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Agenda: Children and Families Commission 06-2017

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

Meeting date, time, and place June 7, 2017
3:30 p.m. to 5:00 p.m.
Commission Conference Center

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

SPECIAL PRESENTATION *Commissioner Swearing In Ceremony*
Alan H. Garrett, President/CEO, St. Mary Medical Center, Apple Valley

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

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

Report Advisory Committee Report by Margaret Hill, Chair

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

Report Executive Director's Report by Karen E. Scott

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.

Consent Item

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

Item No.	CONSENT ITEM
1	Approve Minutes of May 3, 2017 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)
2	<ul style="list-style-type: none"> a. Approve employment contract between the County of San Bernardino, Children and Families Commission, and Lucretia Dowdy, Marketing Aide, for an annual cost of \$60,013 (\$40,820 Salary, \$19,193 Benefits) for the period of July 1, 2017 through June 30, 2020. 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. 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. (Presenter: Karen E. Scott, Executive Director, 252-4252)
3	<ul style="list-style-type: none"> a. Approve employment contract between the County of San Bernardino, Children and Families Commission, and Gregory D. Sellon, Accountant III, for an annual cost of \$79,334 (\$55,869 Salary, \$23,465 Benefits) for the period of July 8, 2017 through July 7, 2020. 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. 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. (Presenter: Karen E. Scott, Executive Director, 252-4252)

Item No.	DISCUSSION ITEM
4	Approve Budget for Fiscal Year 2017-2018 and updates to the Five Year Financial Plan. (Presenter: Debora Dickerson-Sims, Administrative Supervisor II, 252-4269)
5	Approve Amendment A1 for Contract IC028 with Matrix Outcomes Model LLC for Fiscal Years 2018-2020 for access to the Family Development Matrix (FDM), a complementary assessment, case management and evaluation tool to be used by agencies awarded contracts under the Family and Community Support Partnerships (FCSP) initiative, for an annual amount of \$47,400, resulting in a cumulative total of \$244,000 for Fiscal Years 2015-2020. (Presenter: Scott McGrath, Supervisor, 252-4259)
6	Approve Contract Amendments with the following Quality Rating Improvement System (QRIS) partners for the implementation of the Quality Start San Bernardino (QSSB) in accordance with the San Bernardino County's QRIS Strategic Plan for Fiscal Year 2017-2018: <ul style="list-style-type: none"> a. San Bernardino County Superintendent of Schools, Contract EC030A1, in the amount of \$254,750 for enrollment services and ratings, and; b. Child Care Resource Center, Contract EC031A1, in the amount of \$1,425,275 for coordination of quality improvement services, program evaluation and professional development, and;

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Agenda: Children and Families Commission 06-17

June 7, 2017

Page 3 of 3

	c. University Enterprise Corporation/California State University, San Bernardino, Contract EC032A1, in the amount of \$257,228 to enhance higher education opportunities in early care and education and conduct site assessments. (Presenter: Cindy Faulkner, Operations Manager, 252-4253)
7	Approve Amendment A1 for Contract FS067 with Chino Valley Unified School District (CVUSD) for Fiscal Year 2018-2020 in the total amount of \$469,990 for a cumulative total amount for Fiscal Years 2015 through 2020 of \$17,031,103 in support of RFP 14-02 Family and Community Support and Partnerships (FCSP) - Family Support Services (FSS). (Presenter: Walid Wahba, Staff Analyst II, 252-4258)
8	Approve Amendment A2 to Contract HW052 with County of San Bernardino Department of Behavioral Health to extend for one year through Fiscal Year 2017-2018 in the amount of \$5,134,283, resulting in the cumulative total amount of \$25,724,800 for Fiscal Years 2013-2018 to provide Screening, Assessment, Referral and Treatment (SART) and Early Identification and Intervention (EII) programs for children 0-5 years. (Presenter: Ronnie S. Thomas, Staff Analyst II, 252-4255)
9	Approve Contract SI023 with County of San Bernardino Children's Network in the amount of \$172,648 for Fiscal Year 2017-2018 for the coordination of services provided by the Screening, Assessment, Referral and Treatment (SART) Coordinator. (Presenter: Ronnie S. Thomas, Staff Analyst II, 252-4255)
10	Adopt Resolution for Footsteps2Brilliance, a breakthrough early learning solution that helps children become proficient readers by third grade utilizing mobile devices to deliver engaging literacy apps and interactive 24/7 learning experiences giving students the edge needed for success countywide. (Presenter: Karen E. Scott, Executive Director, 252-4252)

Public Comment

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

Commissioner Roundtable

Open to comments by the Commissioners

Next Meeting at First 5 San Bernardino

PLEASE NOTE – 2nd Wednesday of the month

**Wednesday, July 12, 2017
3:30 p.m. to 5:00 p.m.**

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**CHILDREN AND FAMILIES COMMISSION
for San Bernardino County
AGENDA: JUNE 7, 2017**

Subject: Information Relative to Possible Conflict of Interest

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

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

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	N/A	N/A	N/A	N/A
4	N/A	N/A	N/A	N/A
5	Matrix Outcomes Model, LLC	Jerry Endres, Owner	N/A	N/A
6A	San Bernardino County Superintendent of Schools	Randy Elphic Assistant Superintendent	N/A	N/A
6B	Child Care Resource Center	Michael Olenick President and CEO	N/A	N/A
6C	University Enterprises Corporation Institute of Child Development and Family Relations	John Griffin UEC Executive Director	N/A	N/A
7	Chino Valley Unified School District	Wayne M. Joseph Superintendent	City of Chino	N/A
8	County of San Bernardino Department of Behavioral Health	Robert A. Lovingood First District Supervisor Chairman of the Board of Supervisors	Veronica Kelley Director	Supervisor James Ramos and CaSonya Thomas

**Children and Families Commission
 Conflict of Interest – June 7, 2017
 Page 2 of 2**

9	County of San Bernardino Children's Network	Robert A. Lovingood First District Supervisor Chairman of the Board of Supervisors	Kathy Turnbull Network Officer	Supervisor James Ramos and CaSonya Thomas
10	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

Meeting Date, Time and Location Commission Meeting
May 3, 2017 - 3:30 p.m.
First 5 San Bernardino

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

SPECIAL PRESENTATION None

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

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

Attendees

Commissioners Present

- Margaret Hill
- Maxwell Ohikhuare, M.D.
- James Ramos
- Paul Vargas
- Elliot Weinstein, M.D.

Staff Present

- Karen E. Scott, Executive Director
- Cindy Faulkner, Operations Manager
- Mary Jaquish, Supervisor
- Scott McGrath, Supervisor
- Staci Scranton, Supervising Office Assistant
- Sophie Akins, Commission Counsel
- Amanda Ferguson, Staff Analyst II
- Victor Hernandez, Staff Analyst II
- William Kariuki, Staff Analyst II
- Walid Wahba, Staff Analyst II
- Ronnie Thomas, Staff Analyst II

Changes to the Agenda

Ann Calkins, Commission Clerk, announced the following changes/corrections:

*The Executive Director report will be presented at the end of the agenda.

*Agenda Item 7 should read as follows:

Approve First 5 San Bernardino's (F5SB) continued support of the Reach Out and Read Initiative in partnership with the American Academy of Pediatrics, California Chapter 2 (AAP-CA2) by reallocating unexpended funds from Fiscal Year 2016-2017 in an amount not to exceed \$159,533 to provide books for distribution to young children by pediatricians participating in the Reach Out and Read Initiative for Fiscal Year 2017-2018.

*Agenda Item 8 will be the first item presented under "Discussion Item".

Report – Executive Director

30-year County service pin – Ann Calkins

This person is very important to each of you as she is the direct line of communication and planning between the Commissioners and First 5 staff. Ann Calkins started her career with the County of San Bernardino as a transcriber typist with the Department of Social Services in 1986. She has since worked at increasingly higher level clerk and secretary positions with the Municipal Courts, the Sheriff's Department, and the Department of Public Works. Ms. Calkins worked for six years as an Executive Secretary II with the Department of Airports before coming to First 5 San Bernardino as my Executive Assistant where she has been now for more than 9-1/2 years! Congratulations Annie!

2017 Award for Excellence – Staci Scranton

This annual ceremony will be held on Thursday, May 25, 2017 at 2:00 p.m. First 5 San Bernardino's honoree this year is Staci Scranton, Supervising Office Specialist, who will be recognized among 41 County employees selected for their outstanding public service and contributions toward achieving the Countywide Vision. Congratulations Staci!

