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## Agenda: Children and Families Commission 02-2019

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

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**Meeting date, time, and place** February 6, 2019  
3:30 p.m. to 5:00 p.m.  
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** Swearing Out Ceremony – J. Paul Vargas  
Swearing In Ceremony – Supervisor Josie Gonzales and Gary C. Ovitt

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

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

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**Consent Items** 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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| Item No. | CONSENT   |
|----------|---|
| 1        | Approve Minutes of October 31, 2018 Commission Meeting.<br>(Presenter: Ann M. Calkins, Executive Assistant, 252-4252) |

*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.*

**Agenda: Children and Families Commission 02-2019**

**February 6, 2019**

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|   |  |
|---|--|
| 2 | <p>A. Ratify the approval (by the Chairman of the Board of Supervisors) of the employment contract between the County of San Bernardino and Children and Families Commission and Marian Fam as an Accountant II, for an annual cost of \$68,868 (\$49,192 Salary, \$19,676 Benefits) for the period of December 8, 2018 through December 7, 2021.</p> <p>B. Authorize the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contract for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.</p> <p>C. Direct the Assistant Executive Officer of Human Services to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.</p> <p>D. (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> |
| 3 | <p>Approve Amendment A2 for Contract HW055 for a six-month extension with the Center for Oral Health for \$346,875 for a cumulative total of \$2,775,000 for Fiscal Years 2015-2019 for the Early Smiles program.<br/>(Presenter: Scott McGrath, Deputy Director of Systems and Impact, 252-4259)</p>  |

| Item No. | DISCUSSION  |
|----------|---|
| 4        | <p>Elect Chair and Vice-Chair for the Children and Families Commission for San Bernardino County.<br/>(Presenter: Karen E. Scott, Executive Director, 252-4252)</p>   |
| 5        | <p>Elect Chair for the First 5 San Bernardino Advisory Committee.<br/>(Presenter: Karen E. Scott, Executive Director, 252-4252)</p>   |
| 6        | <p>Approve Amendment A1 to Contract SI029 with Loma Linda University Children's Hospital (LLUCH) resulting in an increase of \$150,000 for a total cumulative amount not to exceed \$549,235 for Fiscal Year 2018-2019 for a data portal build-out.<br/>(Presenter: Ronnie Robinson, Section Manager-Systems/Communication, 252-4255)</p>   |
| 7        | <p>A. Approve Amendment A1 to Cooperative Agreement SA-19-02 with First 5 Riverside increasing the agreement by \$75,000 for Fiscal Year 2018-2019 resulting in a total cumulative amount not to exceed \$424,617 for a community accessible data portal build-out for Help Me Grow Inland Empire.</p> <p>B. Authorize the Executive Director or delegate to execute such agreement and take such actions as may be necessary to allow for the receipt of such reimbursement funds.<br/>(Presenter: Ronnie Robinson, Section Manager-Systems/Communication, 252-4255)</p> |

| Item No. | INFORMATION  |
|----------|--|
| 8        | <p>Receive information on Local Impact Brief for Fiscal Year 2017-2018.<br/>(Presenter: Scott McGrath, Supervisor, 252-4259)</p> |

**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.

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Next Meeting at  
First 5 San  
Bernardino

**Wednesday, March 6, 2019**  
**3:30 p.m. to 5:00 p.m.**

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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.*

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**CHILDREN AND FAMILIES COMMISSION  
for San Bernardino County  
AGENDA: FEBRUARY 6, 2018**

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

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

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

| Item No. | Contractor  | Principals & Agents                  | Subcontractors; Principals & Agents                       | Commissioner Abstentions |
|----------|---|--------------------------------------|---|--------------------------|
| 1        | N/A   | N/A                                  | N/A   | N/A                      |
| 2        | N/A   | N/A                                  | N/A   | N/A                      |
| 3        | Center for Oral Health  | Conrado Barzaga<br>President and CEO | Susan Fischer-Owens, MD,<br>MPH<br><br>Western University | N/A                      |
| 4        | N/A   | N/A                                  | N/A   | N/A                      |
| 5        | N/A   | N/A                                  | N/A   | N/A                      |
| 6        | Loma Linda University<br>Children's Hospital –<br>Perinatal Institute | Scott Perryman<br>Administrator      | N/A   | N/A                      |
| 7        | First 5 Riverside   | Tammi Graham<br>Executive Director   | N/A   | N/A                      |
| 8        | 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  
October 31, 2018 – 3:30 p.m.  
First 5 San Bernardino

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**Pledge of Allegiance**      The Pledge of Allegiance was led by Chair Ohikhuare

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**SPECIAL PRESENTATION**      *Fatherhood Program Overview*  
Introduction by Kathy Turnbull, Children’s Network Officer with Juan Solis, Inland Empire Father Coordinator

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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.  
  
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**Attendees**      **Commissioners Present**

- Alan Garrett
- Maxwell Ohikhuare, M.D.
- CaSonya Thomas
- Paul Vargas
- Elliot Weinstein, M.D.

**Staff Present**

- Karen Scott, Executive Director
- Cindy Faulkner, Assistant Director
- Scott McGrath, Deputy Director of Systems and Impact
- Debora Dickerson-Sims, Deputy Director of Finance
- Staci Scranton, Business Support Manager
- Sophie Akins, Commission Counsel
- Ronnie Robinson, Staff Analyst II
- Renee Jones, Staff Analyst II
- James Kim, Accountant III

**Changes to the  
Agenda**

- Tania Offerrall, Staff Analyst II
- Greg Sellon, Accountant III
- Wendy Lee, Staff Analyst II

Ann Calkins, Executive Assistant, announced the following changes to the posted agenda:

Agenda Item 4 – Should read Approve Amendment A1 (not A2) to Contract FS076 with County Library.

Agenda Item 9A – Posted version read “Approve revised Letter of Intent to add one (1) additional 900-hour part time service member to three (3) previously approved 1,700 full time service hours to the PATH program”. We have since deleted the additional 900-hour part time member to this item.

Agenda Item 9B – Dollar amount changed from not to exceed \$62,365 to \$54,840.

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**Report –  
Advisory  
Committee,  
Alan H. Garrett,  
Chair**

At the September 27th meeting, members discussed gearing up to work on the next Strategic Plan.

First 5 San Bernardino’s 2020-2024 Strategic Plan will mark a fundamental shift in the way the Commission approaches their work, and as part of the Core Planning Group, participants will have the opportunity to ensure that the community engagement processes, discussions, data gathering and final plan effectively represent the goals of First 5 and San Bernardino county residents and stakeholders alike.

Committee members reviewed the preliminary timeline and agenda topics for the core planning workgroup.

Participants for this workgroup are asked to commit to at least 8 to 10 planning meetings in the coming year.

Each session will be facilitated by Harder+Co Community Research staff and last no longer than 1 to 2 hours.

The formation of the core planning workgroup is in progress.

A Strategic Investment Workgroup recently met to help identify some immediate investment strategies of unallocated funding for Fiscal Year 2018-2019 and beyond.

There will be topics presented to the Commission at a later date.

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**Report –  
Legislative**

See attached legislative report.



10-2018 F5SB.pdf

**Report –  
Executive  
Director,  
Karen Scott**

**Happy Anniversary First 5 San Bernardino!**

Just want to share with you all that on Election Day, November 6th, First 5 San Bernardino will celebrate the passage of the 1998 voter-approved initiative, Prop 10, which created First 5, charging First 5 California and 58 First 5 County commissions with the responsibility to lead communities in expanding early developmental and school readiness services, and improving systems for children ages 0 to 5 and their families.

First 5 San Bernardino will launch its 20th Year Anniversary on November 6th with the adoption of a resolution by the San Bernardino County Board of Supervisors recognizing this First 5 milestone. Beginning at 1:30 p.m. at the First 5 San Bernardino office, the celebration will continue with presentations by several prominent “champions for children” and partners in our journey, including Dr. Ohikhuare and Dr. Margaret Hill; new Deputy Executive Officer for San Bernardino County Community Services, Diana Alexander; Chief Intergovernmental Relations Officer for San Bernardino County Superintendent of Schools, Barbara M. Alejandre; Public Health Director, Trudy Raymundo; Vice Chair of the Advisory Committee and Regional Director for CCRC James Moses; and President of the Inland Empire Community Collaborative, Susan Gomez.

The 20-year anniversary of First 5 San Bernardino is an ideal time to take stock of how far First 5 has come in achieving its goals and positive gains for young children and families, as well as to set a course for the future. In the face of tobacco tax revenues that continue to decline, First 5 and their partners continue to refine programs and practices to best meet the needs of young children. A critical element to continuing the work is impressing upon all leaders and stakeholders of how important and influential the work is – and what is still needed to bring it to scale.

At the VIP segment of the program, our “champions for children” will speak about such important connections as:

- The roles of the legislature in advocating for and developing policy to support the 0-5 population and their families;
- The roles of our County leadership in service and advocacy and “calling to action” others to serve authentically as Champions for Children;
- The Commissions commitment to aligning our strategies to the Countywide Vision and the successful partnerships that have been created understanding the need to invest differently in the next 20 years, focusing on a Systems Change strategy;
- How the social determinants of health relate to early childhood development forging a successful partnership and collaboration with our Public Health Department as we strive to meet the needs of pregnant women, and children ages prenatal through age five.

The 20th Anniversary celebration continues with a Community Open House from 2:30 p.m. to 4:30 p.m. where attendees can observe various aspects of First 5 San Bernardino’s work and successful partnerships through demonstrations and materials. Exhibits as follows:

- The CAHELP collaborative with Desert/Mountain SELPA will share about our approaches to build Trauma Informed Care into our systems;
- Our partnership with DBH will be showcased with information about our largest investment – SART;
- Utilizing the visual set-up, you will gain a great understanding of the benefits of participating in Quality Start San Bernardino;

- Commissioner Dr. Weinstein and Business Manager Staci Scranton will share about our Reach Out and Read partnership success;
- Our regional collaboration between First 5 Riverside and F5SB for the Dental Transformation Initiative will showcase key aspects of our programs, including the equipment and program strategies;
- Our partners from Loma Linda University Children’s Hospital will showcase our “coming soon” Help Me Grow initiative; and
- AmeriCorps members will highlight the work they do with home visitation, preschool/school readiness support and our Nurturing Parenting Program.

Tuesday’s 20th Anniversary launch event is a mere prelude to a continuing celebration. There will be 5 additional community events throughout the five supervisorial districts in the month of November. Our contracted partner, IECC will capture these events and create photobooks for each district and a 20th Anniversary Celebration video to be presented to the Commission and the Board of Supervisors early in the next year.

I would like to thank the First 5 San Bernardino Commission for your commitment to ensure that coordinated and comprehensive systems support and strengthen children, families, and communities throughout our County as we pursue the vision that all children are healthy, safe, nurtured, eager to learn and ready to succeed in school through the Commission’s investments, work and strategic partnerships in the next 20 years.

Motion by Commissioner Weinstein and seconded by Commissioner Vargas to approve the Consent Items. Commissioner Thomas abstained from Item 5 due to her position as appointing authority over the Preschool Services Department.

