexander will join the Commission as he has had an opportunity to work with her and knows that she gives her heart and soul to the County and the young children. Commissioner Ovitt also appreciated hearing the recommendation for 2-1-1 and noted

it is important to ensure they meet our needs as we continue to be good stewards of the funds invested in the 0-5 population. Mr. Ovitt also thanked CaSonya Thomas for her good work on the Commission and appreciated working with her, as well.

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**Next Meeting**      *Wednesday, September 4, 2021 - 3:30 p.m.*

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**Attest**

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Elliot Weinstein, M.D., Vice Chair

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Ann M. Calkins, Commission Secretary

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**AGENDA ITEM 2**  
**September 1, 2021**

<b>Subject</b>	Prevent Child Abuse California AmeriCorps Service Contract 2021-2022.
<b>Recommendation</b>	Ratify the letter of intent with Prevent Child Abuse California to continue the funding match for Fiscal Year 2021-2022 and the one-year contract previously executed by the Executive Director not to exceed \$87,432 for Fiscal Year 2021-2022 for four (4) AmeriCorps service member positions to provide school readiness services. (Presenter: Wendy Lee, Psy.D., Staff Analyst II, 252-4254)
<b>Financial Impact</b>	\$87,432 for Fiscal Year 2021-2022.
<b>Background Information</b>	<p>Research indicates that a child's early social-emotional, literacy, and numeracy skills are critical for school success. Economically disadvantaged children, children with exceptional needs, such as English language learners, are most at-risk for academic failure as they lack access to quality early childhood education programs with linguistically appropriate instruction.</p> <p>Over the past ten years, First 5 San Bernardino (F5SB) has partnered with Prevent Child Abuse California (PCA CA), an affiliate of the national Prevent Child Abuse America, to participate in the First 5 Service Corps program. First 5 Service Corps utilizes AmeriCorps members to provide economically disadvantaged children with 35 hours of one-on-one school readiness activities in social-emotional, literacy, and numeracy. Additionally, AmeriCorps members provide support to F5SB's community engagement efforts and volunteer in their communities.</p> <p>Through the partnership with PCA CA, F5SB is able to leverage the federal funding that PCA CA receives from the Corporation for National and Community Services (CNCS), which covers up to 34% of members costs which include living allowance, FICA, Workers Compensation, Health Care, Background Checks, Payroll Processing, Data Collection Systems, Member Training Costs, Administrative Costs, Program Supplies, and the Segal Education Award. This year, CNCS has increased the Segal Education Award to \$6,345 for full-time 1700-hour members that successfully complete their tour of duty. In addition, members will receive a CA for All Education Award of \$3,655 upon successful completion of their service term.</p> <p>The Commission's fund matching requirement is \$21,858 per each of the four (4) full-time AmeriCorps members, for a total not exceed \$87,432 for the Fiscal Year 2021-2022 to provide a year-round program.</p> <p>In August 2021, the Executive Director submitted a letter of intent to participate and continue the First 5 Service Corps program in the Fiscal Year 2021-2022, under which four AmeriCorps members will be selected. On August 18, 2021, the Executive Director executed a contract with Prevent Child Abuse California for this program.</p> <p>AmeriCorps members adhere to the COVID-19 Pandemic protocols continue to provide much-needed support and services to local food banks, virtual learning support, and support at drive-by community events. AmeriCorp members</p>

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responded to the service calls from Josh Fryday, Chief Service Officer of the California Volunteers. AmeriCorps members contributed over 4,347 hours and served over 3,460 families and over 2,081 children throughout San Bernardino County during the Fiscal Year 2020-2021 term.

In October 2020, the Commission approved the MOU between PSD and F5SB outlining the partnership from October 2020 through September 2023. AmeriCorps members will resume onsite services for children in need of one-on-one early education support at the Head Start sites operated by San Bernardino Preschool Services Department (PSD).

Approval of this item supports the **Quality Early Learning** Strategic Priority Area in the Commission's 2020-2023 Strategic Plan through the following Investment Areas:

**Systems-Level Efforts:**

Collaboration, Community Capacity, and Workforce

**Supportive Strategies:**

Research & Evaluation, Policy, Communications, Advocacy, Countywide Collaboration, Statewide/First 5 Network Efforts

**Review**

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Kristina Robb, Commission Counsel

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



**AGENDA ITEM 3**  
**September 1, 2021**

<b>Subject</b>	Policy amendments to CFC 02-03 A7 Contracting Authority and CFC 04-04 Procurement Policy
<b>Recommendations</b>	<p>Approve the following policy amendments:</p> <ul style="list-style-type: none"> <li>A. Approve Amendment A7 to CFC 02-03 Contracting Authority Policy to replace all “Operations Manager” references with “Assistant Director.”</li> <li>B. Approved Amendment A6 to CFC 04-04 Procurement Policy to update the Contracting Authority Policy reference in the Emergency Guidelines provision.</li> </ul> <p>(Presenter: Karen E. Scott, Executive Director, 252-4252)</p>
<b>Financial Impact</b>	None
<b>Background Information</b>	<p>All references to “Operations Manager” in CFC 02-03 Contracting Authority Policy are revised to read “Assistant Director” to reflect the current organizational chart.</p> <p>The Contracting Authority policy is also referenced in the Procurement Policy, CFC 04-04 under “Emergency Guidelines”. The amendment number referenced therein is A4, which will be corrected to A7. This, in turn, will initiate an amendment to the Procurement Policy and that number will be A6.</p>
<b>Review</b>	Kristina Robb, Commission Counsel

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



Number 02-03 A7

Effective 03-04-2020

Page 1 of 3

**CONTRACTING AUTHORITY  
POLICY**

Approved:

\_\_\_\_\_ **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 \$10,000.

The Executive Director is authorized to enter into contractual agreements and approve expenditures for amounts not to exceed \$25,000 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 \$25,000, 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 of 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 \$25,000 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 \$10,000.
- 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*

<b>CONTRACTING AUTHORITY POLICY</b>	Number 02-03 A6
	Page <u>3</u> of <u>3</u>

**GUIDELINES,  
CONT'D**

- 
- 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.
-

	Number	04-04 A6
	Effective	09-01-2021
	Page	<u>1</u> of <u>5</u>
<b>PROCUREMENT POLICY</b>		Approved: <hr/>

**PURPOSE** The purpose is to set forth policies regarding contracting and procurement procedures in accordance with State law.

**POLICY GUIDELINES** It is the policy of First 5 San Bernardino to use resources in the most effective and efficient manner possible to create benefit for the residents of San Bernardino County, focusing on children prenatal through age 5. This shall be accomplished by obtaining the best value when procuring goods and services, while concurrently upholding the public trust in an open and honest environment and maintaining an equitable balance of opportunity, fairness, and impartiality.

It is also the policy of First 5 San Bernardino to comply with State law in all matters regarding Commission contracting and procurement to the extent applicable to the Commission. Without limiting the foregoing, First 5 San Bernardino will comply with all requirements of the following with respect to all contracting and procurement activities, to the extent applicable to the Commission:

- a) Children and Families Act of 1998 (Health and Safety Code Section 130100 *et seq.*), as amended from time to time;
- b) Public Contract Code (California Public Contract Code);
- c) Prevailing wage laws (Labor Code Section 1770 *et seq.*);
- d) California Environmental Quality Act (Public Resources Code Section 20041 *et seq.*) and the implementing guidelines promulgated by the State Office of Planning & Research in Title 14 California Code of Regulations Section 15000, *et seq.* (together, “CEQA”); and
- e) Relocation Assistance Act (Government Code Section 7260, *et seq.*, and the implementing regulations promulgated by the California Department of Housing and Community Development in Title 25, California Code of Regulations Section 6000, *et seq.*).

Moreover, with respect to all contracting and procurement decisions, all California laws regarding constitutional and other rights of persons and applicable nondiscrimination laws and constitutional and other limitations or finding of certain religious or other organizations shall be complied with, to the extent applicable, to the Commission or any specific contracting or procurement matter.

Any previously adopted policies that are inconsistent with the policy set forth herein shall be ineffective and of no further force and effect to the extent of any inconsistency herewith.

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*continued on next page*

<b>PROCUREMENT POLICY</b>	Number	04-04 A5
	Page	<u>2</u> of <u>5</u>

*continued from previous page*

**POLICY  
GUIDELINES,  
CONT'D**

Procurements are designed to result in agreements that *acquire* goods and services and *expend* funds in accordance with an approved budget. The primary intent of procuring is to capitalize limited resources for the optimal benefit for children of San Bernardino County.

When carrying out a procurement, especially for program services and systems support, the following three questions should be asked:

- What gain to residents will result from this investment?
- What are the chances the intended gain will be realized?
- Is this investment the best use of the money given all other possible opportunities?

The value added to the program or system by the good or service being procured must clearly be identifiable. Determining not to purchase always remains a valid option.

The following shall be adhered to when conducting procurements:

1. As the Contracting Authority, only the Commission and its designees have the authority to approve a contract or an agreement, unless otherwise directed by the Commission or provided for by law.
2. No person shall make, participate in making or use one's position to influence an action or a decision relating to a procurement in which there is a personal interest. If there is a conflict of interest or the potential for the perception of such, the individual must immediately disclose this to an appropriate representative of the Commission.  
  
A personal interest may include a financial interest, family or personal relationship, or any circumstance or activity that would influence or appear to influence one's action, cause a breach of confidence in the procurement process or in any way detrimentally impact First 5 San Bernardino.
3. If State or Federal law mandates the procurement of services in a certain manner, then the law will govern the acquisition.

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**GUIDELINES,  
CONT'D**

4. Contracts governed by California Government Code section 4525 *et seq.* (contracts for professional services for architectural, landscape architectural, engineering, environmental, land surveying and construction project management services) are subject to a formal selection, negotiations and approval process. Funds will not support capital projects for the purchase, construction or renovation of any land or facilities. Funds may be used for tenant improvements.

5. Procurements must be in compliance with, and supportive to, efforts outlined in the Strategic Plan and the budget allocation as approved by the Commission.

The Commission has sole authority to approve release for procurement, including but not limited to a Request for Applications (RFA), a Request for Proposals (RFP) or Request for Qualifications (RFQ).