Special Recognition of AmeriCorps Member - Leticia Rivera

On April 25th, Mayor Acquanetta Warren and her City Council recognized our very own AmeriCorps member, Leticia Rivera, a Fontana resident, for her service in mentoring and tutoring at-risk youth in the Fontana community. Leticia is an AmeriCorps member for F5SB, in her second year, supporting school readiness at Renaissance Head Start in Rialto. As part of their membership affiliation with AmeriCorps, these members volunteer at community events and serve residents in their own neighborhoods as well. Ms. Rivera is the mother of a special needs child and gives back to her community in a very impactful way. Thank you and congratulations, Leticia!

Commissioner Vacancy

At the May 2nd Board of Supervisors (BOS) meeting, the Clerk of the Board, per the Maddy Act, did declare and post the Commissioner vacancy for Stacy Iverson of the Children and Families Commission (First 5) (Seat 5), At-Large. Interested candidates should go to the Clerk of the Board website and fill out an application under the tab listed as "Boards, Commissions and Committees". Commissioner qualifications are listed on the F5SB website. Once the acceptance of applications is closed, the Commission may participate in the process which ultimately leads to assignment of a Commissioner to F5SB by the BOS Chairman.

Operation Splash

F5SB's signature water safety event and community resource fair is scheduled for Friday, June 2nd (2 sessions) between noon – 5:30 pm at Perris Hill Park in San Bernardino. This is a free event in partnership with San Bernardino County Sheriff, Loma Linda University Hospital's Safe Kids program, Kaiser Permanente and the City of San Bernardino. Great job to LuCretia Dowdy, F5SB's Community Engagement Public Relations Specialist; Leslie Fountain, F5SB Media Specialist and all other F5 staff and partners working to make this event another huge success.

First 5 20-Year Anniversary

As F5SB and the entire network of First 5 Commissions across the State works to build, strengthen and otherwise improve systems that serve our young children, we are working diligently to secure a place for ourselves at the table of leaders in the early childhood development space, leading to greater impact and funding for the field.

2-1-1 Report

11 years ago a star was born with 2-1-1 offering an easy-to-remember phone number that can be utilized day or night to connect those in need with a variety of community resources throughout the region – from housing to health care, from dental to disaster services. The Inland Valley Bulletin shared information about the new and improved 2-1-1 which capitalizes on the widespread availability of mobile phones and the substantial increase in use for accessing information.

Even as the 2-1-1 call center has continued to answer more than 65,000 calls annually, visits to the website increased 94 percent between 2013 and 2016. In the past year, 163,000 searches were completed by visitors seeking community resources on 211sb.org.

To better meet this need, [211 San Bernardino](http://211sb.org) has launched an all new website that is mobile-responsive and easy to navigate. Helpful search suggestions begin with simple statements like, "I'm looking for a job," "I need to see a doctor" and "I'm having trouble with my bills." After choosing a category, visitors enter their zip code to view a list of resource options near their location. Food, housing, mental health, transportation, substance abuse and education are a few of the first options easily accessible.

Gary Madden, Director of 211 San Bernardino County, stated that they "analyzed what people were asking for over the past year and optimized this web tool for those very services." The new website also has specialized pages for veterans, maternal health, homelessness and healthcare.

2-1-1 has been a constant partner with F5SB; currently funded in the amount of \$400,000 per year to provide referrals for needed services to callers with children 0-5 and also to provide 3% of those callers, a follow up contact to determine whether the referral actually yielded the services needed.

The portion of the "Quarterly 2-1-1 Statistical Report" that pertains to F5SB's target population is in a handout given to you today. This report is for the period of January 2017 through March 31st, 2017.

- 2-1-1 answered 14,852 calls in this 3 month period
- This involved a total number of 1,824 children under the age of 6 for the quarter
- The top "calling cities" were SB, Victorville, Ontario and Fontana
- 2-1-1 provided 22,214 referrals for services in the quarter
- Unmet needs related to housing/shelter, food and utilities ranked among the highest at 63% for families with children ages 0 -5
- 10% of all callers for the quarter (1427) indicated they were homeless

- Out of those 319 (or 17%) were identified as having children ages 0 -5 in the home
- For our 0 – 5 families calling 2-1-1 – 30% are employed, 27% receive TANF, 30% receive income from a combination of sources and 13% report no income being received.

Footsteps2Brilliance (F2B)

The F2B launch took place during a national press conference on Wednesday, April 19th at the San Bernardino County Government Center. F2B is now part of the San Bernardino County Vision2Read Initiative: to Raise the Bar for Literacy. Through a collective impact approach, the San Bernardino County Superintendent of Schools along with San Bernardino County Preschool Services, Children’s Fund, and F5SB are working collaboratively to increase literacy rates among children and families in the county.

The F2B launch unveiled a complimentary and cutting-edge bilingual literacy program that will support all early learners from birth through pre-K. Through this initiative, all families in San Bernardino County will have free access to the award-winning F2B Early Literacy App.

San Bernardino County Superintendent of Schools administrators and educators are taking a very proactive and hands-on approach to early learning. The program enables San Bernardino County to strengthen its partnership with parents, and the greater community, for maximum impact on child development during critical, formative years.

As a collaborative partner, F5SB invested \$225,000 to the program which contributed to San Bernardino County Superintendent of Schools receiving a \$5 million Model Innovation City grant, part of a White House Initiative on Education Excellence for a five-year period.

In January 2017, a cohort of 1,500 students in county preschool programs, were selected to use F2B and measure their literacy growth. These children received unique identifiers and their progress in learning is tracked through data collection built into the platform. These children will be followed for many years to ensure that they become proficient readers and optimal learners. To date, participating preschoolers have read 22,240 books and more than 5.1 million words. As part of the launch, Superintendent Ted Alejandre and program partners are encouraging all families with birth through pre-K children in the county to join a challenge to read an additional 3 million words by September 1, 2017.

Marijuana - AB 350 (Salas)

Related to Marijuana edibles appealing to children – supporting the Adult Use of Marijuana Act (AUMA) which prohibits marijuana products from being designed to be appealing to children or easily confused with commercially sold candy or foods that do not contain marijuana. This bill will be heard in the Assembly Health Committee on May 9th. Many of our commissions have been the leaders on educating the public on the public health impact of marijuana, especially during pregnancy.

Furthermore, many legislators are interested in safely keeping marijuana products away from children and are introducing legislation to further regulate adult use marijuana. The First 5 Association is working on producing factsheets, slide decks, and possible social marketing materials for First 5 commissions to use in local conversations about marijuana taxation and regulation. These materials will continue to focus on the public health impacts of marijuana exposure on young children and parenting women.

Trauma Informed Care Preschool Pilot

As early childhood development specialists in the field, we are learning much about the importance of Trauma Informed Care. F5 staff is working with leadership from Department of Behavioral Health (DBH), Apple Valley State Preschool Program, and our special needs partners with Desert Mountain SELPA to design a pilot intervention to meet trauma needs in preschoolers.

Through our partnership with DBH for SART and EIIS (Early Identification and Intervention Services), the direct therapy needed by these children can be billed to our existing process and funding. Much as we do for the Quality Rating Improvement Systems (QRIS) project, First 5's role would be to support the training and coaching costs for preschool teachers and staff for the pilot. F5SB will bring recommendations for this pilot to the June 7th Commission meeting for approval.

Early Childhood Resiliency Coalition to Address Asthma Management

Dr. Rhonda Spencer, Researcher and Associate Professor at Loma Linda University School of Public Health provided a presentation at the Commission Workshop in February 2017 about the development of a multi-disciplinary coalition to address asthma prevention and management through a comprehensive, strategic approach, and to develop recommendations for an "asthma system of care" for young children.

This is an initiative we are exploring from a regional approach, in partnership with First 5 Riverside and support partners Inland Empire Health Plan (IEHP), Molina Healthcare, as well as Loma Linda. The proposal speaks to the current issues and environment affecting young children with asthma especially addressing proximity to rail yards, etc.

Both First 5s have supported similar interventions in the past to meet the needs of children with asthma and are evaluating the current landscape to determine if changes are needed. Past partners who have provided asthma support services to children and families will be surveyed to gauge the feasibility of supporting this work "regionally" and if positive measurable outcomes can be achieved in support of a system. F5SB plans to bring recommendations to the Commission at the June 7th meeting.

Quarterly Report – 3rd Quarter Budget Status 2016/2017

Distributed to Commissioners.

**Report –
Advisory
Committee**

The last Advisory Committee meeting was held on April 20th at this office.