**Consent**

With the noted abstention, Commissioners Hill and Ramos absent and without further comment or objection, motion carried by unanimous vote.

| Item No. | CONSENT   |
|----------|---|
| 1        | Approve Minutes of September 12, 2018 Commission Meeting.<br>(Presenter: Ann M. Calkins, Executive Assistant 252-4252)  |
| 2        | A. Ratify and approve Amendment No. 1, effective October 13, 2018, to employment Contract No. 15-816 between the County of San Bernardino, Children and Families Commission, and Willmar Gultom, Accountant II, extending the term through October 12, 2021, and updating benefit language and hourly rate for an annual cost of \$80,306 (\$56,992 Salary, \$23,314 Benefits).<br>B. Authorize the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contract for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.<br>C. Direct the Assistant Executive Officer of Human Services to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.<br>(Presenter: Karen E. Scott, Executive Director, 252-4252) |
| 3        | Approve Commission Meeting Schedule for Calendar Year 2019.<br>(Presenter: Ann M. Calkins, Executive Assistant, 252-4252)   |
| 4        | Approve Amendment A1 to Contract FS076 with County of San Bernardino Library for the Career Online High School Initiative for Fiscal Year 2016-2020.<br>(Presenter: Scott McGrath, Deputy Director, Systems and Impact, 242-4259)   |



|   |   |
|---|---|
| 5 | <p>Approve Amendment No. 1 to the non-financial Memorandum of Understanding (MOU) with the County of San Bernardino Preschool Services Department (PSD) to provide literacy, math skills, and social and emotional development skills for eligible PSD children through the use of AmeriCorps members for the period of July 25, 2018 through September 30, 2020.<br/>(Presenter: Staci Scranton, Business Support Manager, 252-4282)</p> |
|---|---|

| Item No. | DISCUSSION   |
|----------|--|
| 6        | <p>Conduct Public Hearing for the Children and Families Commission for San Bernardino County's Annual Audit for Fiscal Year 2017-2018.<br/>(Presenter: Debora Dickerson-Sims, Deputy Director of Finance, 252-4269)</p> <p><b><u>Discussion</u></b><br/>None</p> <p><b><u>Public Comment</u></b><br/>None</p> <p>Public Hearing conducted. No public comments presented on this item.</p>  |
| 7        | <p>Conduct Public Hearing of the Children and Families Commission for San Bernardino County's Annual Report for Fiscal Year 2017-2018.<br/>(Presenter: Scott McGrath, Deputy Director of Systems and Impact, 252-4259)</p> <p><b><u>Discussion</u></b><br/>None</p> <p><b><u>Public Comment</u></b><br/>None</p> <p>Public Hearing conducted. No public comments presented on this item.</p>   |
| 8        | <p>Approve Contract IC035 with Social Entrepreneurs, Inc., to support the development and implementation of a Maternal Health Systems framework specific to San Bernardino County in the amount \$197,158 for Fiscal Years 2018-19 through 2019-20.<br/>(Presenter: Renee Jones, Staff Analyst II, 252-4273)</p> <p><b><u>Discussion</u></b><br/>Commissioner Thomas asked if SEI is building upon the work already being done. Ms. Jones answered SEI will build upon existing systems.</p> <p><b><u>Public Comment</u></b><br/>None</p> <p>Motion made by Commissioner Garrett and seconded by Commissioner Vargas to approve Item 8. With Commissioners Hill and Ramos absent and without further comment or objection, motion carried by unanimous vote.</p> |
| 9        | <p>A. Approve revised Letter of Intent to increase the AmeriCorps members living allowance for three (3) previously approved 1,700-hour (full-time) services members to (PATH) program.</p> <p>B. Approve (1) year contract with Prevent Child Abuse California (PCA CA) for three (3) AmeriCorps service member positions to provide home visitation through the (PATH) Program at a cost not to exceed \$54,840.00 in matching funds for Fiscal Year 2018-2019.</p>  |

|  |   |
|--|---|
|  | <p>C. Approve Memorandum of Understanding (MOU) with (PCA CA) for Fiscal Year 2018-2019 for AmeriCorps service member mileage reimbursement in an amount not to exceed \$15,000.00<br/>(Presenter: Wendy Lee, Staff Analyst II, 252-4254)</p> <p><b><u>Discussion</u></b><br/>Commissioner Thomas asked if there were any changes or enhancements that were made from the pilot year and if there was a specific reason why the AmeriCorps members will now report to First 5 instead of family resource center sites.</p> <p>Ms. Lee answered First 5 needed consistency in data collection. This move will also allow one-on-one mentoring and member training in case management. This will also free up agencies to focus on FCSP with First 5.</p> <p><b><u>Public Comment</u></b><br/>None</p> <p>Motion made by Commissioner Weinstein and seconded by Commissioner Vargas to approve Item 9. With Commissioners Hill and Ramos absent and without further comment or objection, motion carried by unanimous vote.</p> |
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**Public Comment**      None

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**Commissioner Roundtable**      Karen Scott, Executive Director thanked the Commission for their commitment to this work and expressed appreciation for Commission Counsel Sophie Akins and First 5 staff.

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**Adjournment**      Motion to adjourn by Commissioner Garrett and seconded by Commissioner Vargas. With Commissioners Hill and Ramos absent and without further comment or objection, motion carried by unanimous vote. Chair Ohikhuare adjourned the meeting at 4:45 p.m.

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**Next meeting at First 5 San Bernardino**      **Wednesday, February 6, 2019**  
**3:30 p.m. to 5:00 p.m.**

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**Attest**

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Maxwell Ohikhuare, M.D., Chair

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Ann M. Calkins, Executive Assistant

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**AGENDA ITEM 2  
FEBRUARY 6, 2019**

|                               |   |
|-------------------------------|---|
| <b>Subject</b>                | Employment Contract, Marian Fam, CFC Accountant II  |
| <b>Recommendations</b>        | <p>A. Ratify the approval (by the Chairman of the Board of Supervisors) of the employment contract between the County of San Bernardino and Children and Families Commission and Marian Fam as an Accountant II, for an annual cost of \$68,868 (\$49,192 Salary, \$19,676 Benefits) for the period of December 8, 2018 through December 7, 2021.</p> <p>B. Authorize the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contract for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.</p> <p>C. Direct the Assistant Executive Officer of Human Services to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.</p> <p>(Presenter: Karen E. Scott, Executive Director, 252-4252)</p>   |
| <b>Financial Impact</b>       | Approval of this item does not impact Discretionary General Funding (Net County Cost). The total annual cost of \$68,868 is fully reimbursed by the Children and Families Commission's (Commission) Trust Fund. Adequate appropriation and revenue have been included in the Commission's 2018-19 budget and will be included in future recommended budgets.  |
| <b>Background Information</b> | <p>The Commission has a vacancy for one Accountant II position. The Accountant II position is responsible for preparing a variety of detailed accounting, statistical and narrative financial statements; analyzing financial documents; supervising personnel in the preparation of ledger entries; making complex or difficult adjusting entries; and advising officials and department personnel on accounting and fiscal actions and procedures. The recommended employment contract shall be effective December 8, 2018 and shall remain in effect through December 7, 2021, subject to the termination provisions of the contract.</p> <p>The Commission uses California's tax on cigarettes and tobacco products to provide services for the State's youngest residents and their families. The Commission collaborates with the community and child-serving agencies to fulfill their mission of promoting, supporting, and enhancing the health and early development of children prenatal through age five and their families.</p> <p>On January 23, 2001 (Item No. 59), the Board of Supervisors (Board) approved Contract No. 01-50 with the Commission to maintain a cooperative working relationship to effectively and efficiently implement the Commission's mission. The terms and conditions of the contract require Human Services (HS) to provide the Commission with support for the administration of staff benefits, review and act on Board agenda items and personnel-related issues, and provide employment contract administration services. The contract has been amended several times to revise language regarding services or to add services provided by the County. The Commission fully reimburses the County for the cost of these services.</p> |

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**PROCUREMENT**

At the request of the Commission, Human Resources provided a certification list of ten eligible candidates from their established certification on September 17, 2018. From September 25, 2018 through October 2, 2018, six candidates were interviewed by a three-member panel consisting of the Deputy Director of Finance, Fiscal Section Manager, and an Accountant III.

Based on her interview, education, and experience, the Commission recommends an employment contract with Marian Fam as an Accountant II at a starting salary of \$23.65 per hour, contingent on Board approval.

Authorization is requested for the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contract for a maximum of three successive one-year periods. Notwithstanding the foregoing, either party may terminate the contract at any time without cause upon 14 days prior written notice to the other party. The County may terminate the contract immediately for just cause.

**Review**

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This item has been reviewed by Human Resources (Mark DeBoer, Human Resources Division Chief, 387-5564) on November 5, 2018; County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5571) on November 5, 2018; Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on November 1, 2018; Finance (John Hallen, Administrative Analyst, 388-0208) on November 6, 2018; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on November 6, 2018.

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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>                        |



**Contract Number**

**SAP Number**

## Human Services

|   |   |
|---|---|
| <b>Department Contract Representative</b> | <u>Karyn Baxter</u>                         |
| <b>Telephone Number</b>                   | <u>(909) 386-8369</u>                       |
| <b>Contractor</b>                         | <u>Marian Fam</u>                           |
| <b>Contractor Representative</b>          | <u></u>                                     |
| <b>Telephone Number</b>                   | <u></u>                                     |
| <b>Contract Term</b>                      | <u>December 8, 2018 to December 7, 2021</u> |
| <b>Original Contract Amount</b>           | <u>Initial Hourly Rate \$23.65</u>          |
| <b>Amendment Amount</b>                   | <u></u>                                     |
| <b>Total Contract Amount</b>              | <u></u>                                     |
| <b>Cost Center</b>                        | <u>903100990</u>                            |

### IT IS HEREBY AGREED AS FOLLOWS:

**WHEREAS**, the County of San Bernardino, hereinafter called the County, and the Children and Families Commission, hereinafter called the Commission, desire to obtain the services of Contractor under the terms and conditions set forth in this Contract, and

**WHEREAS**, Contractor has the skills and knowledge necessary to provide services for the Commission;

**NOW, THEREFORE**, in consideration of mutual covenants and conditions, the parties agree as follows:

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## **I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

Contractor shall be employed as an Accountant II with the Children and Families Commission (Commission) – First 5 San Bernardino. Contractor shall work cooperatively with the staff of the Commission under the direction of a Deputy Director, performing a broad range of duties, including, but not limited to, the following:

- A. Prepare a variety of detailed accounting, statistical, and narrative financial statements or reports requiring analysis and interpretation.
- B. Examine and analyze fiscal documents to ensure adherence to established internal controls; verify the accuracy of accounting records, transactions, and effectiveness of record-keeping systems.
- C. Prepare or supervise technical and clerical personnel in the preparation of manual and computerized ledger entries, original entries, reconciliations, trial balances, and other fiscal record keeping work.
- D. Make complex or difficult adjusting entries affecting several subsystems of a departmental accounting system.
- E. Recommend the installation of new or revised accounting systems, procedures, and records.
- F. Advise officials and departmental personnel on accounting and fiscal actions and procedures.
- G. Assist in preparation of budgets and establish budgetary controls.
- H. Conduct fiscal site visits of contracted service agencies and internal programs for financial and operational compliance; perform audits of limited scope.
- I. Prepare and maintain records, files, and data electronically and non-electronically.
- J. Provide fiscal related status and other informative reports to management and appropriate staff and agencies in a timely manner.
- K. Organize, coordinate, and complete assigned special projects.
- L. Perform other special projects and duties as assigned.
- M. Provide vacation and temporary relief as required.
- N. Travel throughout the County as required.

## **II. CONFLICT OF INTEREST**

As a condition of employment, Contractor does hereby agree to follow and uphold the Conflict of Interest policy of the County's Personnel Rules as follows:

No official or employee shall engage in any business or transaction or shall have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal, as distinguished from financial interest, includes an interest arising from blood or marriage relationships, or close business, personal or political associations. This section shall not serve to prohibit independent acts or other forms of enterprise during those hours not covered by active County employment, providing such acts do not constitute a conflict of interest as defined herein. Contractor is also subject to the provision of California Government Code Sections 1090, 1126, 87100, and any other conflict of interest code applicable to County employment.

## **III. TERM**

This Contract shall be effective December 8, 2018 and shall remain in effect through December 7, 2021, subject to the termination provisions below. The Assistant Executive Officer of Human Services is authorized to execute amendments to the Contract to extend the term for a maximum of three successive one-year periods. Notwithstanding the foregoing, either party may terminate this Contract at any time, without cause, with a fourteen (14) day prior written notice to the other party. This Contract may be terminated for just cause immediately by the County. Contractor shall serve at the pleasure of the

appointing authority, who shall have the full authority and discretion to exercise County rights under this paragraph.

#### **IV. COMPENSATION OF CONTRACTOR**

Upon the effective date of this Contract, Contractor shall be considered a Contract employee in the County's Unclassified Service. Contractor shall receive only the benefits and compensation specifically set forth in this Contract. This Contract provides for the full compensation to Contractor for the services required hereunder. This Contract supersedes any prior employment Contract of Contractor.

##### **A. SALARY RATE**

Contractor shall be compensated for services at a rate of \$23.65 per hour, which is equivalent to Step 1 of Range 50 of the July 21, 2018 salary schedule for employees in the Administrative Services Unit. Contractor shall not to exceed forty (40) hours per workweek unless expressly authorized, pursuant to the Overtime provision of this Contract. Contractor shall be evaluated and will be eligible to receive step increases of approximately 2.5% at the beginning of the pay period following each completion of 2,080 service hours and upon approval of the appointing authority, up to the top step of the range, based on a meets standards work performance evaluation. Step advancements may be adjusted according to any future changes made to the MOU covering employees in the Administrative Services Unit if approved by the Executive Director and the Assistant Executive Officer of Human Services.

Contractor shall be eligible to receive salary adjustments, including across-the-board adjustments, in the same amount and at the same time as employees in the Administrative Services Unit if approved by the Executive Director and the Assistant Executive Officer of Human Services.

Contractor does not gain probationary or regular status during the term of this Contract. Payment for services shall be made bi-weekly during the term specified in Section III of this Contract.

##### **B. OVERTIME**

Overtime shall be defined as all hours actually worked in excess of forty (40) hours a work period. For purposes of defining overtime, paid leave time, excluding sick leave, shall be considered as time actually worked. If Contractor is authorized by the Executive Director, or designee, to work overtime, Contractor shall be eligible to receive overtime compensation at one and one half (1½) times the Contractor's regular rate of pay.

In lieu of cash payment, upon request of the Contractor and approval of the appointing authority, Contractor may accrue compensating time off at premium hours. Cash payment at the Contractor's regular rate of pay shall automatically be paid for any compensating time, which exceeds eighty (80) hours, or for any hours on record immediately prior to termination of Contract.