6. The preferred method for procurement of goods and services and systems support is through a competitive process.

The following methods may be used to conduct a competitive procurement:

- |              |  |
|--------------|--|
| Venture      | Focuses on the return based on outcomes, the probability of achieving the desired returns, and the advantage over alternate use of the funds. Direct discussions and technical assistance may be provided to agencies. This method, may be used in similar instances as the non-competitive Selected and Collaborative procurements, but would require a specifically designed Request for Applications (RFA), rendering it a competitive process. |
| Formal       | Solicits proposals, through a Request for Proposals (RFP), in which the proposing agencies respond to a scope of work to fulfill the requirements. Proposals are evaluated by an impartial team and, if recommended, serve as the basis for contract negotiations. Requirements of an RFP coordinate with the Strategic Plan to address; gaps in services and unmet or high needs as identified by the Commission.                                 |
| Bid          | Solicits firm, fixed prices from a company or entity in response to detailed specifications. This method is used primarily for the acquisition of goods rather than services.  |
| Solicitation | Used primarily for acquisition of goods and services of lower costs, usually not exceeding \$25,000. A Solicitation is less formal than a Venture, Formal or Bid procurement and contains fewer specifications, terms and conditions. A Solicitation can also be conducted in person, by telephone, via facsimile, electronically or in writing.   |
| Researched   | Staff conducts a thorough analysis and comparison of the goods or services offered by various qualified entities in order to determine the best selection. Procurement is usually limited to items for which a "catalog" or "market" price has been established and that are available to the general public in the course of ordinary trade.  |

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**GUIDELINES,  
CONT'D**

- |        |   |
|--------|---|
| Shared | Uses a procurement conducted by another governmental entity as the basis for selection. May be a mutually developed procurement, conducted independently by an agency in the course of normal operations, or based on its area of responsibility, expertise or legal authority. |
|--------|---|
7. Competitive procurements using the Bid or Solicitation method must solicit at least three appropriate entities and, if item being procured is over \$500, result in at least three responses. A confirmation from a solicited entity indicating a “no bid” shall be considered a response.
- Due to the nature of the “Researched Procurement”, a minimum number of solicitations or responses are not required; however, at least three entities must be identified and evaluated in the research.
8. Non-competitive procurements may be used to maintain flexibility pursuant to the conditions set forth below.
- The following are non-competitive procurements:
- |               |   |
|---------------|---|
| Unsolicited   | Initiated by a written proposal for a time-sensitive or innovative idea that is submitted by an agency and is not in response to an actively funded or pending procurement by First 5 San Bernardino. Such proposals can be considered only if they clearly align with the objectives of the Commission’s Strategic Plan, and clearly define and can deliver on an unmet need which the Commission seeks to support as a priority. Acceptance of and consideration of unsolicited proposals shall be subject to the discretion of the Executive Director.   |
| Selected      | Used when there are special conditions justifying the direct selection of an entity. Rationale for selection may include unique special qualifications of key individuals, clearly identifiable successful experiences on similar projects or, although not a sole source, extremely limited number of potential providers. May also be justified in certain cases where the cost of the item to be procured would not warrant a competitive procurement or when insufficient time is available. This method may occur to support “place-based” initiatives or solicitation by the Commission of services or systems support via a collaborative-like venture to meet a prioritized need or fill a gap in services deemed critical for a specific community, population or organization or to leverage funding or assets to meet requirements for applications for Federal, State, local, i.e., foundation grant opportunities. |
| Collaborative | Develops as a result of coordination with other entities in the formation of joint programs. A negotiated procurement such as this can be especially beneficial when the other agencies involved commit resources to achieve a mutual goal. Memorandum of Understanding or other contractual agreement will be developed to establish roles and outcomes expected from the collaborative.   |

<b>PROCUREMENT POLICY</b>	Number	04-04 A5
	Page	5 of <u>5</u>

*continued from previous page*

Continuing      Used when there has been an ongoing, successful relationship with an entity providing the same or similar goods or services. Cost comparison should be conducted on a scheduled basis to verify reasonableness.

Sole Source      Is for the rare cases where only one entity can provide the required goods or service after an adequate search has been made. For services, justification must explain why this particular method is the only acceptable possibility. To the extent possible, the fair market value of the item being procured should be identified.

9. Procurement must include outreach and advertising to provide information to potential suppliers of the goods or services, especially those located within the County, to the greatest extent possible and practical. The level of the outreach may correspond to the method and allocation of the procurement.
10. Procurement of items with a total cost of less than \$500 will be conducted competitively only when possible, practical and cost effective as with the Researched procurement.
11. Based on the procurement method and on the results of the selection process, recommendations to enter into contract negotiations may be submitted to the Commission for approval.  
The rationale for the procurement process used will be included in the agenda item when the recommendations or agreements from the procurement are submitted to the Commission for approval.
12. The Commission shall be provided with periodic updates on planned or ongoing procurements and any recommended agreement to procure goods and service over \$25,000 shall be submitted for approval.
13. Conducting any procurement does not commit the Commission to award a contract. The Commission also reserves the right to accept or reject any or all bids or proposals received during the procurement process if the Commission determines it is in the best interest of First 5 San Bernardino to do so.

**EMERGENCY  
GUIDELINES**

During an emergency, as defined in CFC SB Policy 02-03 A7 – Contracting Authority Policy, this Procurement Policy is temporarily suspended and the emergency authority in the Contracting Authority Policy shall govern.



**AGENDA ITEM 4  
September 1, 2021**

<b>Subject</b>	Election of Commission Chair and Vice-Chair
<b>Recommendations</b>	Elect Chair and Vice-Chair for the Children and Families Commission for San Bernardino County. (Presenter: Karen E. Scott, Executive Director, 252-4252)
<b>Background Information</b>	<p>Under the Children and Families Commission San Bernardino County bylaws, the Commission established Article V "Officers and Duties." This section discusses the designation and election of Chair and Vice Chair and the duties of the Officers.</p> <p>Article V, Section 2 of the Children and Families Commission for San Bernardino County Bylaws states: <i>"The Chair and Vice-Chair of the Commission shall be elected by the voting members of the Commission. The terms of all such officers shall be one year, commencing upon the adjournment of the meeting at which they are elected. All officers shall hold office until their successors are duly elected."</i></p> <p>The election of Chair and Vice Chair is usually conducted in January or February. The current Commission Chair has taken a new role in County leadership as a result of a recent reorganization, necessitating her departure from the First 5 Commission. The election of a new Chair and Vice Chair will be conducted at this time.</p>
<b>Financial Impact</b>	None
<b>Review</b>	Kristina Robb, 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>





**AGENDA ITEM 5**  
**September 1, 2021**

<b>Subject</b>	Contract Amendment SI031 A2 with Loma Linda University Children’s Hospital for Help Me Grow Inland Empire initiative.
<b>Recommendation</b>	Approve Amendment A2 for Contract SI031 for an increase of \$30,000 for a total of \$1,029,231 for Fiscal Year 2021-2022 resulting in a cumulative total of \$3,642,408 for Fiscal Years 2019-2023 with Loma Linda University Children’s Hospital for the Help Me Grow Inland Empire initiative with shared financial responsibility with First 5 Riverside. (Presenter: Mercedes Logans, Staff Analyst II, 252-4261)
<b>Financial Impact</b>	\$30,000 to Fiscal Year 2021-2022.
<b>Background Information</b>	<p>Help Me Grow Inland Empire (HMGIE) promotes the involvement of pediatric primary care practices, early care and education professionals and families and community providers at the grass roots level. The model of HMG reflects a national set of best practices for designing and implementing a system that can optimally meet the needs of young children and families.</p> <p>In September 2017, the Commission approved a contract with Loma Linda Children’s Hospital (LLUCH) to lead the initial core planning activities for the Help Me Grow initiative.</p> <p>In August of 2019, the Commission approved contract SI031 with LLUCH to continue the efforts of the HMGIE initiative to pilot and launch this service system.</p> <p>In May 2020, the Commission approved Amendment No. 1 to Contract SI031 with LLUCH to develop goals and strategies to help policymakers and other key stakeholders fill the gaps in support and services using the HMGIE system, and additionally ensuring that available programs are cultivated to meet the needs of children and their families in San Bernardino and Riverside counties. Amendment No. 1 increased the contract by \$2,981,943 for a contract total of \$3,613,408.</p> <p>LLUCH has successfully completed development of the HMGIE Strategic Plan and hosted community summits. Furthermore, LLUCH continues to implement strategic plan objectives and build sustainable relationship in support of the HMGIE system.</p> <p>Data Collection and Analysis is a component that is outlined in the HMGIE Strategic Plan under Goal 4. The Goal indicates that Stakeholders have accessible, reliable and valid data to make informed decisions at both individual and systems levels to improve child and family resources.</p> <p>As LLUCH continues to implement the HMGIE system, HMGIE now requires a care management tool solution to assist with data management and reporting related to daily encounters with families engaged with the Access Center. LLUCH’s IS/IT Department has proposed a custom software build as a viable solution. This custom solution will enable HMGIE’s Access Center staff to efficiently document client care coordination and run analytics against the data for reporting and quality assurance purposes.</p>

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When operational, this software solution will replace current data management structures that are Excel-based, inefficient, and limited in scalability.

Pending Commission approval, an amended contract with LLUCH will increase by \$30,000 to implement LLUCH’s IS/IT Department to build a custom care management tool in support of the HMGIE Strategic Goals implementation efforts. This work is 50% cost shared by First 5 Riverside through Cooperative Agreement SA-21-02.

Approval of this item supports the **Child Health** Strategic Priority Area in the Commission’s 2020-2023 Strategic Plan:

**Investment Area:**

- A. System Level Efforts:** Collaboration, Community Capacity Building and Workforce
- B. Supportive Strategies:** Research and Evaluation, Policy, Advocacy, Countywide Collaboration, and Statewide/First 5 Network Efforts.

