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## Agenda: Children and Families Commission 01-2017

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

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**Meeting date, time, and place**     January 4, 2017 - 3:30 p.m.  
First 5 San Bernardino  
Commission Conference Center

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

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**SPECIAL PRESENTATION**             *Commissioner Swearing-In Ceremony: CaSonya Thomas*

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

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

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**Report**                                        Advisory Committee Report by Margaret Hill, Chair

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

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*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.*

Item No.	CONSENT
1	Approve Minutes of December 7, 2016 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)

Item No.	DISCUSSION
2	Elect Chair and Vice-Chair for the Children and Families Commission of San Bernardino County. (Presenter: Karen E. Scott, Executive Director, 252-4252)
3	Elect Chair for the First 5 San Bernardino Advisory Committee. (Presenter: Karen E. Scott, Executive Director, 252-4252)
4	Approve CFC 17-01 Advocacy and Legislative Policy for the Children and Families Commission for San Bernardino County. (Presenter: Cindy Faulkner, Operations Manager, 252-4253)
5	Approve the Request for Applications (RFA 17-01) to identify an organization to utilize AmeriCorps members to administer the Nurturing Parenting Program for Fiscal Year 2017-2018. (Presenter: Mary Jaquish, Program Supervisor, 252-4254)
6	Approve non-financial Memorandum of Understanding (MOU) with the County of San Bernardino Preschool Services Department (PSD) to provide data entry services associated with Contract FS076 with San Bernardino County Library in support of the Career Online High School Initiative for Fiscal Year 2016-2018. (Presenter: Scott McGrath, Supervisor, 252-4259)

Item No.	INFORMATION
7	Receive information on Local Outcomes Brief for Fiscal Year 2015-2016. (Presenter: Scott McGrath, Supervisor, 252-4259)

**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."

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

**Next Meeting at First 5 San Bernardino**

**Wednesday, February 1, 2017  
 3:30 p.m. to 5:00 p.m.**

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

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**CHILDREN AND FAMILIES COMMISSION**  
**for San Bernardino County**  
**AGENDA: JANUARY 4, 2017**

**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	N/A	N/A	N/A	N/A
3	N/A	N/A	N/A	N/A
4	N/A	N/A	N/A	N/A
5	N/A	N/A	N/A	N/A
6	County of San Bernardino Preschool Services Department	James Ramos, Chairman San Bernardino County Board of Supervisors	Diana Alexander Director	Dr. Ohikhuare
7	N/A	N/A	N/A	N/A



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## Minutes: Children and Families Commission Meeting

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

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**Meeting Date,  
Time and  
Location**

Commission Meeting  
December 7, 2016  
3:30 p.m.

Vice Chair Ohikhuare called the meeting to order at 3:35 p.m.

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**Pledge of  
Allegiance**

The Pledge of Allegiance was led by Vice Chair Ohikhuare

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**Special  
Presentation**

None

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**Conflict of  
Interest  
Disclosure**

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

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

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**Attendees**

**Commissioners Present**

- Margaret Hill
- Stacy Iverson
- Maxwell Ohikhuare, M.D.
- Paul Vargas
- Elliot Weinstein, M.D.

**Staff Present**

- Karen E. Scott, Executive Director
- Cindy Faulkner, Operations Manager
- Debora Dickerson-Sims, Administrative Supervisor II
- Mary Jaquish, Supervisor
- Scott McGrath, Supervisor
- Staci Scranton, Supervising Office Assistant
- Sophie Akins, Commission Counsel

**Changes to the Agenda**      None

**Report – Executive Director**      Cindy Faulkner, Operations Manager, made a few announcements on behalf of Executive Director, Karen Scott. Ms. Faulkner invited Commissioners to attend the upcoming “The State of Young Children, Town Hall” at Cal State San Bernardino on January 6. Commissioners were also invited to attend a “Systems Workshop” to be held at First 5 on January 11. Each Commissioner received a token of appreciation from First 5 staff via baked goods from Staci Scranton, Supervising Office Assistant. Ms. Faulkner thanked Staci for her efforts and wished each Commissioner a wonderful holiday season.

**Consent**      A motion was made by Commissioner Weinstein and seconded by Commissioner Vargas to approve the Consent Item. With Commissioner Gonzales absent, and without further comment or objection, motion carried by unanimous vote.