##### **C. LEAVE PROVISIONS**

Contractor shall receive, or be subject to, the following Leave Provisions in the same manner and amount as employees in the Administrative Services Unit: Bereavement, Blood Donation, Compulsory, Holiday, Jury Duty, Sick, and Vacation.

Refer to Item O in this Section for processing of leave balances upon termination of this Contract.

##### **D. MEDICAL AND DENTAL COVERAGE**

Contractor must enroll in a medical and dental plan offered by the County, unless enrolled in other comparable employer sponsored coverage. If eligible, Contractor shall receive the Medical Premium Subsidy (MPS) and Dental Premium Subsidy (DPS) to offset the cost of medical plan premiums charged to Contractor pursuant to the terms and conditions for employees in the Administrative Services Unit.

##### **E. VISION CARE INSURANCE**



Contractor shall be eligible for Vision Care Insurance in the same manner and amounts for employees in the Administrative Services Unit.

F. LIFE INSURANCE

The County shall pay premiums for a term life insurance policy for Contractor in the same manner and amount as employees in the Administrative Services Unit. County-paid life insurance will become effective and continue for each pay period in which Contractor is paid for one-half plus one of their regularly scheduled hours. For pay periods in which Contractor does not meet the paid hours requirement, Contractor shall have the option of continuing life insurance coverage at Contractor's expense.

G. ACCIDENTAL DEATH AND DISMEMBERMENT

Contractor shall be eligible to purchase Accidental Death and Dismemberment Insurance coverage and additional supplemental term life insurance in the same manner and amount as offered by the County to employees in the Administrative Services Unit.

H. EXPENSE REIMBURSEMENT

Contractor shall be eligible for expense reimbursement in the same manner and amount as employees in the Administrative Services Unit.

I. RETIREMENT PLAN

If Contractor is regularly scheduled for and regularly works a minimum of forty (40) hours per pay period, Contractor shall participate in the County's general employee retirement system during the term of this Contract. Contractor shall pay the required employee contribution for the term of the Contract. Contractor's participation in the general retirement system shall be in accordance with the applicable terms of the County Employee Retirement Law of 1937, the California Public Employees' Pension Reform Act of 2013 (Gov't Code section 7522 et seq.), and the By-Laws and other requirements of the San Bernardino County Employees' Retirement Association.

If Contractor has attained the age of sixty (60) prior to employment, Contractor may waive membership, at the time of hire, in the San Bernardino County Employee's Retirement Association. If Contractor regularly works less than forty (40) hours per pay period, waives membership, or otherwise does not meet the definition of a member of the retirement system, Contractor shall instead participate in the County's PST Deferred Compensation Retirement Plan.

J. RETIREMENT MEDICAL TRUST ("Trust")

Upon termination of this Contract, Contractor shall be eligible to convert the cash value of unused Sick Leave to the Trust in the same manner and amount as employees in the Administrative Services Unit, provided the Contractor meets the eligibility requirements (e.g., years of service, etc.) for participation. Contractor shall not receive County contributions to the Trust.

Refer to Item O in this section for processing of unused Sick Leave balances upon termination of this Contract.

K. SALARY SAVINGS PLAN

Contractor shall be eligible to participate in the County's 457(b) Salary Savings Plan, per the Plan Document. Contractor shall not receive County match contributions with respect to participation in such plan.

L. DEPENDENT CARE ASSISTANCE PLAN (DCAP) AND FLEXIBLE SPENDING ACCOUNT (FSA) PLAN FOR MEDICAL EXPENSE REIMBURSEMENT

Contractor shall be eligible to participate in the County's DCAP and FSA Plans in the same manner as employees in the Administrative Services Unit and per the plan documents. Contractor shall not receive any County match contributions with respect to participation in either plan.

M. LEGALLY REQUIRED BENEFITS

Contractor shall receive all benefits as required by law when eligible (e.g., FMLA, ACA, Military Leave, Time Off for Voting, and Medicare). Where the County provides a greater benefit than is required by law, Contractor shall only receive the minimum benefit in accordance with the law, unless the greater benefit is specifically provided for in another provision of this Contract.

N. SHORT TERM DISABILITY

Contractor shall be eligible to receive the same Short-Term Disability insurance benefits as offered to employees in the Administrative Services Unit.

O. BENEFITS UPON TERMINATION OF CONTRACT

Contractor Separated from County Service

Upon separation from County employment, Contractor shall be compensated for any unused Vacation and Holiday Leave at the then base rate of pay. Contractor will be eligible to convert the cash value of unused Sick Leave to the Retirement Medical Trust Fund in the same manner and amount as employees in the Administrative Services Unit, if eligibility requirements are met. If eligibility requirements are not met at the time of separation, unused Sick Leave shall be forfeited.

Contractor to Regular County Employment

In the event this Contract is terminated because Contractor is appointed to a regular County position without a break in service, the Contractor shall be provided a new date of hire (i.e., Regular Hire Date). Eligibility for benefits, including, but not limited to, retirement system contributions, health benefits, and leave accrual rates shall be based upon the provisions of the applicable Memorandum of Understanding (MOU) or ordinance in effect at the time Contractor is appointed to a regular County position. Seniority, for purposes of layoff, shall be determined by the most recent Regular Hire Date or as otherwise provided in the applicable MOU.

At the sole discretion of the appointing authority of the County department or office in which appointment to the regular position is made, unused leave balances may be maintained and carried over. Any leave balances carried over shall be in accordance with the applicable MOU for the bargaining unit associated with the position into which the Contractor was hired. Any leave balances not authorized to be carried over shall be distributed as outlined in "Contractor Separated from County Service" above.

Contractor to New Contract Position

In the event the Contractor accepts another Contract position with the County without a break in service, at the sole discretion of the appointing authority of the County department or office in which appointment to the Contract position is made, leave accrual rates and unused leave balances may be maintained and carried over. Any leave balances carried over shall be in accordance with the applicable MOU for the bargaining unit associated with the position into which the Contractor was hired. Any leave balances not authorized to be carried over will be distributed as outlined in "Contractor Separated from County Service" above.

V. **GENERAL PROVISIONS RELATING TO CONTRACTOR**

A. TOUR OF DUTY

Contractor's standard tour of duty (regularly scheduled workweek) shall be established by the Executive Director, or his/her designee. The Executive Director, or his/her designee, may modify or change the number of hours in a standard day, tour of duty or shift to meet the needs of the service. Contractor shall not work more than forty (40) hours per workweek without prior approval from the Executive Director, or his/her designee. The Executive Director shall have the right to direct Contractor to take such time off as is necessary to ensure that Contractor's actual time worked does not exceed forty (40) hours within any given work period.

B. CLASSIFICATION

Contractor will not attain regular status in this position, and as an unclassified Contract employee, will not be provided those rights under the San Bernardino County Personnel Rules afforded only to employees who have attained regular status. This Contract does not expand or alter any jurisdiction established by the Personnel Rules or any MOU. Contractor shall adhere to the County's and the Department's standards of employee conduct, including all applicable rules, policies, and regulations. Violation of applicable standards may result in Contract termination or lesser penalties.

C. WORKERS' COMPENSATION AND LIABILITY COVERAGES

Contractor shall be covered by the County's Workers' Compensation insurance coverage during the hours actually worked under this Contract. Contractor shall be covered by the County's Public Liability Insurance only while performing services under this Contract. Contractor shall only receive those benefits as required by law.

D. USE OF PRIVATE VEHICLE

If the services to be performed under this Contract require Contractor to drive a vehicle, Contractor must possess a valid California driver's license at all times during the performance of duties under this Contract.

Contractor agrees to allow the County to obtain a Department of Motor Vehicles report of Contractor's driving record.

In order for Contractor to be able to use a private vehicle during the performance of duties under this Contract, Contractor shall be covered by vehicle liability insurance at least equal to the minimum requirements of the California Vehicle Code. Such requirements currently are:

1. Fifteen thousand dollars (\$15,000) for single injury or death;
2. Thirty thousand dollars (\$30,000) for multiple injury or death;
3. Five thousand dollars (\$5,000) for property damage.

Failure to comply with the requirements of this Paragraph shall be deemed cause for termination of this Contract, pursuant to Section III above.

E. EVIDENCE OF ELIGIBILITY TO WORK

Contractor shall submit evidence of eligibility to work in the United States and verification of identity within three (3) working days of the effective date of this Contract. Contractor shall submit to and successfully complete a pre-employment background check, including a medical examination through the County's Center for Employee Health and Wellness before employment commences. This provision is satisfied if Contractor is a current employee or Contractor who previously met the requirements of this provision.

F. DIRECT DEPOSIT

Contractor must make arrangements for the direct deposit of paychecks into the financial institution of their choice via electronic fund transfer. Inability or failure by Contractor to make such arrangements will result in the County paying Contractor via pay card.

G. MISCELLANEOUS

Government Code section 53243.2 requires the following provision be included in this Contract: If this Contract is terminated, any cash settlement related to the termination that Contractor may receive from the County shall be fully reimbursed to the County if Contractor is convicted of a crime involving an abuse of his or her office or position, as defined in Section 53243.4.

**VI. REIMBURSEMENT AND INDEMNIFICATION**

- A. The Commission agrees to reimburse the County for total compensation cost of the employee.
- B. The Commission shall indemnify, defend, and hold harmless the County, its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of the County's provision of the contracted personnel to the Commission.

**VII. CONCLUSION**

This Contract, consisting of eight (8) pages, is the full and complete document describing services regarding the Contractor's rights and obligations of the parties, including all covenants, conditions, and benefits.

COUNTY OF SAN BERNARDINO

By \_\_\_\_\_  
Robert A. Lovingood, 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*

By \_\_\_\_\_  
*(Authorized signature - sign in blue ink)*

Name Marian Fam  
*(Print or type name of person signing contract)*

Title Accountant II  
*(Print or Type)*

Dated: \_\_\_\_\_

Address Address on file

Approved as to Legal Form  
By \_\_\_\_\_  
Cynthia O'Neill, Supervising Deputy County Counsel  
Date \_\_\_\_\_

Reviewed by Contract Compliance  
By \_\_\_\_\_  
Jennifer Mulhall-Daudel, Contracts Manager  
Date \_\_\_\_\_

Presented to BOS for Signature  
By \_\_\_\_\_  
CaSonya Thomas, Assistant Executive Officer for Human Services  
Date \_\_\_\_\_



**AGENDA ITEM 3**  
**February 6, 2019**

|                               |   |
|-------------------------------|---|
| <b>Subject</b>                | Center for Oral Health, Contract HW055 A2   |
| <b>Recommendations</b>        | Approve Amendment A2 for Contract HW055 for a six-month extension with the Center for Oral Health for \$346,875 for a cumulative total of \$2,775,000 for Fiscal Years 2015-2019 for the Early Smiles program.<br>(Presenter: Scott McGrath, Deputy Director of Systems and Impact, 252-4259)   |
| <b>Financial Impact</b>       | Increase of \$346,875 for a cumulative total not to exceed \$693,750 for Fiscal Year 2018-2019.   |
| <b>Background Information</b> | <p>The Commission approved the Oral Health Education, Screening and Navigation (OH-ESN) Initiative on March 4, 2015 committing \$2,250,000 in funding for the period of July 1, 2015 – June 2018. This initiative prioritizes education around optimal oral health practices, navigation for appropriate utilization of existing resources, and connects families to a medical/dental home.</p> <p>On June 6, 2018, the Commission approved a six-month extension to the contract in the amount of \$346,875 to ensure continuity of care for children enrolled in Head-Start and other children and pregnant women at approved sites.</p> <p>The recommended contract with the Center for Oral Health’s Early Smiles program is an innovative and sustainable model that provides children 0-5 and pregnant women with oral health education utilizing the 1 2 3 4 5 First Smiles and Cavity Free at Three curricula.</p> <p>As a system coordinator, the Center for Oral Health collaborates with county departments such as the Preschool Services Department and the Department of Public Health to build collaboration between medical and dental providers, integrates oral health services into primary care, and leverages existing Federal Financial Participation and Medi-Cal reimbursement to provide funding for growth and sustainability. This collaborative effort is so services and supports will not only align with the States Local Dental Pilot Project but also identify gaps in services and build resources in the Inland Empire at-large.</p> <p>The Center for Oral Health is aligned to fill gaps in oral health service delivery to advance a robust system of care in the Inland Empire. As a part of the transition into a statewide effort, the Center for Oral Health will continue to convene the Local Dental Pilot Project-Inland Empire Workgroup (LDPP-IE) and Oral Health Action Coalition-Inland Empire (OHAC-IE) and will serve as the platform to align State and Federal efforts, share resources, promote communication, and provide support.</p> <p>LDPP-IE and OHAC-IE are multi-lateral, non-partisan efforts directed toward improving oral health status of the state’s traditionally underserved and vulnerable populations. The effort of each collaborative partnership has become the most broad-based and unified voice for oral health. They are action-oriented groups whose members are committed to accomplishing the work necessary to</p> |

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bring a systems change. Strategies for both stakeholder groups include advocacy for health reform, expand/maintain existing programs, expand benefits/access, expand infrastructure.