**Review**

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Kristina Robb, Commission Counsel

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

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

<i>FOR COMMISSION USE ONLY</i>							
<input type="checkbox"/>	New	Vendor Code	<b>SC</b>	Dept. <b>A</b>	Contract Number		
<input checked="" type="checkbox"/>	Change	20000092		903	SI031 A2		
<input type="checkbox"/>	Cancel						
Organization				Contractor's License No.			
Children and Families Commission							
Commission Representative			Telephone		Total Contract Amount		
Cindy Faulkner, Assistant Director			909-386-7706		\$3,643,408		
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	Contract Start Date	Contract End Date	Original Amount	Amendment Amount			
95200	August 7, 2019	June 30, 2023	\$3,613,408	\$30,000			
Cost Center	GL Account	Internal Order No.	Amount				
9033009900	53003357	1000734	1,029,231				
Cost Center	GL Account	Internal Order No.	Amount				
Cost Center	GL Account	Internal Order No.	Amount				
Abbreviated Use		Estimated Payment Total by Fiscal Year					
<u>Help Me Grow Inland Empire</u>		FY	Amount	I/D	FY	Amount	I/D
<u>Loma Linda University</u>		21-22	\$30,000	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)

Loma Linda University Children's Hospital

Department/Division

Ambulatory Services

Address

11215 Mountain View Avenue, Suite 179

Loma Linda, CA 92354

Phone

(888) 464-4316

Federal ID No.

33-0565591

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 \$ 3,643,408 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 2019-20 \$ 631,465 August 7, 2019 through June 30, 2020  
Fiscal Year 2020-21 \$ 983,258 July 1, 2020 through June 30, 2021  
Fiscal Year 2021-22 \$ 1,029,231 September 1, 2021 through June 30, 2022  
Fiscal Year 2022-23 \$ 999,454 July 1, 2022 through June 30, 2023

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

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**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 21-23

Attachment B – Amended Program Budget for FY 21-23

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

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

**LOMA LINDA UNIVERSITY CHILDREN'S  
HOSPITAL**

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Elliot Weinstein, M. D.  
Printed Name

Commission Vice Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Peter Baker  
Printed Name

Senior Vice President and Administrator  
Title

\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing

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

\_\_\_\_\_  
Date

Approved as to Legal Form

▶ \_\_\_\_\_  
Kristina Robb  
Commission Counsel

\_\_\_\_\_  
Date

Presented to Commission for  
Signature

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

\_\_\_\_\_  
Date

<p align="center"><b>Help Me Grow Inland Empire – Scope of Work FY 21/22 Community Awareness and Engagement</b></p>		
<i>Objectives</i>	<i>Strategies &amp; Activities</i>	<i>FY 2021-2022</i>
<p><b>1.3 Leverage community agencies as outreach partners</b></p>	<p>1.3.a Engage active community-based programs and initiatives to promote the HMGIE system</p> <p>1.3.b Identify and train a core network of community members to serve as community outreach champions</p>	<p>Verification: In Persimmony, upload PDF copy of Help Me Grow IE report prepared for regular meetings of the Steering Committee</p> <p>Frequency: Sept., Nov., Jan., Mar., &amp; May</p>
<p><b>1.4 Increase families’ awareness of HMGIE</b></p>	<p>1.4.a Develop and implement a comprehensive, multi-faceted, participatory and county-wide public awareness campaign</p>	<p>Verification: In Persimmony, upload PDF copy of Help Me Grow IE report prepared for regular meetings of the Steering Committee</p> <p>Frequency: Sept., Nov., Jan., Mar., &amp; May</p>
<p><b>1.5 Increase families’ understanding of benefits/stigma reduction of early identification &amp; services</b></p>	<p>1.5.a Create and distribute standardized educational toolkits/resources on developmental delay and screenings to promote HMGIE Pilot</p>	<p>Verification: In Persimmony, upload PDF copy of Help Me Grow IE report prepared for regular meetings of the Steering Committee</p> <p>Frequency: Sept., Nov., Jan., Mar., &amp; May</p>

<p align="center"><b>Help Me Grow Inland Empire – Scope of Work FY 21/22 Early Identification &amp; System Linkages</b></p>		
<i>Objectives</i>	<i>Strategies &amp; Activities</i>	<i>FY 2021-2022</i>
<p><b>2.1 Increase number of medical offices and clinics that conduct formal developmental screenings</b></p>	<p>2.1.a Engage in recruitment of physicians, child health, behavioral health, educators, social service, etc. to encourage participation in HMGIE</p> <p>2.1.b Provide training and office support/resources for implementation of developmental screenings</p>	<p>Verification: In Persimmony, upload PDF copy of Help Me Grow IE report prepared for regular meetings of the Steering Committee</p> <p>Frequency: Sept., Nov., Jan., Mar., &amp; May</p>
<p><b>2.2 Increase the number of education providers that conduct formal developmental screenings</b></p>	<p>2.2.a Partner with programs with standard funding resources, in addition to other innovative strategies such as home visiting and case management</p>	<p>Verification: In Persimmony, upload PDF copy of Help Me Grow IE report prepared for regular meetings of the Steering Committee</p> <p>Frequency: Sept., Nov., Jan., Mar., &amp; May</p>

<p><b>2.3 Increase the number of physicians/education/family support providers that refer families of children with developmental concerns to HMGIE</b></p>	<p>2.3.a Work with health plans to increase medical providers’ knowledge and use of formal developmental screening</p>	<p>Verification: In Persimmony, upload PDF copy of Help Me Grow IE report prepared for regular meetings of the Steering Committee</p> <p>Frequency: Sept., Nov., Jan., Mar., &amp; May</p>
<p><b>2.4 Increase coordination between physicians and other programs to support continuity of care</b></p>	<p>2.4.a Educate child health, educators, social service, and other family support providers on importance/use of developmental screening tools</p> <p>2.4.b Support a standardized process for referrals to resources for at-risk children</p> <p>2.4.c Ensure technology is optimized/utilized to facilitate coordination and communication</p>	<p>Verification: In Persimmony, upload PDF copy of Help Me Grow IE report prepared for regular meetings of the Steering Committee</p> <p>Frequency: Sept., Nov., Jan., Mar., &amp; May</p>



## Help Me Grow Inland Empire – Scope of Work FY 21/22 Central Access Point & Care Coordination

<i>Objectives</i>	<i>Strategies &amp; Activities</i>	<i>FY 2021-2022</i>
<b>3.1 Establish bidirectional, community-focused referral pathways for referrals and care coordination</b>	3.1.a Build the referral data system and connections to existing database of resources  3.1.b Establish MOUs with existing community service providers for care coordination	Verification: In Persimmony, upload PDF copy of Help Me Grow IE report prepared for regular meetings of the Steering Committee  Frequency: Sept., Nov., Jan., Mar., & May
<b>3.3 Increase the number of referrals with successful follow-up with families</b>	3.3.a Maintain a centralized system that can be accessed through a central phone number and web-based platform	Verification: In Persimmony, upload PDF copy of Help Me Grow IE report prepared for regular meetings of the Steering Committee  Frequency: Sept., Nov., Jan., Mar., & May

<p align="center"><b>Help Me Grow Inland Empire – SOW FY 21/22</b>  <b>Data Collection &amp; Analysis</b></p>												
<p align="center"><i>Objectives</i></p>	<p align="center"><i>Strategies &amp; Activities</i></p>	<p align="center"><i>FY</i> <i>2021-2022</i></p>										
<p><b>4.1 Utilize data to guide system design and implementation</b></p>	<p>4.1.a Utilize population data and conduct additional research as needed to identify potential disparities in access to guide system roll-out priorities</p> <p>4.1.c Establish baseline data and targets for outcomes and operational performance measures</p>	<p>Verification: In Persimmony, upload PDF copy of Help Me Grow IE report prepared for regular meetings of the Steering Committee</p> <p>Frequency: Sept., Nov., Jan., Mar., &amp; May</p>										
<p><b>4.3 Streamline, coordinate, or centralize data systems to ensure fidelity and access of information</b></p>	<p>4.3.a Collect/report/utilize HMGIE data and train partners how to use</p> <p>4.3.b Promote universal consents for families, systems, and providers to enable data sharing &amp; program execution</p> <p>4.3.c Build and launch a Care Management Tool to assist with data entry and analytics related to Central Access Point’s family service activities</p> <p>4.3d Share system performance data with Steering Committee stakeholders</p>	<p>Verification: In Persimmony, upload PDF copy of Help Me Grow IE report prepared for regular meetings of the Steering Committee</p> <p>Frequency: Sept., Nov., Jan., Mar., &amp; May</p> <p>Verification: In Persimmony, upload Excel and PDF copies of performance data (data will lag 6-8 weeks)                      Frequency: Last business day, monthly</p> <table border="0"> <tr> <td>September for July</td> <td>February for December</td> </tr> <tr> <td>October for August</td> <td>March for January</td> </tr> <tr> <td>November for September</td> <td>April for February</td> </tr> <tr> <td>December for October</td> <td>May for March</td> </tr> <tr> <td>January for November</td> <td>June for April</td> </tr> </table>	September for July	February for December	October for August	March for January	November for September	April for February	December for October	May for March	January for November	June for April
September for July	February for December											
October for August	March for January											
November for September	April for February											
December for October	May for March											
January for November	June for April											



FIRST 5 SAN BERNARDINO  
 PROGRAM BUDGET  
 FISCAL YEAR: **2021-2022**

<b>ORGANIZATION:</b>	Loma Linda Univeristy Children's Hosptial	<b>DIRECTOR:</b>	Brett Walls, Assistant VP Ambulatory Services	<b>PROGRAM YEAR:</b>	2021-2022
<b>PROGRAM TITLE:</b>	Help Me Grow Inland Empire	<b>PROGRAM DIRECTOR:</b>	Ronald Stewart, PhD, HMGIE Manager	<b>TOTAL BUDGET:</b>	1,029,231
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	TBD	<b>RFP/CONTRACT #:</b>	SI031 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	Ronald Stewart, PhD	HMGIE Manager	1.00	65.63	2080	35%	136,510	47,779	184,289	184,289	100%	Reports to the LLUCH Assistant VP for Ambulatory Services and manages the full program of HMGIE. Responsible for budget, personnel, audits (program & financial), outcome performance, and required reporting (to local F5, state F5, national HMG and other stakeholders as necessary).
2	Marti Baum, MD	Provider Outreach Physician	0.20	171.15	416	35%	71,198	24,919	96,118	480,589	20%	In collaboration with the HMGIE Manager, serves as the contact and key interface for linkage to HMGIE with medical, ancillary service providers, and health plans/insurers throughout San Bernardino and Riverside counties.
3	Brett Walls	Assistant VP Ambulatory Services	0.10	105.00	208	35%	21,840	7,644	29,484	294,840	10%	In collaboration with the HMGIE Manager and Provider Outreach Physician provider assists with strategically planning for growth, development/sustainability, marketing, and community outreach.