Item No.	CONSENT
1	Approve Minutes of November 2, 2016 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)

Item No.	DISCUSSION
4	<p>Conduct Public Hearing for the Children and Families Commission for San Bernardino County Annual Audit for Fiscal Year 2015-2016. (Presenter: Debora Dickerson-Sims, Administrative Supervisor II, 252-4269)</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p> <p>The Public Hearing was conducted. No comments were presented on this item.</p>
5	<p>A. Authorize Executive Director to explore an extended partnership with Prevent Child Abuse California (PCA CA) to participate in the First 5 Service Corps program for Fiscal Years 2016-2018 for two (2) AmeriCorps service member positions to provide the Nurturing Parenting Program (NPP) curriculum and case management services to children and families, not to exceed \$22,578 in matching funds.</p> <p>B. Authorize the intent to release an RFA to identify an organization to obtain and utilize these additional AmeriCorps service members within an existing NPP for a six-month period in Fiscal Years 2016-2018. (Presenter: Mary Jaquish, Program Supervisor, 252-4254)</p> <p><b><u>Discussion</u></b> Commissioner Hill asked if AmeriCorps workers were recruited locally. The answer was yes and efforts are made to ensure each AmeriCorps member actually works at a site in a city they live in. There was some discussion relating to recruitment.</p> <p><b><u>Public Comment</u></b> None</p>

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**Public Comment**    None

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**Commissioner Roundtable**    Commissioner Hill wished everyone a safe holiday season.

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**Adjournment**    A motion to adjourn was made by Commissioner Hill and seconded by Commissioner Vargas. With Commissioner Gonzales absent and without further comment or objection, motion carried by unanimous vote.

Vice Chair Ohikhuare adjourned the meeting at 4:10 p.m.

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**Next meeting at First 5 San Bernardino**

**JANUARY 4, 2017**  
**3:30 p.m.**

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**Attest**

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Maxwell Ohikhuare, M.D., Vice Chair

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Ann M. Calkins, Commission Clerk

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**AGENDA ITEM 2  
JANUARY 4, 2017**

<b>Subject</b>	Election of Commission Chair and Vice-Chair
<b>Recommendations</b>	Elect Chair and Vice-Chair for the Children and Families Commission of 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>Upon Commission approval, the election of Chair and Vice Chair will be conducted at this time.</p>
<b>Financial Impact</b>	None
<b>Review</b>	Sophie Akins, 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 3  
JANUARY 4, 2017**

<b>Subject</b>	Election of Advisory Committee Chair
<b>Recommendations</b>	Elect Chair for the First 5 San Bernardino Advisory Committee. (Presenter: Karen E. Scott, Executive Director, 252-4252)
<b>Background Information</b>	<p>Per Section 130145 of the California Children and Families Act of 1998, each County Commission is required to establish at least one Advisory Committee to provide technical and professional expertise and support for any purposes that will be beneficial in accomplishing the purposes of the Act.</p> <p>Per the First 5 San Bernardino Advisory Committee Policy 04-03, the Commission shall designate a Commissioner to serve as the chair for the Advisory Committee. This officer presides at all meetings and generally oversees the Advisory Committee.</p> <p>The term of this office 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.”</p> <p>Upon Commission approval, the election of the Advisory Committee Chair shall be conducted at this time.</p>
<b>Financial Impact</b>	None
<b>Review</b>	Sophie Akins, 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 4  
JANUARY 4, 2017**

<b>Subject</b>	Advocacy and Legislative Policy
<b>Recommendations</b>	Approve CFC 17-01 Advocacy and Legislative Policy for the Children and Families Commission for San Bernardino County. (Presenter: Cindy Faulkner, Operations Manager, 252-4253)
<b>Financial Impact</b>	None
<b>Background Information</b>	<p>The Children and Families Commission for San Bernardino County was created in 1998 with the voter approved Proposition 10 initiative, for the purpose of promoting, supporting and improving the early development of children prenatal through five years of age. The Commission's purposes are accomplished through the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance early childhood development and optimal family functioning.</p> <p>First 5 San Bernardino (F5SB) created CFC 17-01 Advocacy and Legislative Policy in an effort to align the Commission with the following entities: County of San Bernardino's State and Federal Platform, Countywide Vision, and the policy agendas from First 5 California and First 5 Association of California (see Attachment A).</p> <p>This policy reflects the administrative intent to on-going research, evaluation and strategic analysis in order to inform and remain in alignment with the Commission approved Strategic Plan and will support the established goals of the above mentioned entities.</p> <p>The parameters set forth will support the continued advancement of positive outcomes for children 0-5 and their families. It is the intent of this policy to guide local and state decision-making and to integrate services in the area of early care and education, health care, early intervention and family support.</p> <p>This approach will inform and guide the Commission in making recommendations to the Governor and the Legislature for revisions in State laws, regulations and child-serving programs that are necessary or appropriate to carry out an integrated and compressive system of early childhood development in an effective manner.</p> <p>Pending Commission approval, the policy will go into effect immediately.</p>
<b>Review</b>	Sophie Akins, 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	17-01
Effective	01-04-17
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<b>ADVOCACY AND LEGISLATIVE POLICY</b>	Approved:  <hr/> <b>Chair</b>
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**PURPOSE** The Children and Families Commission for San Bernardino County created this Policy to set the parameters in which to support the continued advancement of positive outcomes for children 0-5 and their families and to assist with building a sustainable collective impact across systems. It is the intent of this policy to guide local and state decision-making and to integrate services in the area of early care and education, health care, early intervention and family support.