Pending Commission approval, the Center for Oral Health will provide education, screening and navigation services to children and pregnant women through a variety of portals including settings such as pre-school environments (including Head Start), home-based childcare, WIC, OB-GYN and pediatric offices as well as community events.

In addition, the Center for Oral Health will support the most efficient and effective use of resources through an established network of providers and stakeholders through the OHAC-IE as well through the growing efforts of the LDPP-IE.

During this contract period, the Center for Oral Health will report intermittently on the launch and growth of LDPP. It is expected that, as services and capacity increase under the LDPP for children, activities in that area for the Center for Oral Health will begin to decrease. Center for Oral Health will continue to be a provider for pregnant women through this contract amendment.

**SPA 2: Systems and Networks**

Objective 2.1.a – Systems and services effectively support and engage children, families and communities.

Objective 2.1.b – Families, providers and stakeholders collaborate effectively to improve the well-being of the child.

**Review**

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Sophie Akins, 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**

| FOR COMMISSION USE ONLY  |  |                                    |                                 |                                      |        |     |
|--|--|------------------------------------|---------------------------------|--------------------------------------|--------|-----|
| <input type="checkbox"/> New<br><input checked="" type="checkbox"/> Change<br><input type="checkbox"/> Cancel  | Vendor Code<br>10008922                | <b>SC</b>                          | Dept.<br>903                    | <b>A</b>                             |        |     |
| Organization<br>Children and Families Commission   |  |                                    |                                 | Contract Number<br>HW055 A2          |        |     |
| Commission Representative<br>Cindy Faulkner, Assistant Director  |  |                                    | Telephone<br>909-386-7706       | Total Contract Amount<br>\$2,775,000 |        |     |
| Contract Type<br><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<br>95200  | Contract Start Date<br>July 1, 2015    | Contract End Date<br>June 30, 2019 | Original Amount<br>\$ 2,081,250 | Amendment Amount<br>\$ 346,875       |        |     |
| Cost Center<br>9033009900  |  | GL Account<br>53003357             | Internal Order No.<br>1000732   | Amount<br>\$ 693,750                 |        |     |
| 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 |
| Early Smiles-Education<br>Screening and Navigation   | 18-19                                  | \$346,875                          | 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)

Center for Oral Health

Department/Division

Address

309 East Second Street

Pomona, CA 91766-1854

Phone

(909) 469-8300

Federal ID No.

94-3000350

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 \$ 2,775,000 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 2015-16 | \$ <u>693,750</u> | July 1, 2015 through June 30, 2016 |
| Fiscal Year 2016-17 | \$ <u>693,750</u> | July 1, 2016 through June 30, 2017 |
| Fiscal Year 2017-18 | \$ <u>693,750</u> | July 1, 2017 through June 30, 2018 |
| Fiscal Year 2018-19 | \$ <u>693,750</u> | July 1, 2018 through June 30, 2019 |

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

2. Paragraphs A. of Section VIII, TERM, is amended to read as follows:

- A. This Contract is effective commencing July 1, 2015 and expires June 30, 2019, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

\_\_\_\_\_  
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*continued on next page*



**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 2018-2019

Attachment B – Amended Program Budget for FY 2018-2019

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

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

**CENTER FOR ORAL HEALTH**

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Maxwell Ohikhuare, M.D.  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Conrado Bárzaga, M.D.  
Printed Name

Executive Director  
Title

\_\_\_\_\_  
Dated

Official Stamp

**Reviewed for Processing**

▶ \_\_\_\_\_  
Cindy Faulkner  
Operations Manager

\_\_\_\_\_  
Date

**Approved as to Legal Form**

▶ \_\_\_\_\_  
Sophie Akins  
Commission Counsel

\_\_\_\_\_  
Date

**Presented to Commission for  
Signature**

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

\_\_\_\_\_  
Date

SPA 1: Children and Families  
 Goal 1.1: Child Health  
 Objective 1.1.a: Families have access to resources and environments that support the total wellness of the child  
 Objective 1.1.b: Families are knowledgeable of and utilize available resources to manage their health

**ATTACHMENT A  
 PROGRAM WORKPLAN**



Agency Name: Center for Oral Health  
 Program Name: Early Smiles  
 Service Area: Countywide

Contract #: HW055 A2  
 Fiscal Year: January 2019 to June 2019

| <b>Expectation(s):</b>   | Support improved health outcomes for pregnant women and children 0-5 by ensuring all participants increase their knowledge in regard to oral health practice, health system navigation, and establishment of dental home. Client's risk level will be captured as part of oral health screening. |   |
|--|--|---|
| <b>Outcome(s):</b>   | 3,000 clients will show positive change on at least one scale/construct upon completion of oral health education as evidenced by Education Session Assessment  | 1,550 clients without a medical home will have established a medical home |
| Objective  | Activity   | Verification  |
| Increase parent knowledge on optimal oral health practices, dental benefits, accessing dental care and the importance of a dental home | Oral Health Education  | Education Session Assessment and Teach Back Summary                       |
| Provide oral health screening  | Oral Health Screening (Low, Mod, and High)   | Carries Risk Assessment Summary   |
| Dental home established  | Oral Health Navigation   | Dental service confirmation Summary                                       |

**Program Description:**

The Early Smiles program is an innovative, integrated and sustainable model program that provides parents/caregivers of children 0-5 and pregnant women with oral health education in optimal oral health practices. Screening of children 0-5 and pregnant women for clinical issues and risk along with preventive services and navigation assistance to ensure participants have an ongoing dental home. Furthermore, it builds collaboration between medical and dental providers, integrates oral health into primary care and takes advantage of Federal Financial Participation and Medi-Cal reimbursement. The program will serve children and pregnant women countywide by engaging families in the following settings: Preschools including Head Start sites, community health and dental clinics, hospitals, WIC clinics, family resource centers, immunization clinics, community events such as health fairs, ECE parent meetings, OB/GYN offices/clinics and women's health centers. All children and pregnant women will receive an oral health screening. Those who are assessed as not having a dental home will receive navigation services until one is established and verified at which time participants will exit the program. All enrolled parents/caregivers of children 0-5 will receive oral health education. Provide quarterly DTI updates and include Early Smiles progress as DTI is implemented.

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

Data Type: Aggregate  
 Reporting Period: Quarterly Due: April 15<sup>th</sup> & July 15<sup>th</sup> of 2019  
 Program Cycle: January 2019 – June 2019



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

**July 2018-June 2019**

|                       |   |                          |                        |                        |                     |
|-----------------------|---|--------------------------|------------------------|------------------------|---------------------|
| <b>ORGANIZATION:</b>  | Center For Oral Health                            | <b>DIRECTOR:</b>         | Conrado E. Barzaga, MD | <b>PROGRAM YEAR:</b>   | July 2018-June 2019 |
| <b>PROGRAM TITLE:</b> | Early Smiles-Education Screening & Navigation     | <b>PROGRAM DIRECTOR:</b> | Lizbeth Bayardo        | <b>TOTAL BUDGET:</b>   | 693,750             |
| <b>INITIATIVE:</b>    | Oral Health - Education, Screening and Navigation | <b>FINANCE OFFICER:</b>  | Jason McGuire          | <b>RFP/CONTRACT #:</b> | HW055 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    | Conrado Barzaga  | Executive Director   | 0.15     | 86.66      | 156          | 27%         | 22,531        | 6,173       | 28,704       | 229,809                   | 15%                        | Responsibilities for contract compliance, supervision of Project Director & contractor, liaison with First 5 SBC, and budget oversight. Budgeted at .15 FTE                                   |
| 2    | Lizbeth Bayardo  | Program Director   | 0.25     | 40.86      | 260          | 27%         | 30,618        | 8,466       | 39,084       | 105,153                   | 25%                        | Supervision of Project Specialists, coordination between COH/OHAC-IE and project partners, data compilation, partner assistance, written reports, & OHAC-IE management. Budgeted at 0.25 FTE. |
| 3    | Jennifer Nowotney, Laura Perez, Roxana Mendoza, Jennifer Henry, Vanessa Montano, TBD | Registered Dental Hygentists/ Program Specialists (Per-Diem) | 2.60     | 39.78      | 2700         | 27%         | 214,812       | 59,074      | 273,886      | 274,394                   | 260%                       | Responsibilities include direct oral health services, health education and navigation, outreach and partner support. Budgeted at 2.6 FTE.   |
| 4    | Andrea Sequeria  | Office Manager   | 0.15     | 24.22      | 156          | 27%         | 6,147         | 1,683       | 7,830        | 62,315                    | 15%                        | Responsibilities include administrative support, communications, operational and fiscal management support. Budgeted at .15 FTE   |
| 5    | Laura Gallardo   | Data and Outreach Specialist                                 | 1.00     | 21.42      | 1040         | 27%         | 43,493        | 11,955      | 55,448       | 55,448                    | 100%                       | Responsibilities include health education, outreach, OHAC-IE support, & data entry. Budgeted at 1.0 FTE   |
| 6    | Brittany Nguyen  | Data and Outreach Specialist                                 | 1.00     | 20.06      | 1040         | 27%         | 40,721        | 11,193      | 51,914       | 51,914                    | 100%                       | Responsibilities include health education, outreach, OHAC-IE support, & data entry. Budgeted at 1.0 FTE   |



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

**July 2018-June 2019**

|                       |   |                          |                        |                        |                     |
|-----------------------|---|--------------------------|------------------------|------------------------|---------------------|
| <b>ORGANIZATION:</b>  | Center For Oral Health                            | <b>DIRECTOR:</b>         | Conrado E. Barzaga, MD | <b>PROGRAM YEAR:</b>   | July 2018-June 2019 |
| <b>PROGRAM TITLE:</b> | Early Smiles-Education Screening & Navigation     | <b>PROGRAM DIRECTOR:</b> | Lizbeth Bayardo        | <b>TOTAL BUDGET:</b>   | 693,750             |
| <b>INITIATIVE:</b>    | Oral Health - Education, Screening and Navigation | <b>FINANCE OFFICER:</b>  | Jason McGuire          | <b>RFP/CONTRACT #:</b> | HW055 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                          |
|      | Total Salaries & Benefits |     |          |            |              | \$ 358,322  | \$ 98,545     | \$ 456,867  | \$ 779,033   |                           |                            |



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: July 2018-June 2019**

|                       |  |                          |                        |                        |                     |
|-----------------------|--|--------------------------|------------------------|------------------------|---------------------|
| <b>ORGANIZATION:</b>  | Center For Oral Health                 | <b>DIRECTOR:</b>         | Conrado E. Barzaga, MD | <b>PROGRAM YEAR:</b>   | July 2018-June 2019 |
| <b>PROGRAM TITLE:</b> | Early Smiles-Education Screening & Na  | <b>PROGRAM DIRECTOR:</b> | Lizabeth Bayardo       | <b>TOTAL BUDGET:</b>   | 693,750             |
| <b>INITIATIVE:</b>    | Oral Health - Education, Screening and | <b>FINANCE OFFICER:</b>  | Jason McGuire          | <b>RFP/CONTRACT #:</b> | HW055 A2            |

| II. SERVICES & SUPPLIES |                                |                  |                        |  |
|-------------------------|--------------------------------|------------------|------------------------|--|
|                         | Expense:                       | % of Allocation: | TOTAL F5SB BUDGET (\$) | Description/Justification:   |
| 1                       | Program Materials              | 5%               | 35,453                 | Program consent forms \$.56/unit X 10,000 clients = \$5,600. Program flyers \$.27/unit X 10,000 clients = \$2,700. Table cloths 360/unit X 2 units=\$720. Educational tools \$35/unit X 10 units = \$350 and educational handouts \$.35/unit X 7,000 clients = \$2,450 and screening supplies 74/unit X 7,000 clients= \$5,180. Total = \$17,000 |
| 2                       | Participant Support/Incentives | 5%               | \$ 32,550              | Fluoride varnish \$0.53/dose X 5,000 doses=\$2,650, oral hygiene kits \$2.50/kit X 4,500 clients=\$14,000. Total= \$14,000   |
| 3                       | Printing                       | 1%               | \$ 4,320               | Printing of misc. program materials and meeting materials, with an estimated 5,000 copies/month X \$0.12/copy x 6 months. Total = \$3,600  |
| 4                       | Postage                        | 0%               | \$ 2,400               | Mail, shipping, and delivery services, as needed for correspondence, billing, delivery of supplies and materials to partner sites: estimated \$200/month x 6 months. Total = \$1,200   |
| 5                       | Office Supplies                | 0%               | \$ 2,318               | General office supplies will be used by staff to carry out daily activities of the program (eg, paper, pens, shipping boxes, binders, paperclips, etc), estimated Grand total = \$318  |
| 6                       | Office Equipment               | 0%               | \$ -                   |  |
| 7                       | Utilities                      | 0%               | \$ 1,800               | Cell phone stipend for program staff. Total 150/month x 6 months= \$900 total  |
| 8                       | Software License               | 1%               | \$ 4,160               | SAS user license to conduct data analysis of Early Smiles program data collected   |
| 9                       | Live Scan                      | 1%               | \$ 4,000               | Online data platform for program data and to be used for data sharing and to highlight oral health needs in the SB County.   |
| 10                      | Building Rent (Public Storage) | 0%               | \$ 1,482               | Storage used for to store program supplies such as promotional material, screening supplies and incentives. 127/month X 6 months. Total = \$762  |