FIRST 5 SAN BERNARDINO  
 PROGRAM BUDGET  
 FISCAL YEAR: 2021-2022

<b>ORGANIZATION:</b>	Loma Linda Univeristy Children's Hosptial	<b>DIRECTOR:</b>	Brett Walls, Assistant VP Ambulatory Services	<b>PROGRAM YEAR:</b>	2021-2022
<b>PROGRAM TITLE:</b>	Help Me Grow Inland Empire	<b>PROGRAM DIRECTOR:</b>	Ronald Stewart, PhD, HMGIE Manager	<b>TOTAL BUDGET:</b>	1,029,231
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	TBD	<b>RFP/CONTRACT #:</b>	SI031 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
4	Sandra Leal Access Center Sr. Program Coordinator	1.00	35.00	2080	35%	72,800	25,480	98,280	98,280	100%	Reports to the HMGIE Manager and is responsible for ensuring the Call Center's workflows are accurate and efficient. Assists callers with locating resources, removing barriers to resources, and providing developmental or social services screenings. Engages with community collaboratives as required.
5	Ricardo Vega Access Center Program Coordinator	1.00	33.31	2080	35%	69,285	24,250	93,534	93,534	100%	reports to the HMGIE Manager and is responsible for meeting the expectations of callers in terms of helping them to locate resources, remove barriers to resources, and provide critical developmental or social services screenings. Engages with community collaboratives as required.
6	Stephanie Mosqueda & One To Be Hired Community Liaison Program Coordinator	2.00	33.60	4160	35%	139,776	48,922	188,698	94,349	200%	Reports to the HMGIE Manager and is responsible for working in the Access Cener and in the field to build linkages with community partners, identify new or emerging resources, assist in removing system barriers. These staff will deepen connections in Riverside and San Bernardino Counties.
7	Cassandra Barnett Administrative Assistant	0.10	28.42	208	35%	5,911	2,069	7,980	79,803	10%	Provides departmental clerical support to HMGIE staff. Maintains calendars, records, minutes, correspondence, filing, and other duties as needed.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2021-2022**

<b>ORGANIZATION:</b>	Loma Linda Univeristy Children's Hosptial	<b>DIRECTOR:</b>	Brett Walls, Assistant VP Ambulatory Services	<b>PROGRAM YEAR:</b>	2021-2022
<b>PROGRAM TITLE:</b>	Help Me Grow Inland Empire	<b>PROGRAM DIRECTOR:</b>	Ronald Stewart, PhD, HMGIE Manager	<b>TOTAL BUDGET:</b>	1,029,231
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	TBD	<b>RFP/CONTRACT #:</b>	SI031 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
8	To Be Hired Information Services Staff	0.25	52.50	520	35%	27,300	9,555	36,855	147,420	25%	Provides resources for software development & implementation and for interfaces between the electronic health record platform and the outcome objectives of HMGIE.
	To Be Hired Community Health Worker Competencies Supervisor	0.10	31.53	208	35%	6,557	2,295	8,852	88,522	10%	This staff will assist the HMGIE manager to assess and provide CHW professional competency coaching of the CHW.
9	Pamela Ulloa Community Health Worker	1.00	25.35	2080	35%	52,728	18,455	71,176	71,183	100%	In partnership with the Access Center team works at the community level with parents/guardians to review access barriers and link children to care.
Total Salaries & Benefits						\$ 603,906	\$ 211,367	\$ 815,266	\$ 1,632,810		



FIRST 5 SAN BERNARDINO  
 PROGRAM BUDGET  
 FISCAL YEAR: **2021-2022**

<b>ORGANIZATION:</b> Loma Linda Univeristy Children's Hosptial	<b>DIRECTOR:</b> Brett Walls, Assistant VP Ambulatory Services	<b>PROGRAM YEAR:</b> 2021-2022
<b>PROGRAM TITLE:</b> Help Me Grow Inland Empire	<b>PROGRAM DIRECTOR:</b> Ronald Stewart, PhD, HMGIE Manager	<b>TOTAL BUDGET:</b> 1,029,231
<b>INITIATIVE:</b> 0	<b>FINANCE OFFICER:</b> TBD	<b>RFP/CONTRACT #:</b> SI031 A2

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1 Advertisement	0%	\$ 1,000	Community awareness promotional activities such as website development & management, paid advertisements, promotional décor for meetings/events, direct mail campaigns, social media campaigns, billboard campaigns, banners, give-away collaterals, and all other applicable marketing items.	
2 Printing	0%	\$ 4,000	Copier machine lease/supplies and outside printing jobs for items such as envelopes, letterhead, brochures, toolkits, flyers, business cards, etc.	
3 Postage	0%	\$ 2,000	USPS and overnight mailing.	
4 Office Supplies	0%	\$ 1,200	to include desk supplies, filing/storage supplies, paper products, computer supplies, etc.	
5 Office Equipment	0%	\$ 2,500	Reoccurring telecommunications charges including Call Center maintenance fee and toll free usage expenses, small office machines, and software purchase/subscriptions.	
6 Rent/Lease	2%	\$ 22,890	Office space rental charges and cleaning/maintenance charges. Rent increases in this contract year to facilitate a larger workspace for a growing team.	
7 Bldg/Equip Maintenance	0%	\$ 2,136	Monthly common area maintenance charges.	



FIRST 5 SAN BERNARDINO  
 PROGRAM BUDGET  
 FISCAL YEAR: **2021-2022**

<b>ORGANIZATION:</b>	Loma Linda Univeristy Children's Hosptial	<b>DIRECTOR:</b>	Brett Walls, Assistant VP Ambulatory Services	<b>PROGRAM YEAR:</b>	2021-2022
<b>PROGRAM TITLE:</b>	Help Me Grow Inland Empire	<b>PROGRAM DIRECTOR:</b>	Ronald Stewart, PhD, HMGIE Manager	<b>TOTAL BUDGET:</b>	1,029,231
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	TBD	<b>RFP/CONTRACT #:</b>	SI031 A2

8	IT/Software/Hardware	2%	\$ 25,000	Per test administered charges for ASQ3 and fees for ASQ3 Online usage.
9	Utilities	0%	\$ 1,116	Gas, water, and electricity expenses.
10	Program Development Services/Solutions	1%	\$ 7,000	Services from program development partners (such as 211, VIVA Social Impact Partners, Ready 4 K) that will enhance the development of HMGIE and enrich the services offered to children/parents.
Total Services & Supplies			\$ 68,842	

<b>III. Events/Meetings</b>				
	Event(s):		<b>TOTAL F5SB BUDGET</b>	Description/Justification:
1	HMGIE Local Meetings		5,000	Costs associated with space rental, audio visual, food/beverage associated with HMGIE planning and committee meetings.
Total Events/Meetings			\$ 5,000	

<b>IV. TRAVEL</b>				
	Destination:	Purpose:	<b>TOTAL F5SB BUDGET</b>	Description/Justification:
1	State & National		20,000	Expenses (registration, hotel, car, parking, airfare, and food) for local and regional conference and meetings related to HMG or child development/social determinants. Travel to national HMG Forum (registration, hotel, car, parking, airfare, and food).
Total Travel			20,000	

<b>V. SUBCONTRACTORS</b>				
	Organization Name:		<b>TOTAL F5SB BUDGET</b>	Description/Justification:



FIRST 5 SAN BERNARDINO  
 PROGRAM BUDGET  
 FISCAL YEAR: **2021-2022**

<b>ORGANIZATION:</b>	Loma Linda Univeristy Children's Hosptial	<b>DIRECTOR:</b>	Brett Walls, Assistant VP Ambulatory Services	<b>PROGRAM YEAR:</b>	2021-2022
<b>PROGRAM TITLE:</b>	Help Me Grow Inland Empire	<b>PROGRAM DIRECTOR:</b>	Ronald Stewart, PhD, HMGIE Manager	<b>TOTAL BUDGET:</b>	1,029,231
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	TBD	<b>RFP/CONTRACT #:</b>	SI031 A2

1	Loma Linda University Health Information Services	30,000	Software design and build of a Care Management Tool for data input, tracking, and reporting of HMGIE system services provided to families and children
	Total Subcontractors	30,000	
VI.	INDIRECT COSTS		
	Percent: 10%	90,123	
	Basis:		
	Total Indirect Costs	90,123	
<b>TOTAL FIRST 5 BUDGET</b>		<b>\$ 1,029,231</b>	