Members conducted their annual review of the First 5 Strategic Plan and offered a few suggestions and revisions. Additional discussion items on the April 20th agenda were as follows:

1. Child care in faith-based settings
2. Pathways to housing
3. Systems building

The Advisory Committee and First 5 staff will continue to explore F5SB's role in strengthening systems and our response to unmet needs in these areas.

Members also said goodbye to fellow Advisory Committee Vice-Chair, Stacy Iverson, President and CEO of Children’s Fund. Ms. Iverson resigned from Children’s Fund and is moving out of state.

Among many other accomplishments during her time with the Advisory Committee, and in San Bernardino County in general, Ms. Iverson was instrumental in the development and realization of the goals and objectives of the First 5 San Bernardino Strategic Plan 2015-2020.

The next meeting date has not yet been decided. Once determined, it will be posted on the First 5 website and the meeting will be held at this location.

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

Item No.	CONSENT
1	Approve Minutes of April 5, 2017 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)
2	<p>a. Approve employment contract between the County of San Bernardino, Children and Families Commission, and Gilbert Cervantes, Office Assistant II, for an annual cost of \$41,340 (\$27,560 Salary, \$13,780 Benefits) for the period of May 27, 2017 through May 26, 2020.</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> (Presenter: Karen E. Scott, Executive Director, 252-4252)

Item No.	DISCUSSION
3	<p><i>Previously Item No. 8 on posted agenda</i> Approve Contract HW056 with the County of San Bernardino Arrowhead Regional Medical Center for Fiscal Year 2017-2018 in the amount of \$222,038 to maintain asthma services for an additional year. (Presenter: Ronnie Thomas, Staff Analyst II, 252-4255)</p> <p><u>Discussion</u> Commissioner Hill asked if local hospitals could provide a number of how many pediatric patients go to emergency rooms for asthma services versus the number of patients going to Riverside County hospitals for the same. Ms. Thomas stated she would follow up.</p> <p><u>Public Comment</u> None</p> <p>A motion was made by Commissioner Weinstein and seconded by Commissioner Hill to approve Item 3. Commissioner Ramos disclosed his conflict of interest with the contract, recused himself, and left the dias and room prior to discussion and action for Item 3. With Commissioner Thomas absent and without further comment or objection, motion carried by unanimous vote.</p>

4	<p>Conduct Public Hearing of the Children and Families Commission for San Bernardino County's Strategic Plan for Fiscal Years 2015-2020 to confirm the plan will be active for the forthcoming fiscal year. (Presenter: Cindy Faulkner, Operations Manager, 252-4253)</p> <p>The Public Hearing was conducted. The Commission was informed of minor grammatical revisions made to the Strategic Plan as well as inclusion of a statement from the new Commission Chair and an updated Commission roster on the back cover. The Strategic Plan for Fiscal Years 2015-2020 will be active and support the work of the Commission for the next fiscal year.</p> <p>No public comments were received on this item.</p>
5	<p><i>Continued from April 5, 2017 Commission Meeting</i></p> <p>Approve Amendment A1 to Contract Number IC029 with Vavrinek, Trine, Day & Co., LLP (VTD) to increase the contract amount by \$21,300 for a total of \$84,660 for Fiscal Year 2018-2019 to add accounting services to develop the financial statements for First 5 San Bernardino (F5SB). (Presenter: Debora Dickerson, Administrative Supervisor II, 252-4269)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>A motion was made by Commissioner Vargas and seconded by Commissioner Weinstein to approve Item 5. With Commissioner Thomas absent and without further comment or objection, motion carried by unanimous vote.</p>
6	<p>Approve Amendment to Fiscal Year Budget 2016-2017 to reallocate First 5 California (IMPACT) revenue by \$67,150 and transfer to line item "other revenue" from Orange County Office of Education by \$67,150 – transfer of funds will not affect overall budget for 2016-2017. (Presenter Debora Dickerson-Sims, Administrative Supervisor II, 252-4269)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>A motion was made by Commissioner Ramos and seconded by Commissioner Weinstein to approve Item 6. With Commissioner Thomas absent and without further comment or objection, motion carried by unanimous vote.</p>
7	<p>Authorize Executive Director to execute Letter of Intent and negotiate a contract to participate in the First 5 Service Corps (AmeriCorps) program for Fiscal Year 2017-2018 and authorize \$75,460 funding match for four (4) AmeriCorps service member positions to provide school readiness services for Fiscal Year 2017-2018. (Presenter: Mary Jaquish, Program Supervisor, 252-4254)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p>

	A motion was made by Commissioner Ramos and seconded by Commissioner Hill to approve Item 7. With Commissioner Thomas absent and without further comment or objection, motion carried by unanimous vote.
8	<p>Approve First 5 San Bernardino's (F5SB) continued support of the Reach Out and Read Initiative in partnership with the American Academy of Pediatrics, California Chapter 2 (AAP-CA2) by reallocating unexpended funds from Fiscal Year 2016-2017 in an amount not to exceed \$159,533 to provide books for distribution to young children by pediatricians participating in the Reach Out and Read Initiative for Fiscal Year 2017-2018. (Presenter: Mary Jaquish, Supervisor, 252-4254)</p> <p><u>Discussion</u> Commissioner Weinstein commented he sees many happy faces on his young patients when they receive their books. Commissioner Weinstein is proud to be participating in this program and making a difference in the young lives of his patients.</p> <p><u>Public Comment</u> None</p> <p>A motion was made by Commissioner Ramos and seconded by Commissioner Hill to approve Item 8. With Commissioner Thomas absent and without further comment or objection, motion carried by unanimous vote.</p>

Item No.	INFORMATION
9	Update regarding partnership with Prevent Child Abuse California (PCA CA) to implement the Nurturing Parenting Program (NPP) by AmeriCorps service members in San Bernardino County and Intent to Release Request for Applications (RFA). (Presenter: Mary Jaquish, Program Supervisor, 252-4254).

Public Comment None

Commissioner Roundtable None

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

Chair Ohikhuare adjourned the meeting at 4:41 p.m.

**Next meeting at
 First 5 San
 Bernardino**

**Wednesday, June 7, 2017
 Commission Meeting
 3:30 p.m. to 5:00 p.m.**

Attest

Maxwell Ohikhuare, M.D., Chair

Ann M. Calkins, Commission Clerk



AGENDA ITEM 2
JUNE 7, 2017

Subject	Employment Contract – LuCretia Dowdy, Marketing Aide
Recommendations	<p>a. Approve employment contract between the County of San Bernardino, Children and Families Commission, and Lucretia Dowdy, Marketing Aide, for an annual cost of \$60,013 (\$40,820 Salary, \$19,193 Benefits) for the period of July 1, 2017 through June 30, 2020.</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>
Financial Impact	Approval of this item does not impact Discretionary General Funding (Net County Cost). The total annual cost of \$60,013 is fully reimbursed by the Children and Families Commission’s (Commission) Trust Fund. Adequate appropriation and revenue have been included in the Commission’s 2017-18 budget and will be included in future recommended budgets.
Background Information	<p>Upon recommendation by the First 5 Executive Staff to the Commission and per the results of a position study on the incumbent position completed by Human Resources (HR), it was determined that the duties of the current Office Specialist are more accurately aligned with that of a Marketing Aide position – a hybrid title being adopted by the Children and Families Commission.</p> <p>The Marketing Aide position will coordinate First 5 events, act as a community liaison, procure promotional items and assist the Media Specialist II. The recommended employment contract will be effective July 1, 2017 and shall remain in effect through June 30, 2020, 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 agreement require Human Services 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 agreement 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>

PROCUREMENT

The Marketing Aide is aligned with and equivalent to the 07/01/2011 Salary Schedule at Range 41. Per the completed position study and review, the Commission recommends a reclassification of Ms. Dowdy's position, duties and title from an Office Specialist (Contract) title in the 07/2011 Salary Range 35 to adoption of Marketing Aide (Contract) in 07/2011 Salary Range 41.

Recommendation herein is for a starting salary of \$19.55 per hour (Range 41 – Step 3), contingent upon approval by the Board of Supervisors. This reclassification shall be compensated for services at a rate of \$19.55 per hour not to exceed 40 hours per work week 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% after each completion of 2,080 service hours and upon approval of the appointing authority, up to a maximum of \$23.77 per hour.

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 with 14 days' prior written notice to the other party. The County may terminate the contract immediately for just cause.

Review

This item has been reviewed by Human Resources (Mark DeBoer, Human Resources Employment Division Chief, 387-5564) on May 5, 2017; County Counsel (Cynthia O'Neill, Deputy County Counsel, 387-5455) on May 5, 2017; Human Services Contracts (Tanya Bratton, Deputy Executive Officer, 388-0280) on May 8, 2017; Finance (John Hallen, Administrative Analyst, 388-0208) on June 1, 2017; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0280) on June 1, 2017.