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: July 2018-June 2019**

|                       |  |                          |                        |                        |                     |
|-----------------------|--|--------------------------|------------------------|------------------------|---------------------|
| <b>ORGANIZATION:</b>  | Center For Oral Health                 | <b>DIRECTOR:</b>         | Conrado E. Barzaga, MD | <b>PROGRAM YEAR:</b>   | July 2018-June 2019 |
| <b>PROGRAM TITLE:</b> | Early Smiles-Education Screening & Na  | <b>PROGRAM DIRECTOR:</b> | Lizbeth Bayardo        | <b>TOTAL BUDGET:</b>   | 693,750             |
| <b>INITIATIVE:</b>    | Oral Health - Education, Screening and | <b>FINANCE OFFICER:</b>  | Jason McGuire          | <b>RFP/CONTRACT #:</b> | HW055 A2            |

|                           |                                      |    |            |  |
|---------------------------|--------------------------------------|----|------------|--|
| 11                        | Professional: Accounting, J. McGuire | 2% | \$ 12,900  | Accounting, tax forms, financial statements, bank reconciliations, etc 1,200/month |
| Total Services & Supplies |                                      |    | \$ 101,383 |  |

**III. FOOD**

|            | Event(s):                                  | TOTAL F5SB BUDGET | Description/Justification:   |
|------------|--|-------------------|--|
| 1          | OHAC-IE Meetings and Program Staff Meeting | 1,000             | Coalition members, Early Smiles program staff and DTI staff meetings .Meetings to explore alignments between DTI and Early Smiles. |
| 2          |  |                   |  |
| Total Food |  | \$ 1,000          |  |

**IV. TRAVEL**

|              | Destination:              | Purpose:   | TOTAL F5SB BUDGET | Description/Justification:                              |
|--------------|---------------------------|--|-------------------|---|
| 1            | Project and Partner Sites | Trips to sites to provide primary project activities | 14,000            | Project Sites =10,000 miles Partner sites = 2,174 miles |
| Total Travel |                           |  | 14,000            | Estimated total miles: 12,061 miles X \$0.58/mile       |

**V. SUBCONTRACTORS**

|                      | Organization Name:           | TOTAL F5SB BUDGET | Description/Justification:                                    |
|----------------------|------------------------------|-------------------|---|
| 1                    | Susan Fischer-Owens, MD, MPH | 1,000             | Oral Health Training for Primary Care Providers               |
| 2                    | Western University           | 5000              | VDH Technical Assistance, additional training and consulting. |
| Total Subcontractors |                              | 6,000             |   |

**VI. INDIRECT COSTS**

|                      |            |         |  |
|----------------------|------------|---------|--|
| Percent:             | 20%        | 114,500 |  |
| Basis:               | Total Cost |         |  |
| Total Indirect Costs |            | 114,500 |  |

|                             |  |  |            |  |
|-----------------------------|--|--|------------|--|
| <b>TOTAL FIRST 5 BUDGET</b> |  |  | \$ 693,750 |  |
|-----------------------------|--|--|------------|--|



## Program Outline Document 2018-2019

### AGENCY INFORMATION

**Contract #:** HW055 A2

**Legal Entity:** Center for Oral Health

**Dept./Division:** N/A

**Project Name:** Early Smiles – Education Screening and Navigation

**Address:** 309 East Second Street  
Pomona, CA 91766-1854

**Phone #:** 909-469-8300

**Website:** https://centerfororalhealth.org

**Fax #:** 510-380-6637

**Program Site Address:** Various

**Client Referral Phone #** 909-469-8300

No additional sites

### CONTACT INFORMATION

#### CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

**Name:** Conrado Bárzaga

**Title:** President and CEO

**Address:** 309 East Second Street  
Pomona, CA 91766-1854

**Direct Phone #:** 909-469-8300

**Fax #:** 510-380-6637

**E-Mail:** cbarzaga@tc4oh.org

#### PROGRAM CONTACT

**Name:** Lizbeth Bayardo

**Title:** Director of Programs

**Address:** 309 East Second Street  
Pomona, CA 91766-1854

**Direct Phone #:** 909-469-8304

**Fax #:** 510-380-6637

**E-Mail:** lbayardo@tc4oh.org

#### FISCAL CONTACT

**Name:** Jason McGuire

**Title:** Financial Consultant

**Address:** 309 East Second Street  
Pomona, CA 91766-1854

**Direct Phone #:** 925-216-7156

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

**E-Mail:** jmcguire@tc4oh.org

**ADDITIONAL CONTACT (Describe):** Program

**Name:** Andrea Sequeira **Title:** Office Manager  
**Address:** 309 East Second Street **Direct Phone #:** 909-469-8300  
Pomona, CA 91766-1854  
**E-Mail:** asequeira@tc4oh.org **Fax #:** 510-380-6637

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

- Educational Institution** Describe: Choose an item.
- Government Agency** Describe: Choose an item.
- Private Entity/Institution** Describe: Choose an item.
- Community-Based** Describe: Non Profit

**FIRST 5 FOCUS AREA**

- Health**
- Education**
- Family**
- Systems**

**STRATEGY**

- Early Screening and Intervention**
- Health Care Access**
- Oral Health**
- Early Education Programs**
- Access to Quality Child Care**
- Parent Education**
- Resource Center & Case Management**
- Integrated Systems Planning & Implementation**
- Countywide Information Referral Systems**
- Organizational Capacity Building**

- Health & Safety Education**
- Other:** \_\_\_\_\_
- Quality Provider Programs**
- Other:** \_\_\_\_\_
- Other:** \_\_\_\_\_
- Community Outreach**
- Other:** \_\_\_\_\_

**PROGRAM DESCRIPTION**

The Early Smiles program is an innovative, integrated and sustainable model program that provides children 0-5 and pregnant women with oral health education in optimal oral health practices, screening for clinical issues and risk along with preventive services and navigation assistance to ensure participants have an ongoing dental home. Furthermore, it builds collaboration between medical and dental providers, integrates oral health into primary care and takes advantage of Federal Financial Participation and Medi-Cal reimbursement. The program will serve children and pregnant women countywide by engaging families in the following settings: Preschools including Head Start sites, community health and dental clinics, hospitals, WIC clinics, family resource centers, immunization clinics,

**SERVICE AREA (LOCATIONS)**

Countywide



community events such as health fairs, ECE parent meetings, OB/GYN offices/clinics and women’s health centers. Every child and pregnant women will receive oral health education and screening. Those who are assessed as not having a dental home will receive navigation services until one is established at which time participants will exit the program.

**COMMISSION LEVEL OUTCOMES**

**SPA 1: Children and Families**

**Goal 1.1: Child Health**

**Objective 1.1a: Families have access to resources and environments that support the total wellness of the child**

**Objective 1.1b: Families are knowledgeable of and utilize available resources to manage their health**

**Expectation(s):** Support improved health outcomes for pregnant women and children 0-5 by ensuring all participants increase their knowledge in regard to oral health practice and health system navigation and establishment of a dental home. Client’s risk level will be captured as part of the oral health screening.

**Outcome(s):** 10,000 clients will show positive change on at least one scale/construct upon completion of oral health education as evidenced by oral health assessment. (Core)  
3,100 clients without a medical home will have established a medical home. (Core)

**ASSIGNED ANALYST:**     Renee Jones    

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**CONTRACT AMOUNT**

| <b>Fiscal Year</b> | <b>Amount</b>       |
|--------------------|---------------------|
| 2015-2016          | \$ <u>693,750</u>   |
| 2016-2017          | \$ <u>693,750</u>   |
| 2017-2018          | \$ <u>693,750</u>   |
| 2018 -2019         | \$ <u>693,750</u>   |
| <b>Total</b>       | \$ <u>2,775,000</u> |



**AGENDA ITEM 4  
FEBRUARY 6, 2019**

|                               |  |
|-------------------------------|--|
| <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.<br>(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 5  
FEBRUARY 6, 2019**

|                               |  |
|-------------------------------|--|
| <b>Subject</b>                | Election of Advisory Committee Chair   |
| <b>Recommendations</b>        | Elect Chair for the First 5 San Bernardino Advisory Committee.<br>(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 6  
FEBRUARY 6, 2019**

|                         |  |
|-------------------------|--|
| <b>Subject</b>          | Approve Amendment A1 for Contract SI029 with Loma Linda University Children’s Hospital (LLUCH).  |
| <b>Recommendations</b>  | Approve Amendment A1 to Contract SI029 with Loma Linda University Children’s Hospital (LLUCH) resulting in an increase of \$150,000 for a total cumulative amount not to exceed \$549,235 for Fiscal Year 2018-2019 for a data portal build-out. (Presenter: Ronnie Robinson, Section Manager-Systems/Communication, 252-4255) |
| <b>Financial Impact</b> | Increase of \$150,000 for a total of \$549,235 for Fiscal Year 2018-2019.  |

**Background Information** The model of Help Me Grow (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. In July 2018, Commission staff presented a planning contract with Loma Linda Children’s Hospital (LLUCH) to lead the strategic planning activities for Help Me Grow-Inland Empire (HMG-IE).

Over the past months, LLUCH has met their planning goals with an expected “ramp up” of strategic planning activities. These activities include the engagement of stakeholders from Riverside and San Bernardino County to develop a strategic plan for the operation of HMG-IE. Through the strategic planning process, LLUCH has been building a database infrastructure for HMG that meets the fidelity of the national model. This infrastructure requires a community accessible portal. Throughout this process, LLUCH has contributed in-kind staff time and financial support in building the HMG data collection infrastructure which includes a community accessible portal.

Data collection and analysis ensures ongoing capacity for continuous system improvement and is one of the operational components of the HMG model. Data collected throughout all components of the HMG system provides the following:

- Ability to report data to the state as required annually.
- Ability of First 5 staff to use the system at appropriate levels to monitor and participate in the work of HMG-IE.
- Ability to report to our Commission, senior leadership, elected officials, stakeholders, and the community how the HMG-IE system is reaching families and the outcomes they experience.
- Ability to participate in a statewide data sharing process to tell a collective story.
- Security of a system that is in line with county requirements.
- Ensure costs for maintenance and upkeep for the data system are reasonable.
- Ability to collect and analyze data from the Ages and Stages Questionnaire (ASQ).
- Ability to collect and analyze data collected regarding the Social Determinants of Health (SDOH).

Pending Commission approval, development of the HMG model with LLUCH will continue and now include the community accessible portal build-out and the remaining planning and implementation activities will continue between First 5 Riverside and First 5 San Bernardino. This effort is a continued shared fiscal responsibility between the two Commissions.

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This contract supports SPA 2 of First 5 San Bernardino's Strategic Plan specifically, and Objective Activities for 2.1a, 2.1b:

**SPA 2: Goal 2.1 Leadership as a Catalyst, Convener, and Partner:**

Work with the community and stakeholders from multiple sectors in support of the countywide goal of supporting all children from cradle-to-career.

**Objective 2.1.a**

Systems and services effectively support and engage children, families and communities. Identify and strategically align resources countywide.

**Objective 2.1.b**

Families, providers and stakeholders collaborate effectively to improve the well-being of the child. Develop, create, and support or coordinate opportunities for collective impact.

**Review**

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Sophie Akins, 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<br><input checked="" type="checkbox"/> Change<br><input type="checkbox"/> Cancel  | Vendor Code<br>20000092                 | <b>SC</b>                              | Dept.<br>903                  | <b>A</b><br><br>Contract Number<br><b>SI029 A1</b> |
| Organization<br>Children and Families Commission   |   |  | Contractor's License No.      |  |
| Commission Representative<br>Cindy Faulkner, Assistant Director  |   | Telephone<br>909-386-7706              |                               | Total Contract Amount<br>\$549,235                 |
| Contract Type<br><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<br>95200  | Contract Start Date<br>February 6, 2019 | Contract End Date<br>June 30, 2019     | Original Amount<br>\$399,235  | Amendment Amount<br>\$150,000                      |
| Cost Center<br>9033009900  |   | GL Account<br>53003357                 | Internal Order No.<br>1000734 | Amount<br>\$549,235                                |
| Cost Center  |   | GL Account                             | Internal Order No.            |  |
| Cost Center  |   | GL Account                             | Internal Order No.            | Amount   |
| Abbreviated Use<br>HMG Planning<br>LLU Contract No.: 2170210   |   | Estimated Payment Total by Fiscal Year |                               |  |
|  | FY                                      | Amount                                 | I/D                           | FY Amount I/D                                      |
|  | 18-19                                   | \$150,000                              | 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

Perinatal Institute

Address

11234 Anderson Street

Loma Linda, CA 92354

Phone

909-558-3264

Federal ID No.