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b>	Loma Linda Univeristy Children's Hosptial	<b>DIRECTOR:</b>	Brett Walls, Assistant VP Ambulatory Services	<b>PROGRAM YEAR:</b>	2022-2023
<b>PROGRAM TITLE:</b>	Help Me Grow Inland Empire	<b>PROGRAM DIRECTOR:</b>	Ronald Stewart, PhD, HMGIE Manager	<b>TOTAL BUDGET:</b>	999,454
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	TBD	<b>RFP/CONTRACT #:</b>	SI031 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	Ronald Stewart, PhD HMGIE Manager	1.00	68.90	2080	35%	143,312	50,159	193,471	193,471	100%	Reports to the LLUCH Assistant VP for Ambulatory Services and manages the full program of HMGIE. Responsible for budget, personnel, audits (program & financial), outcome performance, and required reporting (to local F5, state F5, national HMG and other stakeholders as necessary).
2	Marti Baum, MD Provider Outreach Physician	0.20	197.71	416	35%	82,247	28,787	111,034	555,170	20%	In collaboration with the HMGIE Manager, serves as the contact and key interface for linkage to HMGIE with medical, ancillary service providers, and health plans/insurers throughout San Bernardino and Riverside counties.
3	Brett Walls Assistant VP Ambulatory Services	0.10	115.50	208	35%	24,024	8,408	32,432	324,324	10%	In collaboration with the HMGIE Manager and Provider Outreach Physician provider assists with strategically planning for growth, development/sustainability, marketing, and community outreach.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b>	Loma Linda Univeristy Children's Hosptial	<b>DIRECTOR:</b>	Brett Walls, Assistant VP Ambulatory Services	<b>PROGRAM YEAR:</b>	2022-2023
<b>PROGRAM TITLE:</b>	Help Me Grow Inland Empire	<b>PROGRAM DIRECTOR:</b>	Ronald Stewart, PhD, HMGIE Manager	<b>TOTAL BUDGET:</b>	999,454
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	TBD	<b>RFP/CONTRACT #:</b>	SI031 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
4	Sandra Leal Access Center Sr. Program Coordinator	1.00	36.75	2080	35%	76,440	26,754	103,194	103,194	100%	Reports to the HMGIE Manager and is responsible for ensuring the Call Center's workflows are accurate and efficient. Assists callers with locating resources, removing barriers to resources, and providing developmental or social services screenings. Engages with community collaboratives as required.
5	Ricardo Vega Access Center Program Coordinator	1.00	34.98	2080	35%	72,758	25,465	98,224	98,224	100%	Reports to the HMGIE Manager and is responsible for meeting the expectations of callers in terms of helping them to locate resources, remove barriers to resources, and provide critical developmental or social services screenings. Engages with community collaboratives as required.
6	Stephanie Mosqueda & One To Be Hired Community Liaison Program Coordinator	2.00	35.28	4160	35%	146,765	51,368	198,132	99,066	200%	Reports to the HMGIE Manager and is responsible for working in the Access Cener and in the field to build linkages with community partners, identify new or emerging resources, assist in removing system barriers. These staff will deepen connections in Riverside and San Bernardino Counties.



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b>	Loma Linda Univeristy Children's Hosptial	<b>DIRECTOR:</b>	Brett Walls, Assistant VP Ambulatory Services	<b>PROGRAM YEAR:</b>	2022-2023
<b>PROGRAM TITLE:</b>	Help Me Grow Inland Empire	<b>PROGRAM DIRECTOR:</b>	Ronald Stewart, PhD, HMGIE Manager	<b>TOTAL BUDGET:</b>	999,454
<b>INITIATIVE:</b>		<b>FINANCE OFFICER:</b>	TBD	<b>RFP/CONTRACT #:</b>	SI031 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
7	Cassandra Barnett Administrative Assistant	0.10	29.84	208	35%	6,207	2,172	8,379	83,791	10%	Provides departmental clerical support to HMGIE staff. Maintains calendars, records, minutes, correspondence, filing, and other duties as needed.
8	To Be Hired Community Health Worker Competencies Supervisor	0.10	33.11	208	35%	6,887	2,410	9,297	92,973	10%	In partnership with the Access Center team works at the community level with parents/guardians to review access barriers and link children to care.
9	Pamela Ulloa Community Health Worker	1.00	26.62	2080	35%	55,370	19,376	74,746	74,749	100%	In partnership with the Access Center team works at the community level with parents/guardians to review access barriers and link children to care.
<b>Total Salaries &amp; Benefits</b>						<b>\$ 614,010</b>	<b>\$ 214,900</b>	<b>\$ 828,910</b>	<b>\$ 1,624,962</b>		



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b> Loma Linda Univeristy Children's	<b>DIRECTOR:</b> Brett Walls, Assistant VP Ambulatory Services	<b>PROGRAM YEAR:</b> 2022-2023
<b>PROGRAM TITLE:</b> Help Me Grow Inland Empire	<b>PROGRAM DIRECTOR:</b> Ronald Stewart, PhD, HMGIE Manager	<b>TOTAL BUDGET:</b> 999,454
<b>INITIATIVE:</b> 0	<b>FINANCE OFFICER:</b> TBD	<b>RFP/CONTRACT #:</b> SI031 A2

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1 Advertisement	0%	\$ 500	Community awareness promotional activities such as website development & management, paid advertisements, promotional décor for meetings/events, direct mail campaigns, social media campaigns, billboard campaigns, banners, give-away collaterals, and all other applicable marketing items.	
2 Printing	0%	\$ 2,500	Copier machine lease/supplies and outside printing jobs for items such as envelopes, letterhead, brochures, toolkits, flyers, business cards, etc.	
3 Postage	0%	\$ 1,500	USPS and overnight mailing.	
4 Office Supplies	0%	\$ 1,000	To include desk supplies, filing/storage supplies, paper products, computer supplies, etc.	
5 Office Equipment	0%	\$ 1,000	Reoccurring telecommunications charges including Call Center maintenance fee and toll free usage expenses, small office machines, and software purchase/subscriptions.	
6 Rent/Lease	2%	\$ 24,555	Office space rental charges and cleaning/maintenance charges.	
7 Bldg/Equip Maintenance	0%	\$ 3,250	Monthly common area maintenance charges.	



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b>	Loma Linda Univeristy Children's	<b>DIRECTOR:</b>	Brett Walls, Assistant VP Ambulatory Services	<b>PROGRAM YEAR:</b>	2022-2023
<b>PROGRAM TITLE:</b>	Help Me Grow Inland Empire	<b>PROGRAM DIRECTOR:</b>	Ronald Stewart, PhD, HMGIE Manager	<b>TOTAL BUDGET:</b>	999,454
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	TBD	<b>RFP/CONTRACT #:</b>	SI031 A2

8	IT/Software/Hardware	3%	\$ 25,000	Per test administered charges for ASQ3 and fees for ASQ3 Online usage.
9	Utilities	0%	\$ 1,116	Gas, water, and electricity expenses.
10	Program Development Services/Solutions	0%	\$ 1,000	Services from program development partners (such as 211, VIVA Social Impact Partners, Ready 4 K) that will enhance the development of HMGIE and enrich the services offered to children/parents.
Total Services & Supplies			\$ 61,421	

**III. Events/Meetings**

Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1 HMGIE Local Meetings	4,000	Costs associated with space rental, audio visual, food/beverage associated with HMGIE planning and committee meetings.
Total Events/Meetings	\$ 4,000	

**IV. TRAVEL**

Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1 State & National		15,000	Expenses (registration, hotel, car, parking, airfare, and food) for local and regional conference and meetings related to HMG or child development/social determinants. Travel to national HMG Forum (registration, hotel, car, parking, airfare, and food).



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2022-2023**

<b>ORGANIZATION:</b>	Loma Linda Univeristy Children's	<b>DIRECTOR:</b>	Brett Walls, Assistant VP Ambulatory Services	<b>PROGRAM YEAR:</b>	2022-2023
<b>PROGRAM TITLE:</b>	Help Me Grow Inland Empire	<b>PROGRAM DIRECTOR:</b>	Ronald Stewart, PhD, HMGIE Manager	<b>TOTAL BUDGET:</b>	999,454
<b>INITIATIVE:</b>	0	<b>FINANCE OFFICER:</b>	TBD	<b>RFP/CONTRACT #:</b>	SI031 A2
	Total Travel		15,000		
V.	SUBCONTRACTORS				
	Organization Name:	<b>TOTAL F5SB BUDGET</b>	Description/Justification:		
1					
	Total Subcontractors		-		
VI.	INDIRECT COSTS				
	Percent: 10%		90,123		
	Basis:				
	Total Indirect Costs		90,123		
<b>TOTAL FIRST 5 BUDGET</b>			\$	999,454	



## Program Outline Document 2021-2023

### AGENCY INFORMATION

**Contract #:** SI031 A2

**Legal Entity:** Loma Linda University Children’s Hospital

**Dept./Division:** Ambulatory Services

**Project Name:** Help Me Grow Inland Empire

**Program Site Address:** 11215 Mountain View Avenue, Suite 179, Loma Linda, CA 92354

**Client Referral Phone #:** 888.464.4316

### CONTACT INFORMATION

#### SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

**Name:** Peter Baker **Title:** Senior Vice President and Administrator

**Address:** 11234 Anderson Street, Suite CH 1816 Loma Linda, CA 92354 **Direct Phone #:** 909-558-4747

**E- Mail:** [jpbaker@llu.edu](mailto:jpbaker@llu.edu) **Fax #:** 909-558-0223

#### CONTRACT REPRESENTATIVE

**Name:** Brett Walls **Title:** Assistant Vice President

**Address:** 11234 Anderson Street, Suite CH 1816 Loma Linda, CA 92354 **Direct Phone #:** 909-558-5540

**E- Mail:** [bwalls@llu.edu](mailto:bwalls@llu.edu) **Fax #:** 909-558-0223

#### PROGRAM CONTACT

**Name:** Ron Stewart, PhD **Title:** Manager

**Address:** 11215 Mountain View Avenue, Suite 179, Loma Linda, CA 92354 **Direct Phone #:** 909-558-5540

**E- Mail:** [Rostewart@llu.edu](mailto:Rostewart@llu.edu) **Fax #:** 909-558-3935

#### FISCAL CONTACT

**Name:** Aleta Savage **Title:** Executive Director, Pre & Post award

**Address:** 24887 Taylor Street, Suite 202 Loma Linda, CA 92354 **Direct Phone #:** 909-558-4589

**E-Mail:** [Rapostaward@llu.edu](mailto:Rapostaward@llu.edu) **Fax #:** 909-558-0199

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

<b>Name:</b>	Marti Baum	<b>Title:</b>	HMGIE Provider Outreach Physician
<b>Address:</b>	For Staff Analyst use only.	<b>Direct Phone #:</b>	909.213.9656
<b>E-Mail</b>	mbaum@llu.edu	<b>Fax #:</b>	909-558-3935

**PROGRAM INFORMATION**

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

**PROGRAM DESCRIPTION**

Loma Linda University Children’s Hospital (LLUCH) will develop a comprehensive, fully functional Help Me Grow system in San Bernardino and Riverside Counties. This system will be consistent with the fidelity of the Help Me Grow national model while still meeting local needs. LLUCH will be responsible for long-term management of all tasks and include input and guidance from the Steering Committee which includes First 5 San Bernardino and First 5 Riverside.