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:



F A S

STANDARD CONTRACT

FOR COUNTY USE ONLY

<input checked="" type="checkbox"/> New	FAS Vendor Code		SC	Dept.	A	Contract Number	
<input type="checkbox"/> Change							
<input type="checkbox"/> Cancel							
ePro Vendor Number n/a					ePro Contract Number n/a		
County Department Human Services				Dept. 903	Orgn. COEN	Contractor's License No.	
County Department Contract Representative Karyn Baxter				Telephone (909)386-8369		Total Contract Amount \$19.55/hour	
Contract Type <input type="checkbox"/> Revenue <input type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input checked="" type="checkbox"/> Other:							
If not encumbered or revenue contract type, provide reason:					Employment Contract		
Commodity Code			Contract Start Date July 1, 2017	Contract End Date June 30, 2020	Original Amount \$19.55hour	Amendment Amount \$	
Fund RRC	Dept. 903	Organization COEN	Appr. 100	Obj/Rev Source 1010	GRC/PROJ/JOB No.	Amount \$19.55/hour	
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount \$	
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount	
Project Name Marketing Aide			Estimated Payment Total by Fiscal Year				
			FY	Amount	I/D	FY	Amount

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, the Children and Families Commission, hereinafter called the Commission, and

Name
 Lucretia Dowdy _____ hereinafter called Contractor
 Address _____
 Address on file _____
 Telephone _____ Federal ID No. or Social Security No. _____
 () - _____

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the County and the Commission desire to obtain the services of Contractor on 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:

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

TABLE OF CONTENTS

I.	DUTIES AND RESPONSIBILITIES OF CONTRACTOR	3
II.	CONFLICT OF INTEREST	3
III.	TERM.....	3
IV.	COMPENSATION OF CONTRACTOR	4
V.	GENERAL PROVISIONS RELATING TO CONTRACTOR	7
VI.	REIMBURSEMENT AND INDEMNIFICATION.....	8
VII.	CONCLUSION.....	9

I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR

Contractor shall be employed as a Marketing Aide with the Children and Families Commission (Commission). Contractor shall work cooperatively with the staff of the Commission under the direction of the Operations Manager, performing a broad range of duties, including, but not limited to, the following:

- A. Coordinate several First 5 events each year which entails: procurement of vendors, assist with media outreach plan, register and coordinate community organization participants and volunteers, set up and break down of event equipment.
- B. Act as a community liaison of First 5 San Bernardino in collaborative meetings and various community sponsored events.
- C. Conduct procurement of promotional items; log, check, record, and manage inventory of promotional items and equipment; operating a variety of office equipment.
- D. Perform as Team Leader for AmeriCorps volunteers assisting with community events.
- E. Assist Media Specialist II with content of advertising, social media, and website postings.
- F. Attend departmental meetings, trainings, and events.
- G. Responsible for coordinating department vehicle maintenance and upkeep.
- H. Perform other special projects and duties as assigned.
- I. Provide vacation and temporary relief as required.
- J. Travel and driving 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 July 1, 2017 and shall remain in effect through June 30, 2020, subject to the termination provisions below. The Assistant Executive Officer for Human Services is authorized to execute amendments to the Contract to extend the term of this Contract 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 \$19.55 per hour not to exceed 40 hours per work week 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% after each completion of 2,080 service hours and upon approval of the appointing authority, up to a maximum of \$23.77, based on a meets standards work performance evaluation. 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) to offset the cost of medical plan premiums charged to Contractor. The MPS shall not be considered compensation earnable for purposes of calculating benefits or contributions for the San Bernardino County Employee’s Retirement Association. The applicable MPS shall be paid directly to the provider of the County-sponsored medical plan in which the eligible Contractor has enrolled. In no case shall the MPS exceed the total cost of the medical insurance premium for the coverage selected (e.g., when the MPS amounts exceed the lowest HMO cost). Contractor shall receive the following MPS amounts, per pay period, as applicable:

Coverage type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$97.45	\$194.90
Employee + 1	\$167.28	\$334.57
Employee + 2	\$236.72	\$473.43

If enrolled in a County-sponsored medical plan and all other Plan eligibility requirements are met, Contractor shall receive a Dental Premium Subsidy (DPS) amount, per pay period, as applicable:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$4.73	Up to \$9.46
Employee + 1		
Employee + 2		

The applicable DPS amount shall be paid directly to the provider of the County-sponsored dental plan in which the eligible employee has enrolled. In no case shall the DPS exceed the total cost of the dental insurance premium for the coverage selected (e.g., when the DPS amounts exceed the dental plan cost).

To be eligible for the MPS and DPS, Contractor must be scheduled for a minimum of forty (40) hours per pay period and have received pay for at least one-half plus one hour of scheduled hours in a pay period.

Contractor shall not receive Flex Dollars if Contractor chooses to “opt-out” or “waive” from the County-sponsored health plans.

E. VISION CARE INSURANCE

Subject to carrier requirements, the County shall pay the premiums for vision care insurance for Contractor (employee-only coverage) if Contractor is scheduled and receives pay for at least forty-one (41) hours per pay period.

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 the Contractor is paid for one half plus one of their regularly scheduled hours. For pay periods in which Contractor does not meet the paid hour’s 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

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.

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 hired into. 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 hired into. Any leave balances not authorized to be carried over will be distributed as outlined in "Contractor Separated from County Service" above.

P. SERVICE AND EFFECT ON BENEFITS

Contractor was a County Contract employee immediately prior to entering into this Contract, without separation from County employment. Execution of this Contract shall not result in separation in County employment for purposes of determining eligibility for and level of benefits, including, but not limited to, health benefits, leave accrual rates, and retirement benefits. Thus Contractor's rate for leave accruals is based on the start date of the period of continuous County employment that is extended by this contract. Contractor shall maintain and carry forward Holiday, Vacation, other paid leave and Sick Leave balances. Contractor's retirement contribution rate is based on the date Contractor began participating in the County's general employee retirement.

V. **GENERAL PROVISIONS RELATING TO CONTRACTOR**

A. TOUR OF DUTY

Contractor's standard tour of duty (regularly scheduled work week) 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 40 hours per work week without prior approval from the Executive Director, or his/her designee. The Executive Director or his/her designee 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 Commission'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 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 nine (9) 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

► _____
 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 Lucretia Dowdy
(Print or type name of person signing contract)

Title Marketing Aide
(Print or Type)

Dated: _____

Address Address on file

Approved as to Legal Form	Reviewed by Contract Compliance	Presented to BOS for Signature
► _____ Cynthia O'Neill, Deputy County Counsel	► _____ Tanya Bratton, Deputy Executive Officer	► _____ CaSonya Thomas, Assistant Executive Officer for Human Services
Date _____	Date _____	Date _____



**AGENDA ITEM 3
JUNE 7, 2017**

Subject	Employment Contract – Gregory D. Sellon, Accountant III
Recommendations	<p>a. Approve employment contract between the County of San Bernardino, Children and Families Commission, and Gregory D. Sellon, Accountant III, for an annual cost of \$79,334 (\$55,869 Salary, \$23,465 Benefits) for the period of July 8, 2017 through July 7, 2020.</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>
Financial Impact	Approval of this item does not impact Discretionary General Funding (Net County Cost). The total annual cost of \$79,334 is fully reimbursed by the Children and Families Commission’s (Commission) Trust Fund. Adequate appropriation and revenue have been included in the Commission’s 2017-18 budget and will be included in future recommended budgets.
Background Information	<p>The Commission has a vacancy for one Accountant III position which became vacant May 27, 2016. The position was left open until the Commission determined staffing needs. It was determined that the Accountant III position is needed in the fiscal unit. The Accountant III position prepares a variety of detailed accounting and financial statements; analyzes fiscal documents makes complex or difficult adjusting entries; assists in preparation of budgets and establishes budgetary controls. The recommended employment contract will be effective July 8, 2017 and shall remain in effect through July 7, 2020, 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 agreement require Human Services 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 agreement 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>

PROCUREMENT

At the request of the Commission, Human Resources provided a certification list of 10 eligible candidates for the Accountant III position. Three qualified candidates were interviewed on April 27, 2017 by the Operations Manager, Administrative Supervisor and a Staff Analyst II.

Based on his experience and education, the Commission recommends an employment contract with Gregory D. Sellon as an Accountant III at a starting salary of \$26.86 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 with 14 days' prior written notice to the other party. The County may terminate the contract immediately for just cause.