33-0565591

Program Address (if different from legal address):

11215 Mountain View Ave, Suite 179

Loma Linda, CA 92354

**IT IS HEREBY AGREED AS FOLLOWS:  
AMENDMENT A1**

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 \$549,235 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 2018-19 \$ \$549,235 July 1, 2018 through June 30, 2019

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

2. Attachment A to the Contract is hereby deleted and replaced with Attachment A - Amended Work Plan for FY 18-19.
3. Attachment B to the Contract is hereby deleted and replaced with Attachment B - Amended Program Budget for FY 18-19.
4. All other terms and conditions of the Contract remain in full force and effect.

**ATTACHMENTS**

Attachment A – Amended Work Plan for FY 18-19

Attachment B – Amended Program Budget for FY 18-19

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*continued on next page*

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

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

**Maxwell Ohikhuare, M.D.**  
Printed Name

**Commission Chair**  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

**Scott Perryman**  
Printed Name

**Administrator**  
Title

\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing

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

\_\_\_\_\_  
Date

Approved as to Legal Form

▶ \_\_\_\_\_  
**Sophie Akins**  
Commission Counsel

\_\_\_\_\_  
Date

Presented to Commission for  
Signature

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

\_\_\_\_\_  
Date





## Program Outline Document 2018-2019

### AGENCY INFORMATION

**Contract #:** SI029 A1

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

**Dept./Division:** Perinatal Institute

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

**Address:** 11234 Anderson Street, Suite CH 1816  
Loma Linda, CA 92354

**Phone #:** 909-558-7496

**Website:** [www.lomalindababies.org](http://www.lomalindababies.org)

**Fax #:** 909-558-0223

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

**Client Referral Phone #** 909-558-5400

### CONTACT INFORMATION

#### CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

**Name:** Scott Perryman

**Title:** Administrator

**Address:** 11234 Anderson Street, Suite CH 1816  
Loma Linda, CA 92354

**Direct Phone #:** 909-558-4747

**Fax #:** 909-558-7809

**E-Mail:** sperryman@llu.edu

#### PROGRAM CONTACT

**Name:** Brett Walls

**Title:** Assistant Vice President,  
Ambulatory Services

**Address:** 11234 Anderson Street, Suite CH1816  
Loma Linda, CA 92354

**Direct Phone #:** 909-558-4747

**Fax #:** 909-558-7909

**E-Mail:** [BWalls@llu.edu](mailto:BWalls@llu.edu)

#### FISCAL CONTACT

**Name:** Aleta Savage

**Title:** Assistant Vice President, Research  
Operations

**Address:** 24887 Taylor Street, Suite 202  
Loma Linda, CA 92354

**Direct Phone #:** 909-558-4589

**Fax #:** 909-558-0244

**E-Mail:** [ASavage@llu.edu](mailto:ASavage@llu.edu)

**ADDITIONAL CONTACT (Describe):** Fiscal

**Name:** Maribel Muñoz **Title:** Project Manager  
**Address:** 11215 Mountain View Avenue, Suite 179 **Direct Phone #:** 909-558-5400  
Loma Linda, CA 92354  
**E-Mail:** [MAMunoz@llu.edu](mailto:MAMunoz@llu.edu) **Fax #:** 909-558-3935

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

- Educational Institution** Describe: Choose an item.
- Government Agency** Describe: Choose an item.
- Private Entity/Institution** Describe: Non Profit University Hospital
- Community-Based** Describe: Choose an item.

**FIRST 5 FOCUS AREA**

**STRATEGY**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>Health</b>             | <input checked="" type="checkbox"/> <b>Early Screening and Intervention</b><br><input type="checkbox"/> <b>Health Care Access</b><br><input type="checkbox"/> <b>Oral Health</b>   | <input type="checkbox"/> <b>Health &amp; Safety Education</b><br><input type="checkbox"/> <b>Other:</b> _____ |
| <input type="checkbox"/> <b>Education</b>          | <input type="checkbox"/> <b>Early Education Programs</b><br><input type="checkbox"/> <b>Access to Quality Child Care</b>   | <input type="checkbox"/> <b>Quality Provider Programs</b><br><input type="checkbox"/> <b>Other:</b> _____     |
| <input type="checkbox"/> <b>Family</b>             | <input type="checkbox"/> <b>Parent Education</b><br><input type="checkbox"/> <b>Resource Center &amp; Case Management</b>  | <input type="checkbox"/> <b>Other:</b> _____  |
| <input checked="" type="checkbox"/> <b>Systems</b> | <input checked="" type="checkbox"/> <b>Integrated Systems Planning &amp; Implementation</b><br><input type="checkbox"/> <b>Countywide Information Referral Systems</b><br><input type="checkbox"/> <b>Organizational Capacity Building</b> | <input type="checkbox"/> <b>Community Outreach</b><br><input type="checkbox"/> <b>Other:</b> _____            |

**PROGRAM DESCRIPTION**

Loma Linda University Children’s Hospital (LLUCH), with the support of consulting firm VIVA Strategy and Communications, will participate in all aspects of the development of a comprehensive, operational strategic plan for the launch of a 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. The strategic plan will provide a thoughtful and realistic roadmap on how to approach building this system and will feed the development of an implementation plan to strategize the launch and growth of the system over time. LLUCH will be responsible for all tasks that are produced by the planning process which will be facilitated by VIVA and include input and guidance of an advisory governance which will be designed in collaboration with First 5 San Bernardino and First 5 Riverside, during the planning process and managed long-term by LLUCH .

**SERVICE AREA (LOCATIONS)**

Regional-Inland Empire  
 San Bernardino  
 Riverside

**COMMISSION LEVEL OUTCOMES**

**SPA 2: Systems and Networking**

**Goal 2.1:** Leadership as a Catalyst, Convener, and Partner

**Objective 2.1.a:**

Systems and services effectively support and engage children, families and communities.

**Objective 2.1.b:**

Families, Providers, and Stakeholders collaborate effectively to improve the well-being of the child.

**Expectations(s):**

This is an extended planning contract is in order to launch the Help Me Grow model. The HMG model builds collaboration across sectors and links families with needed program and services through 4 core components:

1. Child Health Provider Outreach
2. Family & Community Outreach
3. Centralized Access Point
4. Data Collection & Analysis

In keeping the fidelity to the HMG system gaps in services and programs and barriers to the system will easily be identified for continuous quality improvements.

**Outcome(s):** See Attachment A for outcome activities.

**ASSIGNED ANALYST:** Ronnie S. Robinson

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**CONTRACT AMOUNT**

**Fiscal Year**

|              |           |                       |
|--------------|-----------|-----------------------|
| 2018-2019    | \$        | <u>549,235</u>        |
| <b>Total</b> | <b>\$</b> | <b><u>549,235</u></b> |



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

|                       |                            |                          |                |                        |           |
|-----------------------|----------------------------|--------------------------|----------------|------------------------|-----------|
| <b>ORGANIZATION:</b>  | LLU Children's Hospital    | <b>DIRECTOR:</b>         | Marti Baum, MD | <b>PROGRAM YEAR:</b>   | 2018-2019 |
| <b>PROGRAM TITLE:</b> | Help Me Grow Inland Empire | <b>PROGRAM DIRECTOR:</b> | Maribel Munoz  | <b>TOTAL BUDGET:</b>   | 549,235   |
| <b>INITIATIVE:</b>    |                            | <b>FINANCE OFFICER:</b>  | Joe Perry      | <b>RFP/CONTRACT #:</b> | SI029 A1  |

| LINE | BUDGET CATEGORY     | FTE   | PAY RATE | # OF HOURS | BENEFIT RATE | FSSB SALARY | FSSB BENEFITS | FSSB BUDGET | TOTAL SALARY | First 5 % of TOTAL SALARY | In Kind | DESCRIPTION/ JUSTIFICATION   |
|------|---------------------|---|----------|------------|--------------|-------------|---------------|-------------|--------------|---------------------------|---------|--|
| I.   | SALARIES & BENEFITS | A   | B        | C          | D            | E           | F             | G           | H            | I                         |         | J  |
|      | Name:               | Position:                                     |          |            |              |             |               |             |              |                           |         |  |
| 1    |                     | Project Manager                               | 1.00     | 45.64      | 2080         | 35%         | 94,931        | 33,225.92   | 128,157      | 128,157                   | 100%    | Manages the full project of the Help Me Grow and overseeing all aspects of the project that include: administration, implementation, request justification, ROI documentation, RFP, selection and contracting. Ensures that all projects are delivered on-time and within scope. Responsible for budget, personnel, project and financial audits, reports as required by HMG and First 5 San Bernardino/Riverside. Builds plans, leads committee meetings, sets deadlines, monitors and summarizes progress of projects. Develops presentation material as requested. Attends meetings as requested by leadership. Manage the relationship with community based organizations and all stakeholders throughout the Inland Empire. The hours reflected are for a full time equivalent position |
| 2    |                     | Assistant Vice President, Ambulatory Services | 0.10     | 91.53      | 208          | 35%         | 0             | 0           | 0            | 257,016                   | 0%      | \$ 25,702<br>Provides overall leadership, administrative management and direction for outpatient services. Offers administrative oversight for community outreach, grant funded programs within HMG. Collaborates with hospital executives to strategically plan for business growth and development, marketing, sustainability and community outreach. 17 hours per month. This position is an in-kind contribution by LLU Children's Health. First 5 will only cover HMG expenses  |
| 3    |                     | Project Manager                               | 0.10     | 37.46      | 208          | 35%         | -             | -           | -            | -                         |         | \$ 10,519<br>This position provides support to the HMG project and is actively involved in strategic meetings, design team meetings and will chair the Community & Family Outreach Committee. This position is an in-kind contribution by LLU Children's Health. First 5 will only cover HMG expenses.   |



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

|  |  |                                 |
|--|--|---------------------------------|
| <b>ORGANIZATION:</b> LLU Children's Hospital     | <b>DIRECTOR:</b> Marti Baum, MD        | <b>PROGRAM YEAR:</b> 2018-2019  |
| <b>PROGRAM TITLE:</b> Help Me Grow Inland Empire | <b>PROGRAM DIRECTOR:</b> Maribel Munoz | <b>TOTAL BUDGET:</b> 549,235    |
| <b>INITIATIVE:</b>                               | <b>FINANCE OFFICER:</b> Joe Perry      | <b>RFP/CONTRACT #:</b> S1029 A1 |

| LINE | BUDGET CATEGORY               | FTE  | PAY RATE | # OF HOURS | BENEFIT RATE | FSSB SALARY | FSSB BENEFITS | FSSB BUDGET | TOTAL SALARY | First 5 % of TOTAL SALARY | In Kind | DESCRIPTION/ JUSTIFICATION  |
|------|-------------------------------|------|----------|------------|--------------|-------------|---------------|-------------|--------------|---------------------------|---------|---|
| I.   | SALARIES & BENEFITS           | A    | B        | C          | D            | E           | F             | G           | H            | I                         |         | J   |
| 4    | Physician (Provider Outreach) | 0.20 | 163.00   | 416        | 35%          | 67,808      | 23,733        | 91,541      | 457,704      | 20%                       |         | The physician serves as a the contact and key interface for outreach between new providers that are throughout the San Bernardino County and Riverside County that will be enlisted to screen, use the centralized telephone access point and review data information. The physician will be aware of current services providers in both counties with regards to physicians, physician assistants and nurse practitioners. This physician has worked with major insurance providers that provide support services in the county with regards to social determinants, behavioral capacity services, and developmental support services. This position will help guide the team with the algorithmic processes that are used in local CA/other state HMG entities and National HMG. The physician role is help the team early identify inventory gaps in services in targeted geographic low resource areas of both counties in addition to understanding the success in high services areas of the community. In cooperation with the physician lead, we will use a team of physicians to conduct health provider outreach activities. F5 budget \$91,540.80. |
| 5    | Senior Analyst                | 0.10 | 37.06    | 208        | 35%          | 7,708       | 2,698         | 10,406      | 104,064      | 10%                       |         | Responsible for assisting in various HMG functions in collaboration with the steering committee. Provides administrative support in the development and execution of projects within HMG. Assist in using analytical and geo mapping tools to identify areas of high risk and need.   |