**REGION**  
Inland Empire, San Bernardino, Riverside

**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:** Mercedes Logans

**ASSIGNED ACCOUNTANT:** Hope Loewenstein

**PROCUREMENT TYPE:**  Competitive  Non-Competitive Selected

**Justification**

Rationale for this selection is that the contractor has unique special qualifications of key individuals for this project as well as clearly identifiable successful experiences on similar projects.

**CONTRACT AMOUNT**

Fiscal Year	Original Amount	Amendment Amount	Total
2019-2020	\$ 631,465	\$	\$
2020-2021	\$ 983,258	\$	\$
2021-2022	\$ 999, 231	\$30,000	\$1,029,231
2022-2023	\$ 999, 454	\$	\$
<b>Total</b>	<b>\$ 3,643,408</b>		





**AGENDA ITEM 6**  
**September 1, 2021**

<b>Subject</b>	Budget Adjustment and Contract Amendment IC042 A1 with EVALCORP for Evaluation Services.
<b>Recommendation</b>	<p>A. Approve First 5 San Bernardino budget amendment to reallocate \$144,225 from Strategic Priority Area Investments to on-going Evaluation Services.</p> <p>B. Approve Amendment A1 for Contract IC042 for an increase of \$144,225 for a total of \$535,775 for Fiscal Year 2021-2022 resulting in a cumulative total of \$1,318,875 for Fiscal Years 2020-2023 with EVALCORP for evaluation services to conduct a needs assessment and determine available resources for the prevention of child abuse within San Bernardino County.</p> <p>(Presenter: Scott McGrath, Deputy Director, Systems and Impact, 252-4259)</p>
<b>Financial Impact</b>	An increase to Contract IC042 in the amount of \$144,225 for Fiscal Year 2021 -2022.
<b>Background Information</b>	<p>On July 1, 2020, the Commission approved Contract IC042 with EVALCORP to provide ongoing general evaluation consulting services.</p> <p>In mid-2020, during the height of the COVID-19 pandemic, Children’s Network approached First 5 San Bernardino (F5SB) to discuss a troubling trend taking shape in child abuse reporting. While fewer child abuse reports were being submitted, presumably because the children were not in school or day-care where many of these reports originate, the ones that were substantiated involved more significant injuries and emergency room involvement. Children’s Network and First 5 San Bernardino began discussions on how to address this trend through partnership.</p> <p>San Bernardino County has many organizations that may be considered to be Family Resource Centers (FRC) that may serve as a resource to families for child-abuse prevention. However, little coordination of these services exists. Hence, it was decided that a needs assessment to better understand what organizations in the county exist, whether they are FRC’s and that could be an ally in the effort to mitigate this trend of more severe abuse was needed.</p> <p>One of the initial efforts in this work was to determine if other organizations had done or planned to do a similar needs assessment. It was discovered that San Bernardino County Children and Family Services (CFS) was preparing an application to secure Family First Prevention Services Act dollars through the California Department of Social Services (CDSS). These funds are intended to support evidence based interventions in the prevention of child abuse and neglect.</p> <p>F5SB approached CFS to discuss the possibility of partnering on a needs assessment in their strongly overlapping objectives and it was agreed that combining resources would meet the needs of all three organizations; F5SB, Children’s Network and CFS.</p> <p>Through the existing contract IC042 with EVALCORP, a needs assessment of this kind would be in alignment with EVALCORP’s current scope of work but would need additional staff time and resources allocated to the project. When approached, EVALCORP indicated that they were interested and could devote resources to the effort. On August 11, 2021, a proposal was submitted for a full-scale, comprehensive</p>

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needs assessment of community resources and needs across San Bernardino County to support children and families, and prevent child abuse and neglect. The approach would be to learn the needs of communities in lowering the risk of child abuse and neglect through a whole child, whole families and whole communities lens as well as an equity lens. The proposed project would begin on September 2, 2021 with all connected deliverables submitted by June 30, 2022.

Commission approval of this amendment will require a reallocation of funds within the F5SB budget. The reallocation of \$144,225 will decrease the Program Strategic Priority Area (object code 3357) to \$16,783,579 and increase the ongoing Evaluation Services (object code 2445) to \$792,046. This action will not increase the First 5 San Bernardino budget. In addition, the possibility of shared costs amongst partner agencies will be explored.

**Review**

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Kristina Robb, Commission Counsel

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

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

<i>FOR COMMISSION USE ONLY</i>							
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 10000216	<b>SC</b>	Dept. 903	<b>A</b> Contract Number IC042A1			
Organization Children and Families Commission			Contractor's License No.				
Commission Representative Cindy Faulkner, Assistant Director		Telephone 909-386-7706		Total Contract Amount \$1,318,875			
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, 2023	Original Amount \$1,174,650	Amendment Amount \$144,225			
Cost Center 9033009900		GL Account 53003357	Internal Order No.	Amount \$535,775			
Cost Center		GL Account	Internal Order No.				
Cost Center		GL Account	Internal Order No.	Amount			
Abbreviated Use		Estimated Payment Total by Fiscal Year					
		FY	Amount	I/D	FY	Amount	I/D
		2021-2022	144,225	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)

\_\_\_\_\_  
EVALCORP

\_\_\_\_\_  
Department/Division

\_\_\_\_\_  
Address

\_\_\_\_\_  
15615 Alton Parkway, Suite 450

\_\_\_\_\_  
Irvine, CA 92618

\_\_\_\_\_  
Phone

\_\_\_\_\_  
949-215-2312

\_\_\_\_\_  
Federal ID No.

\_\_\_\_\_  
14-1881267

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

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

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

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$1,318,875 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 \$ 391,550 July 1, 2020 through June 30, 2021  
Fiscal Year 2021-22 \$ 535,775 July 1, 2021 through June 30, 2022  
Fiscal Year 2022-23 \$ 391,550 July 1, 2022 through June 30, 2023

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

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

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*continued on next page*

**ATTACHMENTS**

Attachment A – Amended Project Scope of Work for FY 21-23

Attachment B – Amended Program Budget for FY 21-23

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

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

**EVALCORP**

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

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

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

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Dr. Kristen Donovan  
Printed Name

\_\_\_\_\_  
President and Principal Consultant  
Title

\_\_\_\_\_  
Dated

Official Stamp

**Reviewed for Processing**

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

\_\_\_\_\_  
Date

**Approved as to Legal Form**

▶ \_\_\_\_\_  
Kristina Robb  
Commission Counsel

\_\_\_\_\_  
Date

**Presented to Commission for  
Signature**

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

\_\_\_\_\_  
Date

**Description of Services**

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The work plan below represents activities and deliverables to be completed during FY 21-22.

Our proposed work plan is divided into six objectives:

- (1) Initial Information Gathering and On-Going Communication Strategies
- (2) Data Collection, Analysis, and Synthesis
- (3) Technical Support, Trainings, and Capacity Building
- (4) Planning, Meeting Facilitation, and Commission Presentations
- (5) Reporting and Data Use
- (6) Special Studies and Projects

The objectives are further divided into specific tasks. The Scope of Work proposes deliverables for each phase of the project, as well as timeframes and key milestone dates. Note that some timeframes cross multiple quarters of the fiscal year and/or are specified as to be determined (TBD). EVALCORP anticipates that key milestone dates for these tasks/activities will be established in conjunction with Commission staff as our team learns more about the planning, meeting facilitation, training and evaluation needs of the Commission.

**Objective 1. Initial Information Gathering and On-Going Communication Strategies**

EVALCORP proposes a series of meetings to establish a productive and collaborative relationship with Commission staff. Details about the frequency and purpose of each meeting type are provided below.

- Monthly Meetings – The purpose of the monthly meetings is to keep Commission staff informed of EVALCORP progress and receive feedback from Commission staff. These meetings will also provide an opportunity for Commission staff to share information about Commission activities or emerging community needs with EVALCORP staff. If new needs arise, EVALCORP staff can then respond quickly to support Commission staff. Meetings will be conducted via phone or teleconference, depending on Commission preference, and will be conducted once per month (at minimum).
- Additional In-Person Meetings – EVALCORP will conduct additional in-person meetings as needed or requested by the Commission to ensure that high-quality services and deliverables are provided throughout the course of the contract.

Activities	Deliverables
Monthly Meetings	Meeting agendas Meeting summaries
Additional In-Person Meetings	Meeting agendas Meeting summaries

Additionally, we are happy to meet and assist with other program implementation and logistical support as needed. We are focused on meeting the Commission’s needs and offering consultation on a variety of topics as they arise

**Objective 2. Data Collection, Analysis, and Synthesis**

Objective 2 focuses on data collection, analysis, and synthesis from multiple sources to support decision making. EVALCORP staff will begin by conducting document and data review. We will review available background documents about Commission Strategic Priority Area investments to enhance our understanding of goals, activities, and anticipated outcomes. We will also review data documentation (data collection tools, data dictionaries, code books), as well as available qualitative and quantitative data to familiarize ourselves with sample sizes, variables, data quality (e.g., missing data), and datafile structure. Using this information, EVALCORP will create data matrices/crosswalks (or similar analysis documents) to map investments, outcomes, and available data identifying gaps in the existing data. Based on this analysis, we will make recommendations to the Commission about investments that would benefit from additional evaluation and revisions/additions to data collection tools.

- Conducting focus groups and key stakeholder interviews. EVALCORP proposes including at least 1 focus group for each Commission investment and key stakeholder interviews with 8 to 12 people. Qualitative data from these focus groups and interviews will complement surveys and other data, allowing for a deeper understanding of the successes and challenges of each investment, as well as identifying successful practices associated with positive child/parent outcomes.
- Using Geographic Information Systems (GIS) for data analysis and synthesis. Our team frequently utilizes GIS maps to visually demonstrate data and the relationships between variables. Depending on information needs, our team could create maps for small areas (e.g., understanding whether daycare centers are available along bus routes), as well as for large areas (e.g., understanding the Countywide distribution of prenatal clinics). Given the large size of the County, this type analysis may be especially useful to allow Commission staff, funded partners, and community partners the ability to easily toggle between high-level and focused examination of Countywide needs.
- Including County-level indicators in synthesis. In addition to data provided by the Commission and its funded providers, the Commission may want to consider including County-level indicators in the data synthesis. EVALCORP would identify and vet sources for this data. When appropriate data were identified, it could be compared to data from families participating in Commission funded programs, across time, or across geographic regions in the County.
- Executing a collective impact analysis. EVALCORP staff work with a number of collective impact initiatives across southern California and recommend evaluating current collective impact strategies that F5SB may be engaged in. This could include a survey or key stakeholder interviews with partners to measure perceptions of collaboration and impact on the community.