**POLICY** To promote First 5's mission and vision, the Advocacy and Legislative Policy establishes guidelines and a process for the Commission to take positions on federal, state and local policy, engage with various stakeholders in promoting these efforts.

This policy reflects administrative intent to on-going research, evaluation and strategic analysis in order to inform and remain in alignment with the Commission approved Strategic Plan and will support the established goals of the following:

- County of San Bernardino's State and Federal Platforms
- County of San Bernardino's Countywide Vision
- First 5 California's State Policy Agenda
- First 5 Association of California's Policy Agenda

Utilizing the Countywide Vision and First 5 Policy Agendas, First 5 San Bernardino will solicit input annually, regarding policy and direction and coordination of advocacy in support of First 5's Strategic Plan, from such entities as the San Bernardino County Legislative Office and the First 5 Association of California and vet recommendations through the First 5 San Bernardino Advisory Committee with experience in early childhood development.

This approach will inform and guide the Commission in making recommendations to the Governor and the Legislature for revisions in State laws, State Budget, regulations and child-serving programs that are necessary or appropriate to carry out an integrated and comprehensive system of early childhood development in an effective manner.

Through this policy, the Executive Director and Operations Manager will have the authority to represent the Commission in advocating for proposals (legislative or otherwise) that squarely align with the above mentioned platforms. Advocacy activities may include: establishing relationships with elected officials, legislators

<b>ADVOCACY AND LEGISLATIVE POLICY</b>	Number	17-01
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*continued from previous page*

**GUIDELINES  
CONT'D**

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and staff and key stakeholders, such as administrative department heads; planning legislative visits about key First 5 investment areas; testifying and/or participating in hearings and programs, services, and unmet need of children and families across San Bernardino County; developing messaging around the First 5 San Bernardino programs and the importance of investing in programs focused on children ages 0-5, and authoring or co-signing advocacy support letters.

Should a proposal (legislative or otherwise) pertaining to children’s services potentially conflict with First 5 San Bernardino policy platforms, the Executive Director will seek direction and/or approval from the Commission. When time permits, such proposed issues will be brought to the next regularly scheduled Commission meeting. When time does not permit, the Executive Director will seek direction and/or approval via consultation with the Chair and/or Vice-Chair, either in-person or by email to determine First 5 San Bernardino’s position or simply choose not to endorse the policy.

All actions under this policy shall be in accordance with all applicable state laws as well as the strategic plan and 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.

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**ATTACHMENT A**  
**CFC 17-01 Advocacy and Legislative Policy**  
**January 4, 2017 – Agenda Item 4**

First 5 San Bernardino (F5SB) created **CFC 17-01 Advocacy and Legislative Policy** in an effort to align the Commission with the following entities: County of San Bernardino's State and Federal Platform, Countywide Vision, and the policy agendas from First 5 California and First 5 Association of California.

Based on principles of fiscal stability, preservation of local control, efficient service delivery and operations, and the promotion of inter-agency cooperation, the San Bernardino County Board of Supervisors provides specific direction and overall policy guidance by adopting legislative platforms.

Each year **State and Federal Legislative Platforms** are developed in coordination with the Board of Supervisors, County departments, and regional stakeholders to complement the Countywide Vision.

The **Legislative Platforms** are an expression of the Board's direction for comprehensive County legislative policy on a range of issues and needs facing the County. The Platform is arranged by Legislative Priorities, County Sponsored Proposals, Legislative Positions, and Policy Statements. The Legislative Priorities section describes the County's legislative goals and outlines the legislative agenda for the current year. The County Sponsored Proposals section provides a summary of specific statutory changes the County is seeking in the current legislative session. Sponsoring bills provide a proactive opportunity to advance the County's legislative goals and agenda. This is accomplished by working with the legislative delegation, statewide associations and regional stakeholders.

Finally, the **Legislative Positions and Policy Statements** provide general policy direction when developing a position on pending legislation and is broken into areas including governance, finance and operations, health and human services, public safety and first responders, housing, land use and transportation, flood control, water resources and environmental quality, and cultural, educational and recreational services. Each item contains a brief background and legislative action.