Review

This item has been reviewed by Human Resources (Mark DeBoer, Human Resources Employment Division Chief, 387-5564) on May 5, 2017; County Counsel (Cynthia O'Neill, Deputy County Counsel, 387-5455) on May 5, 2017; Human Services Contracts (Tanya Bratton, Deputy Executive Officer, 388-0280) on May 8, 2017; Finance (John Hallen, Administrative Analyst, 388-0208) on June 1, 2017; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0280) on June 1, 2017.

Report on Action as taken	
Action:	
Moved: _____	Second: _____
In Favor:	
Opposed:	
Abstained:	
Comments: _____	
Witnessed:	



F A S

STANDARD CONTRACT

FOR COUNTY USE ONLY

<input checked="" type="checkbox"/> New	FAS Vendor Code		SC	Dept. 903	A	Contract Number	
<input type="checkbox"/> Change	ePro Vendor Number n/a						ePro Contract Number n/a
<input type="checkbox"/> Cancel	County Department Human Services		Dept. 903	Orgn. ADMI	Contractor's License No.		
		County Department Contract Representative Karyn Baxter		Telephone (909)386-8369	Total Contract Amount \$26.86/hour		
Contract Type <input type="checkbox"/> Revenue <input type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input checked="" type="checkbox"/> Other:							
If not encumbered or revenue contract type, provide reason:				Employment Contract			
Commodity Code		Contract Start Date July 8, 2017	Contract End Date July 7, 2020	Original Amount \$26.86/hour	Amendment Amount \$		
Fund RRC	Dept. 903	Organization ADMI	Appr. 100	Obj/Rev Source 1010	GRC/PROJ/JOB No.	Amount \$26.86/hour	
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount \$	
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount	
Project Name Accountant III			Estimated Payment Total by Fiscal Year				
			FY	Amount	I/D	FY	Amount

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, hereinafter called the County, the Children and Families Commission, hereinafter called the Commission, and

Name
 Gregory D. Sellon hereinafter called Contractor
 Address _____
 Address on file _____
 Telephone _____ Federal ID No. or Social Security No. _____
 () - _____

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the County and the Commission desire to obtain the services of Contractor on 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:

Auditor-Controller/Treasurer/Tax Collector Use Only	
<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
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TABLE OF CONTENTS

I.	DUTIES AND RESPONSIBILITIES OF CONTRACTOR	3
II.	CONFLICT OF INTEREST	3
III.	TERM.....	4
IV.	COMPENSATION OF CONTRACTOR	4
V.	GENERAL PROVISIONS RELATING TO CONTRACTOR	7
VI.	REIMBURSEMENT AND INDEMNIFICATION	8
VII.	CONCLUSION.....	9

I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR

Contractor shall be employed as an Accountant III with the Commission. Contractor shall work cooperatively with the staff at the Commission under the direction of the Operations Manager, performing a broad range of duties, including, but not limited to, the following:

- A. Develop financial statements for the Commission.
- B. Prepare a variety of detailed accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation.
- C. 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.
- D. 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.
- E. Make complex or difficult adjusting entries affecting several subsystems of a departmental accounting system.
- F. Recommend the installation of new or revised accounting systems, procedures, and records.
- G. Advise officials and departmental personnel on accounting and fiscal actions and procedures
- H. Assist in preparation of budgets and establish budgetary controls.
- I. Conduct fiscal site visits of contracted service agencies and internal programs for financial and operational compliance; perform audits of limited scope.
- J. Prepare and maintain records, files, and data, both electronically and non-electronically.
- K. Provide fiscal-related, status, and other informative reports to management and appropriate staff and agencies in a timely manner.
- L. Organize, coordinate, and complete 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 July 8, 2017 and shall remain in effect through July 7, 2020, 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 of this Contract 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.

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Contractor shall be compensated for services at a rate of \$26.86 per hour not to exceed 40 hours per work week 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% after each completion of 2,080 service hours and upon approval of the appointing authority, up to a maximum of \$34.28, based on a meets standards work performance evaluation. 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) to offset the cost of medical plan premiums charged to Contractor. The MPS shall not be considered compensation earnable for purposes of calculating benefits or contributions for the San Bernardino County Employee's Retirement Association. The applicable MPS shall be paid directly to

the provider of the County-sponsored medical plan in which the eligible Contractor has enrolled. In no case shall the MPS exceed the total cost of the medical insurance premium for the coverage selected (e.g., when the MPS amounts exceed the lowest HMO cost). Contractor shall receive the following MPS amounts, per pay period, as applicable:

Coverage type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$97.45	\$194.90
Employee + 1	\$167.28	\$334.57
Employee + 2	\$236.72	\$473.43

If enrolled in a County-sponsored medical plan and all other Plan eligibility requirements are met, Contractor shall receive a Dental Premium Subsidy (DPS) amount, per pay period, as applicable:

Coverage Type	Scheduled for 40 to 60 Hours	Scheduled for 61 to 80 Hours
Employee Only	\$4.73	Up to \$9.46
Employee + 1		
Employee + 2		

The applicable DPS amount shall be paid directly to the provider of the County-sponsored dental plan in which the eligible employee has enrolled. In no case shall the DPS exceed the total cost of the dental insurance premium for the coverage selected (e.g., when the DPS amounts exceed the dental plan cost).

To be eligible for the MPS and DPS, Contractor must be scheduled for a minimum of forty (40) hours per pay period and have received pay for at least one-half plus one hour of scheduled hours in a pay period.

Contractor shall not receive Flex Dollars if Contractor chooses to “opt-out” or “waive” from the County-sponsored health plans.

E. VISION CARE INSURANCE

Subject to carrier requirements, the County shall pay the premiums for vision care insurance for Contractor (employee-only coverage) if Contractor is scheduled and receives pay for at least forty-one (41) hours per pay period.

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 the Contractor is paid for one half plus one of their regularly scheduled hours. For pay periods in which the Contractor does not meet the paid hour’s 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

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.

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 hired into. 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 hired into. 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 work week) 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 40 hours per work week without prior approval from the Executive Director or his/her designee. The Executive Director or his/her designee 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 nine (9) 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

► _____
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 Gregory D. Sellon
(Print or type name of person signing contract)

Title Accountant III
(Print or Type)

Dated: _____

Address Address on file

Approved as to Legal Form

► _____
Cynthia O'Neill, Deputy County Counsel

Date _____

Reviewed by Contract Compliance

► _____
Jennifer Mulhall-Daudel, Contracts Unit

Date _____

Presented to BOS for Signature

► _____
CaSonya Thomas, Assistant Executive Officer for Human Services

Date _____



**AGENDA ITEM 4
JUNE 7, 2017**

Subject	Budget for Fiscal Year 2017-2018 and Five Year Financial Plan
Recommendations	Approve Budget for Fiscal Year 2017-2018 and updates to the Five Year Financial Plan. (Presenter: Debora Dickerson-Sims, Administrative Supervisor II, 252-4269)
Financial Impact	Anticipated revenue of \$20,516,237 and allocations of \$28,154,723 for Fiscal Year 2017-2018.
Background Information	<p>In accordance with the California Children and Families Act of 1998 and County Code 12.296, the Children and Families Commission for San Bernardino County, also known as First 5 San Bernardino (F5SB), is required to adopt a budget on an annual basis in support of its strategic plan.</p> <p>Under the guidance of the Commission, and in collaboration with the community and agencies that serve children ages 0-5 and their families, F5SB promotes supports and enhances the early development of children prenatal to age five. The proposed budget serves as the financial plan for the upcoming program year.</p> <p>Under the Strategic Plan, investment areas are defined as Strategic Priority Areas (SPA's) and funding goals will be directed to each SPA:</p> <ul style="list-style-type: none">• SPA 1: <u>Children and Families</u> Goals: (1) Child Health, (2) Early Learning and (3) Family Support • SPA 2: <u>Systems and Network</u> Goals: (1) Leadership as a Convener and Partner, (2) Capacity Building <p>The budget amount for contracted programs in the program Strategic Priority Areas is \$20,595,822.</p> <p>The budget supporting Program Services in the amount of \$1,218,301 will continue to enhance participant services and reporting. Resources have been allocated for the integration of the supporting database, as well as technical assistance, evaluation, training and other resources for contracted service providers.</p> <p>Community Engagement Support promotes outreach, community education and media support. Resources have been allocated for marketing items, educational materials, media campaign, training and other resources for community events. An investment of \$513,423 for Community Engagement Support is included in the budget.</p> <p>Operations under the category administrative support services are needed to oversee the overall programs and operational expenses. A budget of \$2,329,690 in this category amounts to 9.02% of the total budget.</p> <p>First 5 San Bernardino (F5SB) has partnered with key stakeholders to implement a Quality Rating Improvement System (QRIS) in San Bernardino County. F5SB has been awarded \$1,294,420 from First 5 California for Fiscal Year 2017-2018 to help carry out this work. The total budget under the QRIS category is \$2,520,027.</p>

In addition, F5SB has partnered with First 5 Riverside and submitted a proposal for a Dental Transformation initiative to the California Department of Health Care Services and was granted a five-year award. The amount awarded for Fiscal Year 2017-2018 is \$1,309,000 which includes \$977,460 for direct services and the remaining amount is included in Operations and Program Services.