Upon approval of the evaluation plan, EVALCORP will revise existing data tools and develop new data collection tools (as necessary, based on the evaluation plan), as well as refine or develop data capturing systems. We will finalize tools and current data collection tools will be developed to fill gaps across existing data sources (identified during Objective 2, Task 5). EVALCORP expects to work closely with Commission staff on the evaluation plan to ensure that it meets the Commission's needs. In addition, EVALCORP will share draft version(s) of the plan to enable Commission staff to provide feedback on the document.

Upon approval, EVALCORP will begin collecting/compiling additional data needed per the evaluation plan. This could include, but is not limited to, surveys, observations, interviews and/or focus groups, geographic data, and publicly available County-level data. EVALCORP has the capacity to provide data

collection services in English, Spanish, American Sign Language, and other languages as needed. EVALCORP will review and clean all data and merge datasets, if needed. If any systematic data entry problems are identified during our review and cleaning process, we will propose capacity building workshops for funded partners (See Objective 3). We will analyze all data as specified in the evaluation plan and synthesize findings across data sources. Final steps will be to triangulate and explain findings, develop recommendations to enhance programmatic and system investments based on analysis and synthesis of data, share recommendations with Commission (and other stakeholders, as appropriate), and disseminate recommendations (as appropriate) throughout reports.

Activities	Deliverables
Tool Development	Draft data collection tools/systems Final data collection tools/systems
Data Collection	Data collection training materials for funded partners
Quantitative Data Processing and Analysis	Syntax
Qualitative Data Processing and Analysis	Coding Schema
Synthesis of Data Across Sources and Development of Data-Driven Recommendations	Summaries of findings and recommendations

**Objective 3. Technical Support, Trainings, and Capacity Building**

In order to understand and effectively plan to meet the training and capacity building needs of F5SB and its funded agencies, EVALCORP will conduct a brief survey of intended trainees to better understand their training needs and ideal training formats. We will couple the information from the survey with information gleaned during discussions with Commission staff and our extensive experience developing and conducting capacity building trainings to develop recommendations for the Commission. We will work in collaboration with Commission staff to determine which trainings will be scheduled for the first fiscal year and establish a tentative schedule for subsequent fiscal years. When feasible, EVALCORP will recommend that the trainings be sequenced in a way that skills acquired in one training build on skills acquired in an earlier training. We propose a minimum of two trainings per year, held several months apart. This provides trainees with ample opportunity to practice the skills acquired during trainings.

EVALCORP capacity building trainings typically emphasize skill-building with an eye towards decision-making. For example, in logic model trainings, we have taught clients how to build program logic models to inform the development of project activities such as a public health campaign and how to measure them.

Other capacity building training topics that may be of interest to the Commission and its funded partners include:

- Building trust and increasing community engagement
- Decision-making by communities for communities
- Developing SMART (Specific, Measurable, Actionable, Realistic, Time-phased) Outcomes
- Reducing the data collection and management burden on providers and clients



- Community-centered data collection tools (e.g., PhotoVoice)
- Easy and effective data analysis strategies
- Storytelling with data
- Visually Appealing Findings: creative methods of sharing findings with funders

We have also developed a series of Community Based Action Research (CBAR) trainings that empower community members to design and implement data collection activities, analyze data and draw conclusions, and facilitate meetings to develop recommendations and build consensus about activities in their communities. These trainings could be modified to meet the needs of community members, F5SB-funded providers or community partners in San Bernardino County.

At the conclusion of each training, EVALCORP will administer a brief exit survey designed to assess satisfaction with and perceived value of the training. The survey will also probe for gaps in trainee knowledge and level of comfort applying the training to their professional roles, as well as general feedback about the format, style, and length of the training. The results of the surveys will be used to enhance post-training technical assistance and future capacity building sessions.

#### **Objective 4. Planning, Meeting Facilitation, and Commission Presentations**

In addition to trainings and capacity building (Objective 3), EVALCORP will provide other technical support including, but not limited to, planning, meeting facilitation, and presentations at Commission Meetings and other venues.

EVALCORP can provide a variety of different types of planning, analysis and meeting facilitation. Some types of technical support that could be useful to the Commission include:

- Strategic planning support. To support the Commission's strategic goals and investments, EVALCORP is well positioned to annually review the Commission's Strategic Plan and progress towards achieving its objectives, and to make recommendations for plan revisions, if needed. Our team has developed and/or consulted on over hundreds of strategic plans for nonprofits and government agencies and we are skilled assisting organizations in making measurable progress towards their long-term visions.
- Community Forums. EVALCORP can also assist with planning, facilitating, gathering information from, and developing recommendations from community forums. Community members provide invaluable first-hand information about what works and what is not working in their communities. Providing families with opportunities to share their experiences, observations about challenges and barriers, and suggestions for solutions is empowering and can provide non-profits and government agencies with useful information without the formality of traditional data gathering approaches. EVALCORP staff are skilled at facilitating community summits with diverse populations and summarizing the findings in ways that support programmatic and systems decision-making.
- Community partner meetings. To support the Commission's value of collective impact, EVALCORP can plan, facilitate, and summarize information gathered during community partner meetings. Our team is skilled at leading workshops designed to reflect on and enhance current coordination, collaboration, and leverage efforts across community organizations.
- Commission meeting participation. As requested, EVALCORP staff are available to present (independently or in collaboration with F5SB staff) at Commission meetings. Presentation topics could include, but are not limited to, findings from data analysis and synthesis; results of and

recommendations developed from community forums, meetings and other similar informal information gathering processes; and training and capacity building efforts.

- Ad-hoc data requests. To best support the Commission and their partners, EVALCORP can provide assistance with ad hoc data or evaluation findings to further inform F5SB and the work of partner agencies throughout the term of the project.

#### **Objective 5. Reporting and Data Use**

At minimum, EVALCORP anticipates assisting with the development of F5SB's Local Outcomes Report and preparing a report on a special project/study (Objective 6); however, we are prepared and excited to collaborate with Commission staff on additional reports and other dissemination materials.

EVALCORP also proposes the addition of a Learning Summit to F5SB's reporting plan. During the Learning Summit, Commission stakeholders would be invited to hear EVALCORP and Commission staff share key findings from the fiscal year and participate in roundtable discussions after the presentation. Depending on Commission information needs, roundtable topics could include, but are not limited to, next steps to programmatic, systems or research efforts; identification of emerging areas of need for children 0 to 5 and their families; or detection of systemic barriers to achieving program outcomes and steps to bypass these barriers. The roundtable discussions could also serve as informal focus groups to assist in understanding and explaining unexpected findings that emerged during data analysis and synthesis.

#### **Objective 6. Special Studies and Projects**

EVALCORP, in collaboration with Commission staff, will identify and execute one special project each fiscal year. EVALCORP intends to continue our work on the FCSP evaluation, PACC consultation, home visiting consultation, and other special projects related support as needed.

#### **Objective 7. Countywide Child Abuse Prevention Needs Assessment**

EVALCORP will design and implement a comprehensive mixed-methods needs assessment of current community resources and needs across San Bernardino County to support children and families, and prevent child abuse and neglect – that is, to learn the needs of communities in lowering the risk of child abuse and neglect through a whole child, whole family, and whole communities approach, including an equity lens. Services will include project design and management; development of all quantitative and qualitative data collection tools; asset mapping; data collection inclusive of key stakeholder interviews, surveys, focus groups and group interviews; statistical analyses of collected data; qualitative coding; report development and presentation. EVALCORP will prepare for and facilitate regular meetings with stakeholders to ensure needs for information are met throughout FY 21-22. See following pages for additional detail on Objective 7.

### Scope of Work Template

Objective	Activities & Subtasks	EVALCORP Staff	Timeline	Deliverables
<p>Facilitate a launch meeting to develop a shared understanding of goals, processes, expectations, and desired outcomes.</p>	<p><b>Task 1: Launch Meeting</b> Plan and facilitate and project launch meeting. Meeting content will include:</p> <ul style="list-style-type: none"> <li>• Engagement of First5 San Bernardino, San Bernardino County Children and Family Services (CFS staff) and Children’s Network Staff</li> <li>• Expectations and desired outcomes</li> <li>• Confirmation of timeline for completion of tasks</li> <li>• Deliverables</li> <li>• Available data/data sources, any previous reports, and firm up key stakeholders lists</li> </ul>	<p>Project Director, Senior Consultants, Research Associate and Research Assistant</p>	<p>September 2021 - October 2021</p>	<p>Launch Meeting no later than October 15, 2021.</p> <ul style="list-style-type: none"> <li>• Project Launch Meeting</li> <li>• Meeting Agenda</li> <li>• Meeting Materials</li> </ul>
<p>Review of secondary/extant countywide data and metrics relating to child maltreatment and neglect, and existing resources in San Bernardino</p>	<p><b>Task 2: Extant Data Collection and Review</b> Develop and implement secondary data collection strategy</p> <ul style="list-style-type: none"> <li>• Identify potential sources of secondary data (e.g., California Department of Social Services, San Bernardino County</li> </ul>	<p>Project Director, Senior Consultants, and Research Associate</p>	<p>October 2021 – December 2021</p>	<p>Data Summary of recent trends in child abuse and neglect rates in San Bernardino County</p>