**San Bernardino County's Human Services Group** administers aging and long-term care services, mental health treatment, alcohol and substance use treatment, public health services, healthcare for indigents, California Work Opportunity and Responsibility to Kids (CalWORKs), CalFresh, Foster Care, child welfare services, Preschool Services, Child Support Services, veterans' services, Adult Protective Services, In-Home Supportive Services (IHSS), General

Assistance (GA), medical and emergency medical services, homeless services and services to children aged five and younger. Together, these programs represent the largest percentage of County-administered state programs within the County. San Bernardino County's public hospital, Arrowhead Regional Medical Center (ARMC), is a state-of-the-art 456-bed facility, which hosts a 24-hour emergency room, a level-II trauma center, and three family health centers. ARMC has the only burn center in the Inland Empire and serves as a teaching hospital with interns in most medical and administrative aspects of healthcare.

Although not actually a County Department, **First 5 San Bernardino and its mission is aligned with the Human Services Group.**

**The most recent priority County Health and Human Services legislative positions on Funding and Operations include such things as the following:**

- Health Care Reform Implementation and the 2020 Medicaid Waiver
- Support legislation and budget actions that: 1) maintain and/or expand safety net provider funding, rates, reimbursement, flexibility and infrastructure; 2) provide patient-centered, timely, integrated and effective safety net delivery systems; 3) encourage healthy lifestyles and promote preventative care; 4) advance improvements through coordinated care, integrated physical and behavioral health services and provide robust coordination with social, housing, workforce development, substance use disorder care, recuperative care and other services critical to improve patient care; 5) reinvest savings to further improve the system of care, including early intervention and prevention; and/or 6) promote outreach, education, enrollment and collaboration between stakeholders to achieve desired outcomes.
- Support legislation and budget actions that: 1) fully fund the cost of federal and state mandated health and human service programs and associated technological and training needs; 2) provide and protect funding formulas for services that ensure an equitable allocation of federal and state funding and reflect complete, accurate and total caseloads and administrative costs; 3) promote local control over health and human service programs; 4) provide greater flexibility to ensure programs are delivered efficiently and in a cost-effective manner; 5) provide for the health, safety and well-being of county residents; 6) diminish poverty and stimulate the local economy.
- Oppose legislation and budget actions that: 1) transfer health and human service programs from the State to counties unless program control and federal and state funding to fully fund the costs of federal and state mandates is guaranteed; 2) propose funding formulas that adversely impact and impede the ability of the County to deliver health and human services; and/or 3) erode local control of the administration of health and human service programs.
- Support legislation and budget actions that: 1) maintain and/or expand safety net provider funding, rates, reimbursement, flexibility and infrastructure
- Oppose legislation and budget actions that: 1) increase uncompensated health care costs; and/or 2) propose funding reductions not based on actual experiences.

Regarding First 5 Children and Families Trust Fund Backfill - Health and Safety Code Section 130105 created the California Children and Families Trust Fund in the State Treasury, which receives funding from the sale of tobacco products (Section 30131.2 of the Revenue and Taxation Code). New program proposals that provide funding from Sec 30131.2 pits new programs against existing services. "Backfill" language included as a part of every tobacco tax proposal ensures that the original intent of voters is preserved.

- Support the inclusion of "backfill" language to any new tobacco legislation to preserve existing programs funded by the Children and Families Trust Fund.

**The First 5 San Bernardino Commission is supported by membership to the First 5 Association of California.** The Association prioritizes young children in all policies. Their policy and advocacy work is focused on addressing the development, education and health needs of young children and the crucial role of families in their lives. Representing the 58 First 5 county commissions, the Association engages in state, local and federal, administrative and legislative advocacy, as well as policy development.

**The First 5 Association, along with First 5 California,** collaborates with statewide partners to increase funding streams dedicated to early childhood health and development and to improve state and county data systems to track outcomes from the evidence-based practices being used by First 5 commissions throughout the state. By exploring and advancing opportunities to preserve and increase funding streams committed to early childhood programs, including Proposition 10, First 5 is working to ensure that California's youngest children and their families thrive.

**Through their Advocacy and Policy arm, the First 5 Association works with members, legislators and stakeholders to identify policy goals. The most recent and recurring four policy priority areas statewide are:** family strengthening; early identification and intervention; oral health; and quality early learning.

Locally, in San Bernardino County, these identified statewide policy priority areas are introduced, vetted and adopted annually with input from the First 5 San Bernardino Advisory Committee, ensuring continued alignment with the goals outlined in the Commission's adopted Strategic Plan.