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

|  |  |                                 |
|--|--|---------------------------------|
| <b>ORGANIZATION:</b> LLU Children's Hospital     | <b>DIRECTOR:</b> Marti Baum, MD        | <b>PROGRAM YEAR:</b> 2018-2019  |
| <b>PROGRAM TITLE:</b> Help Me Grow Inland Empire | <b>PROGRAM DIRECTOR:</b> Maribel Munoz | <b>TOTAL BUDGET:</b> 549,235    |
| <b>INITIATIVE:</b>                               | <b>FINANCE OFFICER:</b> Joe Perry      | <b>RFP/CONTRACT #:</b> S1029 A1 |

| LINE                      | BUDGET CATEGORY     | FTE  | PAY RATE | # OF HOURS | BENEFIT RATE | FSSB SALARY | FSSB BENEFITS | FSSB BUDGET | TOTAL SALARY | First 5 % of TOTAL SALARY | In Kind   | DESCRIPTION/ JUSTIFICATION  |
|---------------------------|---------------------|------|----------|------------|--------------|-------------|---------------|-------------|--------------|---------------------------|-----------|---|
| I.                        | SALARIES & BENEFITS | A    | B        | C          | D            | E           | F             | G           | H            | I                         |           | J   |
| 6                         | Spatial Analyst     | 0.20 | 33.00    | 416        | 35%          | 13,728      | 4,805         | 18,533      | 92,664       | 20%                       |           | The Spatial Data Analyst provides skilled support for the development of geospatial database that will help identify needs with specific geographies. Spatial data analyst will support Help me Grow in identifying key area of need and or opportunity, for both outreach and marketing purposes. Geographic Information Systems (GIS) Spatial Analyst Tasks is to develop spatial data from maps, documents, and other data sources, perform quality control testing and evaluations for all data, analyze data and develop spatial data models and maps and manage and maintain data sets. Total F5 Budget: \$18,533 |
| Total Salaries & Benefits |                     |      |          |            |              | \$ 184,176  | \$ 64,462     | \$ 248,637  | \$ 1,039,606 |                           | \$ 36,220 |   |



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

|  |  |                                 |
|--|--|---------------------------------|
| <b>ORGANIZATION:</b> LLU Children's Hospital     | <b>DIRECTOR:</b> Marti Baum, MD        | <b>PROGRAM YEAR:</b> 2018-2019  |
| <b>PROGRAM TITLE:</b> Help Me Grow Inland Empire | <b>PROGRAM DIRECTOR:</b> Maribel Munoz | <b>TOTAL BUDGET:</b> 549,235    |
| <b>INITIATIVE:</b> 0                             | <b>FINANCE OFFICER:</b> Joe Perry      | <b>RFP/CONTRACT #:</b> S1029 A1 |

| II. SERVICES & SUPPLIES |                  |                  |                        |         |  |
|-------------------------|------------------|------------------|------------------------|---------|--|
|                         | Expense:         | % of Allocation: | TOTAL F5SB BUDGET (\$) | In Kind | Description/Justification:   |
| 1                       | ADVERTISEMENT    | 4%               | \$ 23,000              |         | Promotional activities to include décor, advertisement of the advisory board meetings, direct mail postcards, design email deployment, and promotion items such as billboard, Facebook campaign, coming soon flyer, pens, tablecloth and any applicable marketing item. Durables will be purchased through LLU- Marketing department. This budget is for 1 year. |
| 2                       | PRINTING         | 1%               | \$ 6,000               |         | Vereco multifunction copy machine that includes monthly lease/usage (approx. \$200/mo.). Printing materials such as envelopes, brochures, flyers, business cards as well as other materials related to the HMGIE project will be done through Digital production/ LLU printing services or Staples printing services.  |
| 3                       | POSTAGE          | 0%               | \$ 100                 |         | Mailing any necessary materials to community partner agencies.   |
| 4                       | OFFICE SUPPLIES  | 0%               | \$ 2,000               |         | Office supplies that include: desk supplies, filing supplies, stationary/ mailing supplies, binding supplies, paper product supplies, and computer supplies (ex. USB drives) any applicable office item, etc.  |
| 5                       | OFFICE EQUIPMENT | 0%               | \$ 1,194               |         | Monthly Telecommunication services approximately \$17/phone (\$204). Conference phone \$809.75; monthly charge \$15 (\$180) and Visio program.   |



FIRST 5 SAN BERNARDINO  
 PROGRAM BUDGET  
 FISCAL YEAR: 2018-2019

|  |  |                                 |
|--|--|---------------------------------|
| <b>ORGANIZATION:</b> LLU Children's Hospital     | <b>DIRECTOR:</b> Marti Baum, MD        | <b>PROGRAM YEAR:</b> 2018-2019  |
| <b>PROGRAM TITLE:</b> Help Me Grow Inland Empire | <b>PROGRAM DIRECTOR:</b> Maribel Munoz | <b>TOTAL BUDGET:</b> 549,235    |
| <b>INITIATIVE:</b> 0                             | <b>FINANCE OFFICER:</b> Joe Perry      | <b>RFP/CONTRACT #:</b> SI029 A1 |

|                           |                                |    |            |           |   |
|---------------------------|--------------------------------|----|------------|-----------|---|
| 6                         | RENT/LEASE BUILDING            | 2% | \$ 11,445  | \$ 34,334 | This cost includes office office space for work areas. \$3814.92 office monthly lease. \$34,334.28 are donated resource from LLU Children's Hospital  |
| 7                         | BUILDING/EQUIPMENT MAINTENANCE | 0% | \$ 2,136   | \$ 6,408  | \$712 monthly common area maintenance for 12 months. \$6408 are donated resource from through LLU Children's Hospital.  |
| 8                         | UTILITIES                      | 0% | \$ 1,116   | \$ 3,348  | \$372 monthly utilities for 12 months. \$3348 are donated resource are from LLU Children's Hospital.  |
| 9                         | Data                           |    | \$ 150,000 |           | Build upon the existing system infrastructure to allow authorized 3rd party users (patients, care providers, and others) access to the system. System access allows authorized users the ability to:<br>1) complete ASQ-3 and Social Determinant surveys in several languages 2) to see scored results from the surveys 3) to be connected to resources that assist with deficiencies identified in the survey results.<br>Rebranding of the system access to Help Me Grow Inland Empire branding. Basic reporting, per state requirements, as identified and established in 2018.<br>Several large-scale sort of items that may be worth noting this work does not include are the following (i.e., this work is being completed, but by funding from LLUCH and not First 5):<br><ul style="list-style-type: none"> <li>• System database and associated infrastructure</li> <li>• System security</li> <li>• ASQ-3 survey tool and results licensing, as required, per use</li> </ul> |
| Total Services & Supplies |                                |    | \$ 196,991 | \$ 44,090 |   |





**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

|  |  |                                 |
|--|--|---------------------------------|
| <b>ORGANIZATION:</b> LLU Children's Hospital     | <b>DIRECTOR:</b> Marti Baum, MD        | <b>PROGRAM YEAR:</b> 2018-2019  |
| <b>PROGRAM TITLE:</b> Help Me Grow Inland Empire | <b>PROGRAM DIRECTOR:</b> Maribel Munoz | <b>TOTAL BUDGET:</b> 549,235    |
| <b>INITIATIVE:</b> 0                             | <b>FINANCE OFFICER:</b> Joe Perry      | <b>RFP/CONTRACT #:</b> SI029 A1 |

| III. Meetings and Presentations |                   |         |  |  |
|---------------------------------|-------------------|---------|--|--|
| Event(s):                       | TOTAL F5SB BUDGET | In Kind | Description/Justification:   |  |
| 1 Meetings and Presentations    | 25,100            |         | Provision and service of food, snacks, refreshments and beverages for meetings, presentations and events in support of the project community/provider outreach efforts. This line item will cover Summit expenses that includes: catering services, audio visual, parking, valet parking services and other related HMG IE meeting expenses. |  |
| Total Meeting and Presentations | \$ 25,100         | \$ -    |  |  |

| IV. TRAVEL              |  |                   |         |   |
|-------------------------|--|-------------------|---------|---|
| Destination:            | Purpose:                                 | TOTAL F5SB BUDGET | In Kind | Description/Justification:  |
| 1 State meetings and th | Training and outreach community meetings | 28,577            |         | HMG staff will travel throughout the Inland Empire for outreach community meetings, advisory meetings; trainings/conferences; state meetings and meetings with county partners as needed in support of the project. This amount covers airfare, lodging, meals, car rental and meal expenses for five LLUCH staff members that serve as the HMGIE Leadership team: Assistant Vice President, Ambulatory Services, Project Manager(s), Senior Analyst and Physician Provider Outreach. This line item covers for travel expenditures required by HMGIE. Mileage reimbursement will be made per IRS guidelines. |
| Total Travel            |  | 28,577            | -       |   |

| V. SUBCONTRACTORS  |                   |         |                            |  |
|--------------------|-------------------|---------|----------------------------|--|
| Organization Name: | TOTAL F5SB BUDGET | In Kind | Description/Justification: |  |
|                    |                   |         |                            |  |



**FIRST 5 SAN BERNARDINO  
PROGRAM BUDGET  
FISCAL YEAR: 2018-2019**

|  |                      |  |            |                                 |   |
|--|----------------------|--|------------|---------------------------------|---|
| <b>ORGANIZATION:</b> LLU Children's Hospital     |                      | <b>DIRECTOR:</b> Marti Baum, MD        |            | <b>PROGRAM YEAR:</b> 2018-2019  |   |
| <b>PROGRAM TITLE:</b> Help Me Grow Inland Empire |                      | <b>PROGRAM DIRECTOR:</b> Maribel Munoz |            | <b>TOTAL BUDGET:</b> 549,235    |   |
| <b>INITIATIVE:</b> 0                             |                      | <b>FINANCE OFFICER:</b> Joe Perry      |            | <b>RFP/CONTRACT #:</b> S1029 A1 |   |
| 1  |                      |  |            |                                 |   |
|  | Total Subcontractors |  | -          | -                               |   |
| VI. INDIRECT COSTS                               |                      |  |            |                                 |   |
|  | Percent:             |  |            |                                 |   |
|  | Basis: 10%           |  | 49,930     |                                 | Indirect cost include services from departments including: Hospital Administration, Human Resource, Payroll, Environmental Services, Finance, Computer Information Services. Mail Services, Employee Health Services, Staff Development, General Counsel, Security Department, Compliance operations and Insurance. LLUCH finance department has approved the Indirect Allocation Plan at 10% |
|  | Total Indirect Costs |  | 49,930     | -                               |   |
| <b>TOTAL FIRST 5 BUDGET &amp; TOTAL IN KIND</b>  |                      |  | \$ 549,235 | \$ 80,311                       |   |

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

**Objectives 2.1.b:** Families, providers and stakeholders collaborate effectively to improve the well-being of the child

**ATTACHMENT A  
WORKPLAN**



**Agency Name:** Loma Linda University Children’s Hospital  
**Program Name:** Help Me Grow-IE  
**Program Component:** Strategic and Implementation Planning & System Design

**Contract #:** SI029 A1  
**Fiscal Year:** 2018 – 2019  
**Service Area:** Inland Empire (Riverside/San Bernardino)

| <b>Expectation(s):</b>   | Loma Linda University Children’s Hospital will collaborate with identified consultant on the development of a strategic plan and implementation plan for a successful and thoughtful launch of a comprehensive Help Me Grow system consistent with the Help Me Grow national model and components and building on local assets and resources                              |                          |  |
|--|---|--------------------------|--|
| <b>Outcome(s):</b>   | (1) Formal and operational strategic plan, (2) Formal and operational implementation plan, (3) Formal and operational finance plan and long-term sustainability plan, (4) Operational and governance structure, (5) A partnership structure and draft agreement for working with community partners   |                          |  |
| Objective  | Activity  | Dosage                   | Verification   |
| Lead the development of comprehensive Help Me Grow-Inland Empire (HMG-IE) Governance and Operational structure | Work in partnership with identified consultant to develop governance and operational structure with clearly defined roles and responsibilities.<br><br>Develop goals, objectives, and refine membership for Advisory Committee and other governance structures or partners  | As advised by consultant | Governance structure with roles and responsibilities<br><br>Operational structure with roles and responsibilities<br><br>Partnership agreements and MOUs as appropriate<br><br>Written goals and objectives<br><br>Meeting rosters and minutes |
| Lead the development of a formal, operational strategic plan   | Participate, collaborate and contribute to all planning processes for the development of a strategic plan for the HMG-IE<br><br>Convene advisory governance<br><br>Serve on core planning group with identified consultant, First 5 Riverside and First 5 San Bernardino representatives<br><br>Coordinate meetings<br><br>Conduct research, data collection and analysis | As advised by consultant | Meeting rosters and minutes<br><br>Strategic plan document   |

**SPA 2:** Systems and Network  
**Goal 2.1:** Leadership as a Catalyst, Convener, and Partner

**Objectives 2.1.a:** Systems and services effectively support and engage children, families and communities

**Objectives 2.1.b:** Families, providers and stakeholders collaborate effectively to improve the well-being of the child

|   |   |                          |   |
|---|---|--------------------------|---|
|   | Manage relationship and work efforts of and as advised by consultant  |                          |   |
| Lead the development of an implementation/work plan for all of the system components of HMG-IE                                  | Develop activities with measurable milestones and outcomes for each component, working with core component workgroups<br><br>Identify and analyze existing infrastructures in Riverside and San Bernardino County to support a potential integration of a HMG system into existing platforms as identified in the Core Components | As advised by consultant | Written implementation plan                             |
| Convene system leaders to begin development of a plan to finance HMG-IE and lead development of a long-term sustainability plan | Develop activities with measurable milestones and outcomes for each component   | As advised by consultant | Written finance plan and long- term sustainability plan |

**Program Description:**

The development of the HMG-IE system is funded jointly by First 5 San Bernardino and First 5 Riverside. Loma Linda University Children’s Hospital (LLUCH), with the support of identified consulting firm, will participate in all aspects of the development of a comprehensive, operational strategic plan for the 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. The strategic plan will provide a thoughtful and realistic roadmap on how to approach building this system and will feed the development of an implementation plan to strategize the launch and growth of the system over time. LLUCH will be responsible for agreed upon tasks that are produced by the planning process, which will be facilitated by an identified consultant, including input and guidance from the newly developed governance structure which will be assembled and convened.