Pending Commission approval, the proposed budget for Fiscal Year 2017–2018 with expenditures in the amount of \$28,154,723 and anticipated revenue in the amount of \$20,516,237 will become effective July 1, 2017.

Lastly, the proposed and legislatively mandated Five Year Financial Plan has been updated to reflect revised amounts. This plan is to be adopted and utilized as a long-term guide to allow Commissioners to determine what type of funds are available to support sustainable levels of multi-year contracts as well as ongoing annual community investments. A fund balance in the amount of \$22M was set aside in Fiscal Year 2016-2017 and a policy outlining parameters on the use of these set aside funds has been established and approved by the Commission.

Review

Sophie Akins, Commission Counsel

Report on Action as taken	
Action:	
Moved: _____	Second: _____
In Favor:	
Opposed:	
Abstained:	
Comments: _____	
Witnessed:	



**AGENDA ITEM 5
JUNE 7, 2017**

Subject	Amendment A1 for Contract IC028 with Matrix Outcome Model LLC.
Recommendations	Approve Amendment A1 for Contract IC028 with Matrix Outcomes Model LLC for Fiscal Years 2018-2020 for access to the Family Development Matrix (FDM), a complementary assessment, case management and evaluation tool to be used by agencies awarded contracts under the Family and Community Support Partnerships (FCSP) initiative, for an annual amount of \$47,400, resulting in a cumulative total of \$244,000 for Fiscal Years 2015-2020. (Presenter: Scott McGrath, Supervisor, 252-4259)
Financial Impact	An increase of \$94,800 for Fiscal Years 2015-2020.
Background Information	<p>On September 10, 2014, the Commission approved the release of RFP 14-02 Family and Community Support and Partnerships (FCSP). Under a competitive procurement, selected agencies provide family support services using the Nurturing Parenting Program and the Matrix Outcomes Model (MOM), the primary tool of which is the FDM. The FDM is used to structure service delivery to ensure best practice and to standardize data collection for the sake of reliable evaluation of the program.</p> <p>With Commission approval of Contract IC026 in December of 2014, MOM staff was contracted to provide internal support and technical assistance for the design of the FDM to be used for the FCSP initiative. This process was completed in June of 2015. A new contract, IC028 with MOM was approved by the Commission on April 1, 2015, and became effective to serve the agencies approved in the FCSP initiative. The contract years for the agencies awarded funding under this RFP were July 1, 2015 to June 30, 2018. Most of these contracts have been or will be presented to the commission for approval to extend through June 30, 2020, making it necessary to do the same with Matrix Outcomes Model LLC.</p> <p>Outcomes for this initiative, as demonstrated by the FDM have been phenomenal. With an overall success rate, defined as a rating of “stable” or “safe/self-sufficient” on all 19 indicators of the matrix, at 70% of participants, the tool demonstrated improvement most notably in the areas of Employment, education, emotional wellbeing and functioning and coping skills. These changes were demonstrated to be statistically significant and attributed to the program intervention using the FDM.</p> <p>Pending Commission approval, Contract IC028A1 will allow for the continued implementation and utilization of the MOM framework and FDM beyond the original three-year contract period of 2015-2018 through Fiscal Years 2018-2020 which aligns with the contract period of the FCSP initiative. MOM will continue to provide initial and ongoing training for First 5 staff and FCSP agencies in utilizing the FDM, technical support for the database, annual convenings of users and evaluation activities and reports.</p>
Review	Sophie Akins, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:

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

<i>FOR COMMISSION USE ONLY</i>						
<input type="checkbox"/>	New	Vendor Code	SC	Dept.	A	Contract Number
<input checked="" type="checkbox"/>	Change	MATRIXO439		903		IC028 A1
<input type="checkbox"/>	Cancel					
Organization			Dept.	Orgn.	Contractor's License No.	
Children and Families Commission			903	PROG		
Commission Representative			Telephone		Total Contract Amount	
Cindy Faulkner, Operations Manager			909-386-7706		\$244,000	
Contract Type						
<input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason: _____						
Commodity Code		Contract Start Date		Contract End Date		Original Amount
95200		July 1, 2015		June 30, 2020		\$149,200
Amendment Amount						
\$94,800						
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	200	2445		\$47,400
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Abbreviated Use			Estimated Payment Total by Fiscal Year			
Family Development Matrix			FY	Amount	I/D	FY
(Matrix Outcomes Model)			18-19	\$47,400	I	
			19-20	\$47,400	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)

Matrix Outcomes Model, LLC _____

Department/Division _____

Address _____

P.O. Box 727 _____

Weed, CA 96094 _____

Phone _____

530-938-3867 _____

Federal ID No. _____

01-0888439 _____

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

1. Paragraph A. of Section I, CONTRACTOR'S SERVICE RESPONSIBILITIES, is amended to read as follows:

A. Contractor shall provide all deliver services identified in this Contract, including Attachment A – Scope of Work 2015-2020, listing the specific deliverables for the respective year.

Initial Here

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

Auditor-Controller/Treasurer Tax Collector Use Only

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

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$ 244,000 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:

Fiscal Year 2015-16	\$ <u>51,400</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>49,400</u>	July 1, 2016 through June 30, 2017
Fiscal Year 2017-18	\$ <u>48,400</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>47,400</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>47,400</u>	July 1, 2019 through June 30, 2020

Initial Here

3. Paragraph D. Allowable Costs of Section V, FISCAL PROVISIONS, is amended to read as follows:

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the Contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

Initial Here

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

A. This Contract is effective commencing July 1, 2015 and expires June 30, 2020, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

ATTACHMENTS

Attachment A – Amended Work Plan for FY 2018-2020

Attachment B – Amended Program Budget for FY 2018-2020

Attachment C – Amended Licensing Agreement FY 2018-2020

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

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

Legal Entity

▶

Authorized Signature

Maxwell Ohikhuare, M.D.

Printed Name

Commission Chair

Title

Dated

▶

Authorized Signature

Jerry Endres

Printed Name

Owner/Project Director

Title

Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
▶ _____ Cindy Faulkner Operations Manager _____ Date	▶ _____ Sophie Akins Commission Counsel _____ Date	▶ _____ Karen E. Scott Executive Director _____ Date



Matrix Outcomes LLC (MOM) Scope of Work with First 5 San Bernardino County July 2018 through June 2019			
OBJECTIVES	ACTIVITIES	TIMELINE	OUTCOME
Objective 1 Annual Staff Training	MOM conducts a one-day staff training workshop. <ul style="list-style-type: none"> - FDM as a family outcomes model and theory of change - Protocol compliance - Conduct an assessment and reliability using a case study - Working with family strengths - Selection of programs and interventions - Family empowerment plan - Case management forms - Family participation and engagement - Codes for family identification - Data entry and reports 	Once each fiscal year Additionally by agreement	All agency staff who use the FDM attend the workshop and understand: <ol style="list-style-type: none"> 1. A shared understanding of the Family Development Matrix 2. How to complete a client assessment and identify family strengths 3. How to identify interventions and create a family empowerment plan 4. How to complete case management forms 5. A shared understanding of case management protocol 6. How to access the Matrix database and to make data entry
Objective 2 Training Webinar	MOM provides follow up webinars to further train agency staff with data entry	As Requested	Demo database is used by agency staff to practice data entry
Objective 3 Agencies conduct initial assessments, case management and data entry	Technical assistance provided	As Requested	FDM assistance via email, webinar and HELP section referrals