The First 5 Association of California also establishes and maintains relationships with key partners who collaborate with the County Commissions, supporting the Prop 10/First 5 mission and assist with advocacy and policy development. Some of these key partners are as follows:

Children Now-Children Now is the leading, nonpartisan, umbrella research, policy development, and advocacy organization dedicated to promoting children's health and education in California and creating national media policies that support child development. The organization also leads The Children's Movement of California.

California Smokers' Helpline - The California Smokers' Helpline (1-800-NO-BUTTS) is a free statewide telephone program that can help smokers, including pregnant women and parents of

children 0-5, quit smoking. The Helpline is funded by Prop. 99 and First 5 California and offers self-help materials, one-on-one telephone counseling, and a referral list of other tobacco cessation programs in the county.

The Children's Partnership- (TCP) is a national, nonprofit child advocacy organization that works to ensure that all children—especially those at risk of being left behind—have the resources and opportunities they need to thrive. TCP has been a leading voice for children and a critical resource for communities across California and the nation, working at the intersection of research, policy, and community engagement to advocate on behalf of children, especially those from underserved communities.

**First 5 San Bernardino has created a solid infrastructure of critical early childhood education, health, and family support services. With the engagement of our local Commissioners, elected officials, and other critical partners, public policy change can play a critical role in sustaining improvements in outcomes for families and communities over time as efforts are taken to scale and collective impact is achieved.**

With their subject matter expertise, professional positions and civic leadership status, the First 5 San Bernardino Commissioners represent a valuable resource in achieving policy goals in San Bernardino County. Public policy work is a key countywide strategy to help achieve the goals of the Commission's Strategic Plan. This requires consultation with Commissioners, County policy liaisons, county officials, policy experts, funders, grantees, participating in inter-departmental planning and information exchanges, and reviews and analysis of the policy landscape affecting children and the building of comprehensive systems. Public policy work at the local level is also informed by national trends, actions in other First 5 Commissions and states, research on the impact of policies related to prenatal to 5 year olds, and First 5 San Bernardino's experience as a strategic funder and advocate.

The research, advocacy, policy development and public education capabilities within the First 5 San Bernardino organization add to the wealth of intellectual capital and resources that the Commission brings to the table, beyond its grant- making function.

Policy change and successful advocacy will only be accomplished through the closely interconnected efforts and multiple talents within the organization who work in close collaboration with a variety of external stakeholders and grantees. The coordination of efforts with other countywide strategies, including public education, systems integration and research and evaluation will enhance First 5 San Bernardino's effectiveness in achieving its policy goals.





**AGENDA ITEM 5  
JANUARY 4, 2017**

<b>Subject</b>	Nurturing Parenting Program utilizing AmeriCorps Service Members Request for Applications (RFA) 17-01 for Fiscal Year 2017-2018.
<b>Recommendations</b>	Approve the Request for Applications (RFA 17-01) to identify an organization to utilize AmeriCorps members to administer the Nurturing Parenting Program for Fiscal Year 2017-2018. (Presenter: Mary Jaquish, Program Supervisor, 252-4254)
<b>Financial Impact</b>	None
<b>Background Information</b>	<p>For the past seven years, First 5 San Bernardino (F5SB) has partnered with the Prevent Child Abuse California (PCA CA) AmeriCorps program by investing matching dollars to support positions providing school readiness activities in preschools throughout San Bernardino County. AmeriCorps State and National is a service program that grants funding to a broad network of public and nonprofit organizations to provide assistance in recruiting, training and supervising AmeriCorps members to meet critical community service needs.</p> <p>Through the Investing in Children RFP, released in 2011, F5SB sought to support improved parenting and family self-sufficiency outcomes for parents and caregivers of children 0-5 by implementing the Nurturing Parenting Program (NPP). Analysis of data from the most recent Commission investments indicates that positive gains for families were attained from the parenting education component.</p> <p>To build upon the NPP efforts and strengthen the AmeriCorps initiative, First 5 Staff recommends releasing an RFA that seeks to recruit an agency to host two (2) AmeriCorps members to participate in PCA CA CWS AmeriCorps Service Nurturing Parenting Program for a six-month term. Once an agency is identified through this RFA process, a contract for this partnership with Prevent Child Abuse California will be presented to the Commission for approval at the February Commission meeting.</p> <p>Pending Commission approval, the Request for Applications 17-01 will be released on January 5, 2017. The deadline for submission of all proposals is 4:00 p.m. on February 3, 2017. After the RFA proposal evaluation process is completed, the successful proposal will be presented to the Commission on March 1, 2017 with a start date of March 2, 2017.</p> <p>This strategy supports the Commission's priority area (SPA 1), Goal 1.3 Family and Community Support and Partnerships.</p>
<b>Review</b>	Sophie Akins, 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 6  
JANUARY 4, 2017**