<p>County, with consideration of equity across the county.</p>	<p>Community Indicators Report, California Child Welfare Indicators Project).</p> <ul style="list-style-type: none"> <li>• Develop necessary data sharing agreements</li> <li>• Gather and organize relevant County-level data to inform understanding of recent changes in landscape of child abuse and neglect.</li> </ul>			
<p>Literature review of current Evidence Based Practices (EBPs), and promising practices, in child maltreatment and neglect prevention.</p>	<p><b>Task 3: Literature Review of Evidence Based Practices</b> Develop and implement literature review strategy</p> <ul style="list-style-type: none"> <li>• Identify clearinghouses for evidence-based practices (EBPs) for prevention and intervention for child maltreatment and neglect</li> <li>• Detail list of current EBPs and promising practices for child maltreatment and neglect prevention and intervention</li> <li>• Identify key findings from the research on the EBPs</li> </ul>	<p>Senior Consultants, and Research Associate and Research Assistant</p>	<p>November 2021 – January 2022</p>	<p>Data Summary of current evidenced based practices in child maltreatment prevention</p>
<p>Develop and implement an information gathering framework that will capture information and mapping of key resources and assets related the</p>	<p><b>Task 4: Interviews and Focus Groups with Key Stakeholders</b> Develop information gathering framework that includes primary data collection with key stakeholders (e.g., staff, partners, community members).  Implement primary data collection</p>	<p>Senior Consultants, Research Associate and Research Assistant</p>	<p>October 2021 – February 2022</p>	<ul style="list-style-type: none"> <li>• Stakeholder Information Gathering Framework</li> <li>• Primary Data Collection Tools</li> <li>• Data Summary of findings from Key Stakeholder</li> </ul>

<p>landscape in San Bernardino County child maltreatment and neglect from the perspective of key San Bernardino stakeholders along with current and anticipated future needs to prevent child abuse, maltreatment and neglect.</p>	<p>strategy</p> <ul style="list-style-type: none"> <li>• Collaborate with First 5 San Bernardino, CFS and Children’s Network staff to finalize list of key stakeholders</li> <li>• Develop primary data collection tools (e.g., key stakeholder interview protocols, focus group protocols) and revise based on First 5 San Bernardino and partners (e.g., CFS and San Bernardino County Children’s Network staff feedback, other key partners)</li> <li>• Translate primary data collection tools, as needed</li> <li>• Conduct primary data collection, including asset mapping</li> <li>• Prepare data for analysis (e.g., transcribe, clean datafiles, etc.)</li> <li>• Conduct data entry and conduct qualitative analyses</li> </ul>			<p>Interviews and Focus Groups</p>
<p>Develop and implement an information gathering framework that will capture information and learnings related San Bernardino County child maltreatment and neglect from the perspective of those</p>	<p><b>Task 5: System Level Assessment</b> Develop information gathering framework that includes primary data collection with key stakeholders (e.g., medical, early care and education, law enforcement, courts, schools, daycare/early childhood centers, family resource centers, etc.)</p> <p>Implement primary data collection strategy</p>	<p>Project Director, Senior Consultants, Research Associate, and Research Assistant</p>	<p>November 2021 – March 2022</p>	<ul style="list-style-type: none"> <li>• System Level Information Gathering Framework</li> <li>• Primary Data Collection Tools</li> <li>• Data Summary of findings from System Surveys</li> </ul>

<p>directly involved or those tasked with mandatory reporting on child maltreatment and neglect.</p>	<ul style="list-style-type: none"> <li>• Collaborate with First 5 San Bernardino and San Bernardino County Children’s Network, CFS and other staff to develop list of key stakeholders</li> <li>• Develop primary data collection tools (e.g., surveys) and revise based on stakeholder feedback</li> <li>• Translate primary data collection tools, as needed</li> <li>• Conduct primary data collection</li> <li>• Prepare data for analysis (e.g., transcribe, clean data files, etc.).</li> <li>• Conduct statistical analyses of collected data</li> </ul>			
<p>Develop and implement an information gathering framework that will capture learnings related family and community member needs relating to child maltreatment and neglect prevention in San Bernardino County.</p>	<p><b>Task 6: Family and Community members</b> Develop information gathering framework that includes primary data collection with San Bernardino County family and community members.</p> <p>Implement primary data collection strategy</p> <ul style="list-style-type: none"> <li>• Collaborate with First 5 San Bernardino, CFS and San Bernardino County Children’s Network staff to develop list of key stakeholders</li> <li>• Develop primary data collection tools (e.g., surveys and/or focus groups) and revise based on First 5 San Bernardino and San Bernardino County</li> </ul>	<p>Project Director, Senior Consultants, and Research Assistant</p>	<p>January 2022 - April 2022</p>	<ul style="list-style-type: none"> <li>• Family and Community Information Gathering Framework</li> <li>• Primary Data Collection Tools</li> <li>• Data Summary of findings from Family and Community surveys and/or focus groups</li> </ul>

	<p>Children’s Network staff feedback</p> <ul style="list-style-type: none"> <li>• Translate primary data collection tools, as needed</li> <li>• Conduct primary data collection</li> <li>• Prepare data for analysis (e.g., transcribe, clean data files, etc.)</li> <li>• Conduct analyses of all collected community and family data</li> </ul>			
<p>Develop a report that synthesizes data findings from data collection strategies conducted in Tasks 1 – 6 on existing resources and current needs on child maltreatment and neglect prevention in San Bernardino County; presenting findings through the lens of the five protective factors and categorizing resources based on primary, secondary, or tertiary levels of prevention.</p>	<p><b>Task 7: Needs Assessment Report Development</b> Design a comprehensive needs assessment report including</p> <ul style="list-style-type: none"> <li>• Evaluation questions</li> <li>• Outcomes &amp; indicators</li> <li>• Data sources/tools</li> <li>• San Bernardino County resource and asset maps</li> <li>• Presentations to stakeholder groups</li> </ul>	<p>Project Director, Senior Consultants, Research Associate</p>	<p>April 2022 - June 2022</p>	<p>Final Needs Assessment Report due to First 5 San Bernardino no later than June 30, 2022.</p> <ul style="list-style-type: none"> <li>• Draft Needs Assessment Report</li> <li>• Final Assessment Report</li> </ul>

## Cost Proposal

A copy of EVALCORP's proposed budget per year for carrying out all proposed services/deliverables is included below. Our proposed not-to-exceed cost is \$535,775 in FY 21-22. All of our costs associated with conducting the work and producing the deliverables are included in the budget below. All travel (e.g., mileage) and non-personnel costs will be absorbed by EVALCORP. The not-to-exceed cost is inclusive of EVALCORP staff's time and all indirect costs associated with delivering the work and creating the deliverables outlined in Attachment A. EVALCORP routinely provides evaluation services across California and is accustomed to working very efficiently, while at the same time delivering highest quality products and outstanding service to our clients.

Line Item	Hours/ Units	Rate or Fixed Cost	Sub-total	Total
<b>Personnel Costs</b>				
Project Director – Dr. Kristen Donovan	318	\$115	\$36,570	
Project Manager – Dr. Kelly Goods	1,265	\$95	\$120,175	
Senior Consultants – Dr. Allison Wallin, Devan Petersen, MPH	1,840	\$85	\$156,400	
Research Associate – Nicole Miovsky, MS	1,515	\$75	\$113,625	
Research Assistant – Elyse Minchen, MA	1,677	\$65	\$109,005	
<i>Sub-total of personnel costs</i>				\$535,775
<b>Materials &amp; Supplies</b>				
None – above rates are fully loaded rates				
<b>TOTAL NOT TO EXCEED PROJECT COST</b>				<b>\$535,775</b>





### Program Outline Document 2021-2022

#### AGENCY INFORMATION

Contract #: IC042A1

Legal Entity: EVALCORP

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

Project Name: Evaluation Consultant

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

#### CONTACT INFORMATION

##### SIGNING AUTHORITY/ CONTRACT REPRESENTATIVE

Name: Kristen Donovan Title: President

Address: 15615 Alton Parkway, Suite 450  
Irvine, CA 92618 Direct Phone #: 949-215-2312

E- Mail: kdonovan@EVALCORP.com Fax #: \_\_\_\_\_

##### CONTRACT REPRESENTATIVE

Name: Kristen Donovan Title: President

Address: 15615 Alton Parkway, Suite 450  
Irvine, CA 92618 Direct Phone #: 949-215-2312

E- Mail: kdonovan@EVALCORP.com Fax #: \_\_\_\_\_

##### PROGRAM CONTACT

Name: Kristen Donovan Title: Project Director

Address: 15615 Alton Parkway, Suite 450  
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E- Mail: kdonovan@EVALCORP.com Fax #: \_\_\_\_\_

##### FISCAL CONTACT

Name: Kristen Donovan Title: President

Address: 15615 Alton Parkway, Suite 450  
Irvine, CA 92618 Direct Phone #: 949-433-4103

E-Mail: kdonovan@EVALCORP.com Fax #: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

Direct Phone #: \_\_\_\_\_

E-Mail \_\_\_\_\_

Fax #: \_\_\_\_\_

**PROGRAM INFORMATION**

**TYPE OF AGENCY** Private Entity/Institution

**Describe:** For Profit

**PROGRAM DESCRIPTION**

Design and implement a comprehensive assessment of current community resources and needs across San Bernardino County to support children and families, and prevent child abuse and neglect – that is, to learn the needs of communities in lowering the risk of child abuse and neglect through a whole child, whole family, and whole communities approach, including an equity lens.

**REGION**

**STRATEGIC PRIORITY AREA & GOAL**

- Child Health
- Quality Early Learning
- Family Support

**INVESTMENT AREA**

- Direct Services
- Systems Level Efforts  
All of the above
- Supportive Strategies  
All of the above

Defined by the Strategic Plan

**ASSIGNED ANALYST:** Peter Tawadros

**ASSIGNED ACCOUNTANT:** Willmar Gultom

**PROCUREMENT TYPE:**

- Competitive
- Non-Competitive  
Selected

**CONTRACT AMOUNT**

Fiscal Year	Original Amount	Amendment Amount	Total
2020-2021	\$ 391, 550	\$	\$ 391,550
2021-2022	\$ 391, 550	\$ 144,225	\$ 535,775
2022-2023	\$ 391,550	\$	\$ 391,550
<b>Total</b>	<b>\$ 1, 174,650</b>		<b>\$ 1, 318, 875</b>