Matrix Outcomes LLC (MOM) Scope of Work with First 5 San Bernardino County July 2018 through June 2019			
OBJECTIVES	ACTIVITIES	TIMELINE	OUTCOME
Objective 4 Examination of compliance with protocol and data entry	MOM examines for overdue assessments and for data entry omissions including code positions	Annually	Agency coordinators are notified on compliance issues. Ongoing technical assistance available
Objective 5 Report for First 5 Family Outcomes	MOM completes an analysis of FDM data annually. Based on the coordination with First 5 administration/evaluation team	Annually	Collaborative data report is used to provide feedback for participating agencies and with overall evaluation
Objective 6 Database Programming	MOM programmer makes improvements in database to accommodate evaluations and data needs Database training via webinars	As Requested	Programming improves data analysis
Objective 7	In coordination with First 5, MOM conducts an analysis of the impact of program interventions associated with the FDM indicators to establish validity construct for integration of the FDM and Nurturing Parenting program	Annually	Report of the analysis is shared with First 5, its evaluators and agencies



Matrix Outcomes LLC (MOM) Scope of Work with First 5 San Bernardino County July 2019 through June 2020			
OBJECTIVES	ACTIVITIES	TIMELINE	OUTCOME
Objective 1 Annual Staff Training	MOM conducts a one-day staff training workshop. <ul style="list-style-type: none"> - FDM as a family outcomes model and theory of change - Protocol compliance - Conduct an assessment and reliability using a case study - Working with family strengths - Selection of programs and interventions - Family empowerment plan - Case management forms - Family participation and engagement - Codes for family identification - Data entry and reports 	Once each fiscal year Additionally by agreement	All agency staff who use the FDM attend the workshop and understand: <ol style="list-style-type: none"> 1. A shared understanding of the Family Development Matrix 2. How to complete a client assessment and identify family strengths 3. How to identify interventions and create a family empowerment plan 4. How to complete case management forms 5. A shared understanding of case management protocol 6. How to access the Matrix database and to make data entry
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**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2018-2019**

ORGANIZATION: Matrix Outcomes Model, LLC	DIRECTOR: Jerry Endres	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Family Development Matrix	PROGRAM DIRECTOR: Jerry Endres	TOTAL BUDGET: \$ 47,400.00
INITIATIVE: N/A	FINANCE OFFICER: Jerry Endres	RFP/CONTRACT #: IC028-A1

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Agency Staff Training for the FDM	100	4,000.00	Annual staff training onsite
2	Database training webinars	100	2,000.00	Videos and webinars to build staff efficacy with database
3	Fidelity, coding and protocol compliance checks	100	2,000.00	Database monitoring and feedback to agencies
4	Database programming for organizational administration, case management and client management	100	2,500.00	Programming changes as requested by First 5
5	Annual Data Report	100	2,000.00	Multi year- agency evaluation report
6	Evaluation for integration of FDM and Nurturing Parenting	100	2,500.00	Analysis of interventions and impact on indicators
7	Eleven agency license fees @ \$2,500 each	100	27,500.00	Access to FDM database for assessment, case management and reports
	Total Services & Supplies		\$ 42,500.00	
III. FOOD				
	Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1	N/A			
	Total Food		\$ -	
IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	First 5 San Bernardino	Meetings and training with First 5	2,000.00	Airfare, Hotel, Auto Rental, Food, Parking, Mileage
2				
	Total Travel		2,000.00	



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

ORGANIZATION: Matrix Outcomes Model, LLC	DIRECTOR: Jerry Endres	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Family Development Matrix	PROGRAM DIRECTOR: Jerry Endres	TOTAL BUDGET: \$ 47,400.00
INITIATIVE: N/A	FINANCE OFFICER: Jerry Endres	RFP/CONTRACT #: IC028-A1

V. SUBCONTRACTORS			
	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1	N/A		
	Total Subcontractors	-	
VI. INDIRECT COSTS			
	Percent: 6%	2,900.00	Fee for Administration
	Basis: Overall program cost		
	Total Indirect Costs	\$ 2,900.00	
TOTAL FIRST 5 BUDGET		\$ 47,400.00	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2019-2020**

ORGANIZATION: Matrix Outcomes Model, LLC	DIRECTOR: Jerry Endres	PROGRAM YEAR: 2019-2020
PROGRAM TITLE: Family Development Matrix	PROGRAM DIRECTOR: Jerry Endres	TOTAL BUDGET: \$ 47,400.00
INITIATIVE: N/A	FINANCE OFFICER: Jerry Endres	RFP/CONTRACT #: IC028-A1

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Agency Staff Training for the FDM	100	4,000.00	Annual staff training onsite
2	Database training webinars	100	2,000.00	Videos and webinars to build staff efficacy with database
3	Fidelity, coding and protocol compliance checks	100	2,000.00	Database monitoring and feedback to agencies
4	Database programming for organizational administration, case management and client management	100	2,500.00	Programming changes as requested by First 5
5	Annual Data Report	100	2,000.00	Multi year- agency evaluation report
6	Evaluation for integration of FDM and Nurturing Parenting	100	2,500.00	Analysis of interventions and impact on indicators
7	Eleven agency license fees @ \$2,500 each	100	27,500.00	Access to FDM database for assessment, case management and reports
	Total Services & Supplies		\$ 42,500.00	
III. FOOD				
	Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1	N/A			
	Total Food		\$ -	
IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	First 5 San Bernardino	Meetings and training with First 5	2,000.00	Airfare, Hotel, Auto Rental, Food, Parking, Mileage
2				
	Total Travel		2,000.00	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2019-2020**

ORGANIZATION: Matrix Outcomes Model, LLC	DIRECTOR: Jerry Endres	PROGRAM YEAR: 2019-2020
PROGRAM TITLE: Family Development Matrix	PROGRAM DIRECTOR: Jerry Endres	TOTAL BUDGET: \$ 47,400.00
INITIATIVE: N/A	FINANCE OFFICER: Jerry Endres	RFP/CONTRACT #: IC028-A1

V. SUBCONTRACTORS			
	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1	N/A		
	Total Subcontractors	-	
VI. INDIRECT COSTS			
	Percent: 6%	2,900.00	Fee for Administration
	Basis: Overall program cost		
	Total Indirect Costs	\$ 2,900.00	
TOTAL FIRST 5 BUDGET		\$ 47,400.00	



MATRIX OUTCOMES MODEL, LLC

Jerry Endres
P. O. Box 727
Weed, CA 96094
jendres@csumb.edu
(530) 938-3867

LICENSING AGREEMENT

I. Preamble

This agreement (hereafter the “agreement”) is established between The Children and Families Commission for San Bernardino County (hereafter referred to as “First 5”) and the Matrix Outcomes Model, LLC (hereafter referred to as “Owner”, “Consultant” or “Contractor”).

Contractor shall, under the terms and conditions of this Agreement provide First 5 with (A) a limited and non-exclusive license to use Contractor’s Matrix Database (hereafter referred to as “Software”, “FDM” or “Matrix”), (B) hosting of server necessary to run Software, (C) training, software support, and (D) unlimited customization of Software reports, assessments and field values as described in this Agreement.

II. Payment

Payments as agreed upon in this Agreement and the Contract as per Attachment B (budget), and shall be made to the following name and address:

Matrix Outcomes Model, LLC
P.O. Box 727
Weed, CA 96094
Tax ID# 01-0888439

III. Intellectual Property

A. Ownership of Intellectual Property

First 5 acknowledges that all proprietary information and/or technology (“Intellectual Property”) developed and made available by Owner, including, without limitation, the First 5 software, modifications, enhancements and/or derivative works thereto (“Software”), and any written work product of Owner which is related to its Intellectual Property are commercially valuable proprietary products of Owner, the design and development of which have involved the expenditure of substantial amounts of money and the use of skilled development experts over a long period of time and which affords Owner a commercial advantage over its competitors, and that loss of this competitive advantage due to unauthorized disclosure or use of such proprietary information would cause great injury and harm to Owner. First 5 acknowledges that the Intellectual Property (specifically including, but not limited to, the design, programming techniques, flow charts, source code and documentation thereof) constitute trade secrets, disclosed to First 5 on the basis of the confidential relationship between First 5 and Owner under this Agreement and Contract, to be used only as may be expressly permitted by the terms and conditions of this Agreement and Contract, and that the restrictions imposed upon First 5 by this Article



are necessary to protect the secrecy of such proprietary information and prevent the occurrence of such injury and harm to Owner. Any work product other than the Intellectual Property developed by Owner under this Agreement and Contract, including but not limited to writings, documents and reports developed utilizing First 5's data, shall be the property of First 5 and First 5 shall hold all rights and interests therein.

B. License

As part of the services to be provided hereunder, Owner grants to First 5 a royalty-free, non-exclusive, worldwide, revocable license of Contractor's Software for the term of this Agreement and Contract to use, reproduce and display for First 5's business purposes, including use by First 5 approved contractors (authorized users), such Software for matters related to the services to be provided by Contractor. First 5 agrees not to reverse engineer or decompile Software or other Intellectual Property of Owner for any competitive purpose. Owner represents and warrants that it has the authority to provide First 5 with the foregoing Intellectual Property rights.