<b>Subject</b>	Non-financial Memorandum of Understanding (MOU) with County of San Bernardino Preschool Services Department.
<b>Recommendations</b>	Approve non-financial Memorandum of Understanding (MOU) with the County of San Bernardino Preschool Services Department (PSD) to provide data entry services associated with Contract FS076 with San Bernardino County Library in support of the Career Online High School Initiative for Fiscal Year 2016-2018. (Presenter: Scott McGrath, Supervisor, 252-4259)
<b>Financial Impact</b>	None
<b>Background Information</b>	<p>On November 2, 2016, the Commission approved Contract FS076 with San Bernardino County Library in support of the Career Online High School initiative for Fiscal Years 2016-2018. This service offers adults ages 19 and older the opportunity to earn an accredited high school diploma and career certificate online.</p> <p>Data supports that child abuse risk is reduced upon obtainment of a high school diploma by a child's caregiver. This initiative is in alignment with the First 5 San Bernardino Strategic Plan 2015-2020; Objective 1.3a-Children are free from abuse and neglect.</p> <p>The partnership between First 5 San Bernardino (F5SB) and the County Library to support this project by funding an additional 100 scholarships throughout the county would target PSD parents with children under the age of 6 years old.</p> <p>PSD has agreed to provide data entry services for the duration of this contract. This will entail entering demographic information on all participants and graduation progress. There are no financial obligations for these services between PSD and F5SB or PSD and the County Library.</p>
<b>Review</b>	Sophie Akins, 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>	

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Children and Families Commission for San Bernardino County**  
**and**  
**Preschool Services Department**  
**for**  
**Online Learning**  
**January 25, 2017**

**WHEREAS**, The County of San Bernardino Preschool Services Department, hereinafter called PSD, desires to provide online accredited High School Diploma and career certificate programs to economically disadvantaged parents with children ages 0 to 5; and

**WHEREAS**, PSD finds the Children and Families Commission for San Bernardino County, hereinafter called Commission, qualified to provide such services; and

**WHEREAS**, PSD desires that such services be provided by Commission and Commission agrees to perform these services as set forth below;

**NOW THEREFORE**, PSD and Commission mutually agree to the following terms and conditions:

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### ATTACHMENTS

#### ATTACHMENT A – 2016-2018 PERFORMANCE MEASURES

## **I. DEFINITIONS**

- A. Children and Families Commission for San Bernardino County – The Children and Families Commission for San Bernardino County (First 5 San Bernardino) was created in December, 1998 in order to realize the benefits of [Proposition 10](#) (California Children and Families Act) for the County's youngest residents and their families. The act created a program for the purpose of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age.
- B. Human Services (HS) – A system of integrated services, where the programs and resources of nine County departments come together to provide a rich, more complete array of services to the citizens of San Bernardino County under one coordinated effort.
- C. Participant – Parent of a child enrolled in early care and education environments within the identified PSD sites.
- D. Preschool Services Department (PSD) – PSD provides Head Start, Early Head Start, and State Preschool programs that include comprehensive child development and family services comprised of education, health, nutrition, parent involvement, and psychological services for children ages 0 to 5 and their families. The overall goal of these programs is to increase the health and school readiness of disadvantaged children and increase the self-sufficiency of low-income families. Head Start and State Preschool programs have been operating in San Bernardino County since 1965. Since 1999, PSD has provided these programs through a combination of direct and contracted services.
- E. School Readiness Services – Educational activities that prepare young children to enter kindergarten. For the purposes of this program, educational activities consist of literacy, math skills, and social emotional development.

## **II. PURPOSE**

The purpose of this MOU is to define roles and responsibilities in the efforts of the Commission and PSD to provide online accredited High School Diploma and career certificate program to parents of preschool-age children who are identified as eligible for services from any combination of the two agencies.

## **III. COMMISSION RESPONSIBILITIES**

Commission shall:

- A. Utilize San Bernardino County Library to provide an online accredited High School Diploma and career certificate activities to economically disadvantaged parents of children enrolled at PSD sites.
- B. Provide resources that will assist the San Bernardino County Library staff in providing an online accredited High School Diploma and career certificate program to parents of children who are currently enrolled in Head Start, Early Head Start or EHS-CCP.
- C. Identify a management liaison to interact with PSD staff regarding the parents' ongoing participation in the online accredited High School Diploma and career certificate program.
- D. Provide information related to Commission resources available, as requested, for children and families in need.
- E. As the Project Administrator, maintain project oversight and fiscal responsibilities as identified in the 2016–2018 Performance Measures (Attachment A).