**Agency Rep Name:** \_\_\_\_\_

**Reporting Period:** Monthly

**Agency Signature:** \_\_\_\_\_

**Due:** On the 15th

**Date Signed:** \_\_\_\_\_

**Program Cycle:** February 2019 – June 2019

SPA 2: Systems and Network  
 Goal 2.1: Leadership as a Catalyst, Convener, and Partner  
 Objectives 2.1.a: Systems and services effectively support and engage children, families and communities

Objectives 2.1.b: Families, providers and stakeholders collaborate effectively to improve the well-being of the child

**ATTACHMENT A  
 WORKPLAN**



**Agency Name:** Loma Linda University Children’s Hospital  
**Program Name:** Help Me Grow-IE  
**Program Component:** Infrastructure Implementation

**Contract #:** SI029A1  
**Fiscal Year:** 2019 – 2019  
**Service Area:** Inland Empire  
 (Riverside/San Bernardino)

|                        |  |                       |   |  |
|------------------------|--|-----------------------|---|--|
| <b>Expectation(s):</b> | A community accessible portal for data collection, strategic intervention and resource referral data related to the Social Determinants of Health (SDOH)               |                       |   |  |
| <b>Outcome(s):</b>     | Launch of Help Me Grow-IE branded application with support for state reporting, access to Ages & Stages Questionnaire (ASQ), and Social Determinants of Health (SDOH). |                       |   |  |
|                        | <b>Objective</b>   | <b>Activity</b>       | <b>Dosage</b>   | <b>Verification</b>                    |
|                        | Build an accessible data collection portal upon the existing system infrastructure.  | Data portal build out | Continuous until launch of Help Me Grow-IE data portal. | Access to Help Me Grow-IE Data Portal. |

**Program Description:**

Data collection, accessible community portal allowing HMG-IE the universal use of the Ages & Stages Questionnaire (ASQ), targeted data collection, strategic interventions and resource referral data related to the Social Determinants of Health (SDOH).

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

**Reporting Period:** Monthly  
**Due:** On the 15th  
**Program Cycle:** February 2019 – June 2019

**SPA 2:**  
**Goal 2.1:**  
**Objectives 2.1.a:**

Systems and Network  
Leadership as a Catalyst, Convener, and Partner  
Systems and services effectively support and engage  
children, families and communities

**Objectives 2.1.b:**

Families, providers and stakeholders collaborate effectively to  
improve the well-being of the child

**ATTACHMENT A**  
**WORKPLAN**



**AGENDA ITEM 7  
FEBRUARY 6, 2019**

|                               |   |
|-------------------------------|---|
| <b>Subject</b>                | Amendment A1 to Cooperative Agreement No. SA-19-02 with First 5 Riverside for shared fiscal responsibility of the Help Me Grow Inland Empire planning and development contract with Loma Linda University Children’s Hospital and for shared cost of the expenses associated with consultant services.  |
| <b>Recommendations</b>        | <p>A. Approve Amendment A1 to Cooperative Agreement SA-19-02 with First 5 Riverside increasing the agreement by \$75,000 for Fiscal Year 2018-2019 resulting in a total cumulative amount not to exceed \$424,617 for a community accessible data portal build-out for Help Me Grow Inland Empire.</p> <p>B. Authorize the Executive Director or delegate to execute such agreement and take such actions as may be necessary to allow for the receipt of such reimbursement funds.</p> <p>(Presenter: Ronnie Robinson, Section Manager-Systems/Communication, 252-4255)</p>  |
| <b>Financial Impact</b>       | Increase of \$75,000 for total amount of \$424,617 for Fiscal Year 2018-2019.   |
| <b>Background Information</b> | <p>The purpose of Amendment A1 is to continue First 5 San Bernardino’s and First 5 Riverside’s support of the Help Me Grow Inland Empire (HMG-IE) regional system with Loma Linda University Children’s Hospital (LLUCH) with possible financial contribution from various community stakeholders in an effort to sustain the system as it is built. Keeping with the fidelity of the Help Me Grow (HMG) National Model, LLUCH will continue to build the structural and operational requirements as well as the data portal build-out.</p> <p>Through the strategic planning process, LLUCH has been building a structural requirement of HMG that meets the fidelity of the national model. Data collection and analysis ensures ongoing capacity for continuous system improvement and is one of the operational components of the HMG model.</p> <p>LLUCH has contributed in-kind staff time and financial support in building the HMG data collection infrastructure. Data collected throughout all components of the HMG system provides the following:</p> <ul style="list-style-type: none"><li>• Ability to report data to the state as required annually.</li><li>• Ability of First 5 staff to use the system at appropriate levels to monitor and participate in the work of HMG-IE.</li><li>• Ability to report to our Commission, senior leadership, elected officials, stakeholders, and the community how the HMG-IE system is reaching families and the outcomes they experience.</li><li>• Ability to participate in a statewide data sharing process to tell a collective story.</li><li>• Security of a system that is in line with county requirements.</li><li>• Ensure costs for maintenance and upkeep for the data system are reasonable.</li><li>• Ability to collect and analyze data from the Ages and Stages Questionnaire.</li><li>• Ability to collect and analyze data collected regarding the Social Determinants of Health.</li></ul> <p>Pending Commission approval, development of the HMG-IE data system infrastructure with LLUCH will now include a community accessible portal while the remaining planning and implementation activities will continue between First 5 Riverside and First 5 San Bernardino.</p> |

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This agreement supports SPA 2 of First 5 San Bernardino’s Strategic Plan specifically, and Objective Activities for 2.1a, 2.1b:

**SPA 2: Goal 2.1 Leadership as a Catalyst, Convener, and Partner:**

Work with the community and stakeholders from multiple sectors in support of the countywide goal of supporting all children from cradle-to-career.

**Objective 2.1.a**

Systems and services effectively support and engage children, families and communities. Identify and strategically align resources countywide.

**Objective 2.1.b**

Families, providers and stakeholders collaborate effectively to improve the well-being of the child. Develop, create, and support or coordinate opportunities for collective impact.

**Review**

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Sophie Akins, 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

SA-19-02 A1

## COOPERATIVE AGREEMENT AMENDMENT A1

THIS AMENDMENT A1 is entered into this day February 6, 2019 (“Effective Date”) in the State of California by and between the Children and Families Commission of San Bernardino County, hereinafter called First 5 San Bernardino, and

Riverside County Children and Families Commission hereinafter called First 5 Riverside  
First 5 Riverside

585 Technology Court (951)-715-4500  
Riverside CA., 92507 Phone Number

Tammi Graham Executive Director  
Contractor Representative Title  
956000930 [tgraham@rccfc.org](mailto:tgraham@rccfc.org)  
Federal ID No. E-Mail Address

### IT IS HEREBY AGREED AS FOLLOWS:

#### AMENDMENT A1

to the Parties hereby agree to amend Cooperative Agreement No. SA-19-02, as follows:

#### 1. Article II. PURPOSE is amended to read as follows:

The purpose of this agreement is to continue First 5 San Bernardino and First 5 Riverside’s support of the Help Me Grow Inland Empire (HMG-IE) regional system with Loma Linda University Children’s Hospital (LLUCH) in keeping with the fidelity of the Help Me Grow (HMG) national model. This amended agreement is to include building an additional community data portal into an already existing data system for use with HMG-IE. Data collection and analysis ensures ongoing capacity for continuous system improvement and is one of the operational components of the HMG model.

Data that is collected throughout all components of the HMG system provides the following:

- Ability to report data to the state as required annually.
- Ability of First 5 staff to use the system at appropriate levels to monitor and participate in the work of Help Me Grow-IE.
- Ability to report to First 5 Commissions, senior leadership, elected officials, stakeholders, and the community how the Help Me Grow system is reaching families and the outcomes they experience.
- Ability to participate in a statewide data sharing process to tell a collective story.
- Security of a system that is in line with county requirements.
- Ensure costs for maintenance and upkeep for the data system are reasonable.
- Ability to collect and analyze data from the Ages and Stages Questionnaire (ASQ).

- Ability to collect and analyze data collected regarding the Social Determinants of Health (SDOH).

**2. Article III. FIRST 5 SAN BERNARDINO RESPONSIBILITIES, Paragraph A** is amended to read as follows:

- A. Provide First 5 San Bernardino's share of fifty percent (50%) in the amount of \$274,618 of the agreed upon costs to enter into an amended contract with Loma Linda University Children's Hospital in the total cumulative amended amount not to exceed \$549,235 for fiscal year 2018-2019.

**3. Article IV. FIRST 5 RIVERSIDE RESPONSIBILITIES Paragraph A.** is amended to read as follows:

- A. Reimburse First 5 San Bernardino in amount not to exceed \$274,618 representing First 5 Riverside's fifty percent (50%) shared costs of the expenses associated with the Loma Linda University Children's Hospital contract, amended to include the community data portal build-out.

**4. Article V. FISCAL PROVISIONS Paragraphs A, B, D and E** are amended to read as follows:

- A. The maximum amount of funds under this amended Agreement shall not exceed \$424,617 for First 5 Riverside's fifty percent (50%) shared costs of both agreements with LLUCH and the agreed upon Consultant.
- B. Upon obtaining authorized signatures for this amended Agreement, First 5 San Bernardino will enter into an amended contract with Loma Linda University Children's Hospital for a contract term of July 1, 2018, through June 30, 2019 to include an additional \$150,000 for the development of the data portal build-out for the total cumulative amount of \$549,235.
- D. Pursuant to Section III (A) above, First 5 San Bernardino will invoice First 5 Riverside for fifty percent (50%) of the shared costs on a quarterly basis, not to exceed a cumulative total amount of \$424,617.
- E. Pursuant to Section IV (A), First 5 Riverside will reimburse First 5 San Bernardino within thirty (30) days of the receipt of the quarterly invoices for fifty percent (50%) of the shared costs of the amended agreement not to exceed a cumulative total amount of \$424,617. First 5 Riverside's obligation to reimburse First 5 San Bernardino shall survive the expiration of this Agreement pursuant to Section VI.

**5. Article VI. TERM** is amended to read as follows:

The term of this Agreement is effective July 1, 2018 and shall terminate on June 30, 2019.

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*continued on next page*

6. All other terms and conditions of the Cooperative Agreement remain in full force and effect.

CHILDREN AND FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY

CHILDREN AND FAMILIES COMMISSION OF  
RIVERSIDE COUNTY

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Authorized Signature

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Authorized Signature

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Karen E. Scott

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Tammi Graham

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Printed Name

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Printed Name

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Executive Director

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Executive Director

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Title

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Title

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Dated

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Dated



**AGENDA ITEM 8  
FEBRUARY 6, 2019**

|                               |   |
|-------------------------------|---|
| <b>Subject</b>                | Local Impact Brief for Fiscal Year 2017-2018  |
| <b>Recommendations</b>        | Receive information on Local Impact Brief for Fiscal Year 2017-2018.<br>(Presenter: Scott McGrath, Supervisor, 252-4259)  |
| <b>Financial Impact</b>       | None  |
| <b>Background Information</b> | <p>The 2017-2018 Local Impact 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 impact the lives of children and families.</p> <p>As in previous years, the document highlights compelling data collected for the year in the F5SB Strategic Plan focus areas of Health, Family &amp; Early Care and Education. However, the overall format of the document has changed due to the shift in F5SB's work to focus less on direct service programs and more on collaborative systems level support across these domains. While some sections will look similar to previous years, noticeable changes this year include:</p> <ul style="list-style-type: none"><li>• Fewer charts and graphs.</li><li>• More narrative descriptions of initiatives and their impact.</li><li>• Less data about direct impact to children and families.</li><li>• More narrative data about collaborative efforts, capacity building and overall systems strengthening and support.</li><li>• Less attribution to F5SB as the only influence on the impacts due to collaborative nature of our work.</li></ul> <p>While information on the direct impact of First 5 investments on children and families may appear to be lacking in this year's report, it is important to understand that systems level investments are intended to impact more families through collaboration with other partners and support of existing systems in light of ever-declining Proposition 10 funds. Whenever possible, evaluation of direct impact to children and families will be conducted and included in this and other documents throughout the year.</p> <p>The 2017-2018 Local Outcomes Brief will be posted on the F5SB website <a href="http://www.first5sanbernardino.org">www.first5sanbernardino.org</a>. Printed copies will be available in the coming weeks.</p> |
| <b>Review</b>                 | Sophie Akins, 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>                        |