#### **IV. PSD RESPONSIBILITIES**

PSD shall:

- A. Refer appropriate parents of children enrolled in Head Start, Early Head Start and EHS-CCP identified as needing a High School Diploma and career certificate supportive services to work with the San Bernardino County Library staff as identified in the 2016–2018 Performance Measures (Attachment A).
- B. Assist parents in completing the San Bernardino County Library’s online enrollment.
- C. Enter information into the Commission’s Persimmony database regarding the parent’s participation and progress in the program.
- D. Provide ongoing support to parents accepted and enrolled in the Online High School Diploma program.
- E. Arrange for appropriate Releases of Information/Consents as applicable.

#### **V. MUTUAL RESPONSIBILITIES**

- A. The Commission and PSD agree that each party shall indemnify, defend, protect, hold harmless, and release the other, their elected bodies, officers, agents, and employees, from and against any and all claims, losses, proceedings, damages, causes of action, liability, costs, or expense (including attorneys’ fees and witness costs) arising from or in connection with, or caused by any negligent act or omission or willful misconduct of such indemnifying party. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under Workers’ Compensation acts, disability benefit acts, or other employee benefit acts.
- B. The Commission and PSD agree they will establish mutually satisfactory methods for the exchange of such information as may be necessary in order that each party may perform its duties and functions under this agreement, and appropriate procedures to ensure all information is safeguarded from improper disclosure in accordance with applicable State and Federal laws and regulations.
- C. The Commission and PSD agree they will establish mutually satisfactory methods for problem resolution at the lowest possible level as the optimum, with a procedure to mobilize problem resolution up through the Commission and PSD mutual chains of command, as deemed necessary.
- D. The Commission and PSD agree to develop and implement protocols and forms necessary to administer and document program referral, participation, compliance, and effectiveness.
- E. The Commission and PSD agree to develop procedures for resolving grievances including the specific steps a participant must follow and the time limits for resolution.

#### **VI. FISCAL PROVISIONS**

There shall be no financial remuneration to or from either party for any services provided under this MOU.

#### **VII. RIGHT TO MONITOR AND AUDIT**

- A. Commission staff, and the State of California or any subdivision or appointee thereof, including the Inspector General, shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the

performance of the parents as tracked by PSD on the delivery of services provided under this MOU. Full cooperation shall be given by PSD in any auditing or monitoring conducted.

- B. PSD shall cooperate with the Commission in the implementation, monitoring, and evaluation of this MOU and comply with any and all reporting requirements established by this MOU.
- C. All records pertaining to service delivery and records shall be available for examination and audit by Commission staff, federal and state representatives for a period of three years after termination of the MOU or until all pending county, state, and federal audits are completed, whichever is later. Records of PSD which do not pertain to the services under this MOU shall not be subject to review or audit unless provided in this or another agreement. Technical program data shall be retained locally by the Commission and made available upon the Commission's reasonable advance written notice or turned over to PSD.
- D. PSD shall provide all reasonable facilities and assistance for the safety and convenience of the Commission's representative in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of PSD.

#### **VIII. TERM**

This MOU is effective as of January 25, 2017 through December 1, 2018, but may be terminated earlier in accordance with provisions of Section XI of this MOU.

#### **IX. EARLY TERMINATION**

This MOU may be terminated without cause upon thirty (30) days written notice by either party. The PSD Director is authorized to exercise PSD's rights with respect to any termination of this MOU. The Commission Director, or his/her appointed designee, has authority to terminate this MOU on behalf of the Commission.

#### **X. GENERAL PROVISIONS**

- A. No waiver of any of the provisions of the MOU documents shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the Parties. No course of dealing and no delay or failure of a Party in exercising any right under any MOU document shall affect any other or future exercise of that right or any exercise of any other right. A Party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
- B. Any alterations, variations, modifications, or waivers of provisions of the MOU, unless specifically allowed in the MOU, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of both parties as an amendment to this MOU. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.
- C. Commission shall ensure that San Bernardino County Library staff members are cleared through Department of Justice (DOJ) via PCA CA and via the County's DOJ clearance system. DOJ records shall be obtained for all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment or volunteers for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code section 11105.3 prior to providing any services. This includes licensed personnel who are not able to provide documentation of prior DOJ clearance. A copy of a license from the State of California, which requires a DOJ clearance, is sufficient proof.
- D. Commission and PSD shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving services pursuant to this MOU, except for statistical information not identifying any participant. Commission and PSD shall not use or disclose



any identifying information for any other purpose other than carrying out the service obligations under this MOU, except as may be otherwise required by law. This provision will remain in force even after the termination of the MOU.

**XI. CONCLUSION**

- A. This MOU, consisting of 6 pages and Attachment A, is the full and complete document describing services to be rendered by Commission to PSD including all covenants, conditions, and benefits.
- B. The signatures of the Parties affixed to this MOU affirm that they are duly authorized to commit and bind their respective departments to the terms and conditions set forth in this document.

COUNTY OF SAN BERNARDINO



James Ramos, Chairman, Board of Supervisors

Dated:

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Laura H. Welch  
Clerk of the Board of Supervisors  
of the County of San Bernardino.

By:

*Deputy*

CHILDREN AND FAMILIES COMMISSION  
FOR SAN BERNARDINO COUNTY

*(Print or type name of corporation, company, contractor, etc.)*

By ►

*(Authorized signature – sign in blue ink)*

Name: Maxwell Ohikhuare, M.D.

*(Print or type name of person signing contract)*

Title: Commission Vice Chair

*(Print or Type)*

Dated:

Address: 735 East Carnegie Drive

San Bernardino, CA 92408

**SPA 1: Children and Families**      **Goal 1.3:**      Family and Community Support and Partnerships  
**Objective 1.3.a**      Children are free from abuse and neglect      **Objective 1.3.c**      Families are resilient

**SPA 2: Systems and Networks**      **Goal 2.1:**      Leadership as a Convener and Partner  
**Objective 2.1.a**      Systems and services effectively support and engage children, families and communities

**ATTACHMENT A WORKPLAN**



**Agency Name:**      San Bernardino County Public Libraries  
**Program Name:**      Career Online High School Initiative  
**Service Area:**      Countywide

**Contract #:**      FSXXX  
**Fiscal Year:**      2016-2018

<b>Expectation(s):</b>	Provide 100 parents with an opportunity to enroll in and graduate online curriculum to complete the requirements necessary to earn a high school diploma		
<b>Outcome(s):</b>	100 participants complete the program requirements and graduate with a high school diploma		
	<b>Objective</b>	<b>Activity</b>	<b>Dosage</b>
	Enroll in Career Online High School program	Enrollment	One time
	Complete requirements to finish High School Diploma and graduate	Graduation	One-time
			<b>Verification</b>
			Record in Career Online High School database Persimmony service activity
			Record of completion in Career Online High School database Persimmony Service Activity

**Program Description:**

Career Online High School offers adults age 19 and older, the opportunity to earn an accredited high school diploma and career certificate online. This program is open to eligible County residents who will apply, complete an online assessment and prerequisite course before being interviewed for enrollment. The primary objective of this intervention is child abuse preventing. Data indicates that risk of child abuse increases in families where the mother does not have a high school diploma. Each learner is paired with an academic coach who will provide the student with an individual career path, provide guidance, evaluate their performance and connect the student with needed resources. This opportunity will be offered exclusively to parents whose child(ren) are enrolled in Head-Start or Early Head-Start. Participants must complete the program within 18 months of enrollment. Data entry will be the responsibility of San Bernardino County Pre-School Services Department.

**Agency Rep Name:**      \_\_\_\_\_  
**Agency Signature:**      \_\_\_\_\_  
**Date Signed:**      \_\_\_\_\_

**Data Type:**      Core & Narrative  
**Reporting Period:**      Quarterly (Core & Narrative)      **Due:**      On the 15th  
**Program Cycle:**      November 2016 – November 2018



**AGENDA ITEM 7  
JANUARY 4, 2016**

<b>Subject</b>	Local Outcomes Brief for Fiscal Year 2015-2016
<b>Recommendations</b>	Receive information on Local Outcomes Brief for Fiscal Year 2015-2016. (Presenter: Scott McGrath, Supervisor, 252-4259)
<b>Financial Impact</b>	None
<b>Background Information</b>	<p>The 2015-2016 Local Outcomes Brief was prepared in partnership with Harder+Company, who has worked with over 30 First 5 county commissions since 1999 and has served as the external evaluator for First 5 San Bernardino (F5SB) since 2004. Over the years, Harder+Company has worked closely with F5SB staff and its funded agencies to collect, assess and measure data for program improvement and strategic decision-making. These efforts have served to tell the story of how First 5 programs and services have impacted the lives of children and families.</p> <p>The document highlights compelling data collected for the year in the F5SB Strategic Plan focus areas of Health, Family, Education and Systems. The larger data set collected and arranged by Harder+Company is available in a separate "Data Book" intended to be used to provide more in depth information as necessary and/or requested.</p> <p>The 2015-16 Local Outcomes Brief will be posted on the F5SB website <a href="http://www.first5sanbernardino.com">www.first5sanbernardino.com</a>. Printed copies will be made available in the coming weeks.</p>
<b>Review</b>	Sophie Akins, 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>