C. Publications

The Owner and First 5 shall be free to publish all results of studies performed, including those supported by First 5, subject to protection of proprietary information and confidentiality of client data.

D. Copyrights & Ownership Rights

The Owner and First 5 shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate and otherwise use, copyright or patent all reports, studies, information, data, statistics, forms, designs, plans, procedures, and any other materials or properties developed under this Agreement and Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material in relation to the program.

E. Provide Support and Authorized Users

The Owner shall under the terms of and conditions of this Agreement, provide software support, database access, training, and all other services as described in this Agreement and Attachment A to the Contract, solely to "authorized users" which includes the officers, employees, agents of First 5 and officers, employees, agents of contractors of programs receiving direct funds from First 5 to implement the NPP-MOM programming.

Initial set-up of new users and/or agencies will be completed by Contractor. After the completion of the initial rollout, addition of new users and/or agencies and setup of new users and agencies (assigning passwords and creating shortcuts, etc.) shall be the responsibility of First 5. Commission bears the sole responsibility of ensuring that only authorized users access Software. All access and use of Software by the authorized users is subject to the terms of the non-exclusive, non-transferable license for the purposes of processing by internal data related to program and contract planning, development, management, monitoring and evaluation.

Authorized users may not use the Software for any purpose other than those expressly authorized hereunder. The uses that authorized users shall not make of the Software include, but are not limited to: (i) using the Software to provide data processing services to any third persons; (ii) making copies of the Software for distribution to third parties; (iii)



reverse-engineering or decompiling the Software for the purpose of designing, or developing a Software competitive with Contractor's Software.

IV. Relationship to the Parties

This agreement is made with each party as an independent party and not as an employee of the other party. Each party shall be solely liable for any claims, actions, demands, or damages arising out of its performance of this Agreement and the Contract.

A. Indemnification

The parties agree to mutually indemnify, defend and hold each other harmless from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the acts or omissions of the other party in the performance of this Agreement.

V. Termination

This Agreement may be terminated by either party hereto by giving written notice to the other party thirty (30) days in advance of the specified date of termination. Authorized signatures from both parties are required on the termination notice. In the case of termination, the Consultant shall be reimbursed for all uncancelable commitments made prior to the effective date of such termination.

Signatures:

Matrix Outcomes Model, LLC:

Children and Families Commission for San Bernardino County:

By: _____
Jerry Endres, Owner

By: _____
Maxwell Ohikhuare, M.D., Commission Chair

Date: _____

Date: _____



Program Outline Document 2014-2020

AGENCY INFORMATION

Contract #: IC028 A1

Legal Entity: Matrix Outcomes Model, LLC

Dept./Division: _____

Project Name: Family Development Matrix

Address: P.O. Box 727
Weed, CA 92094

Phone #: (530) 938-3867

Website: http://www.matrixoutcomesmodel.com/

Fax #: (530) 938-3867

Program Site Address: N/A

Client Referral Phone # N/A

No additional sites

CONTACT INFORMATION

SIGNING AUTHORITY

Name: Jerry Endres

Title: Project Director

Address: P.O. Box 727
Weed, CA 92094

Direct Phone #: (530) 938-3867

Fax #: (530) 938-3867

E-Mail: jendres@csumb.edu

CONTRACT REPRESENTATIVE

Name: Jerry Endres

Title: Project Director

Address: P.O. Box 727
Weed, CA 92094

Direct Phone #: (530) 938-3867

Fax #: (530) 938-3867

E-Mail: jendres@csumb.edu

PROGRAM CONTACT

Name: Jerry Endres

Title: Project Director

Address: P.O. Box 727
Weed, CA 92094

Direct Phone #: (530) 938-3867

Fax #: (530) 938-3867

E-Mail: jendres@csumb.edu

FISCAL CONTACT

Name: Jerry Endres **Title:** Project Director
Address: P.O. Box 727 **Direct Phone #:** (530) 938-3867
Weed, CA 92094
Fax #: (530) 938-3867
E-Mail: jendres@csumb.edu

ADDITIONAL CONTACT (Describe): Contract Representative

Name: Jerry Endres **Title:** Project Director
Address: 10820 Shadow Wood Lane **Direct Phone #:** (530) 938-3867
Weed, CA 96094
Fax #: (530) 938-3867
E-Mail: jendres@csumb.edu

PROGRAM INFORMATION

TYPE OF AGENCY

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

FIRST 5 FOCUS AREA

STRATEGY

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

PROGRAM DESCRIPTION

The Family Development Matrix (FDM) is a comprehensive, strength – based assessment tool that enhances the community’s program’s commitment to supporting families and children while improving data collection methods.

SERVICE AREA (LOCATIONS)

Countywide

COMMISSION LEVEL OUTCOMES

- 1.3a Children are free from abuse and neglect
- 1.3b Parents provide developmentally appropriate care
- 1.3c Families are resilient

ASSIGNED ANALYST: William Kariuki

CONTRACT AMOUNT

Fiscal Year	Amount
2015-2016	\$ 51,400
2016-2017	\$ 49,400
2017-2018	\$ 48,400
2018-2019	\$ 47,400
2019-2020	\$ 47,400
Total	\$ 244,000



AGENDA ITEM 6
JUNE 7, 2017

Subject	Amendments for Quality Rating Improvement Systems (QRIS) contracts
Recommendations	<p>Approve Contract Amendments with the following Quality Rating Improvement System (QRIS) partners for the implementation of the Quality Start San Bernardino (QSSB) in accordance with the San Bernardino County's QRIS Strategic Plan for Fiscal Year 2017-2018:</p> <ul style="list-style-type: none">a. San Bernardino County Superintendent of Schools, Contract EC030A1, in the amount of \$254,750 for enrollment services and ratings, and;b. Child Care Resource Center, Contract EC031A1, in the amount of \$1,425,275 for coordination of quality improvement services, program evaluation and professional development, and;c. University Enterprise Corporation/California State University, San Bernardino, Contract EC032A1, in the amount of \$257,228 to enhance higher education opportunities in early care and education and conduct site assessments. <p>(Presenter: Cindy Faulkner, Operations Manager, 252-4253)</p>
Financial Impact	\$1,937,253 for Fiscal Year 2017-2018.
Background Information	<p>In April of 2015, the Commission selected a Quality Rating Improvement System (QRIS) as a strategy to support the organization's mission and vision for the purpose of promoting, supporting, and improving early development of children from the prenatal stage to five years of age in San Bernardino County. QRIS is a system that defines quality standards for early care and education programs; measures programs against these standards; offers and connects educators to training and professional development opportunities; and helps parents and caregivers find quality programs for their children.</p> <p>With a QRIS, communities have a new tool to increase access to quality early learning experiences for children 0-5. This system supports existing and aspiring early care and education providers by helping them recognize what they can do to best support the development of young children in their care. The framework also serves as a tool to help early learning programs determine their level of quality and identify a plan for improvement to meet higher standards of quality.</p> <p>In 2016, the Commission approved stipends for Steering Committee Partners who dedicated their resources during the planning period for the development of a countywide QRIS system. Through the planning process, a strategic plan was developed to guide the QRIS system which was determined to be called Quality Start San Bernardino (QSSB). In addition, specific roles and responsibilities were identified for each Steering Committee Partner.</p> <p>On July 6, 2016, the Commission approved contracts in the following dollar amounts with the above mentioned organizations to implement QSSB. See below:</p> <ul style="list-style-type: none">(a) <i>San Bernardino County Superintendent of Schools, Contract EC030, in the amount of \$247,857, and;</i>(b) <i>Child Care Resource Center, Contract EC031, in the amount of \$1,570,359,</i>

and;

(c) *University Enterprise Corporation/California State University San Bernardino, Contract EC032, in the amount of \$288,749.*

To date, QSSB has accomplished the following:

- Collectively identified staff members within each agency to interact as Steering Committee, Operational, and Organizational leads within the QRIS system.
- Operational leads completed a strategic plan to execute the process of QSSB, established a data collection system, and developed a communications plan.
- Provided outreach and informational sessions within the community to gain 120 providers as first participants within the program.
- Developed an entry/enrollment process outlined by Steering Committee members and placed 120 participants (30 Infant and toddler participants, 46 California State Pre-school Program (CSPP) participants in Quality Rating and 44 participants in Quality Improvement) which is on well track to reaching our 181 participant overall goal for three years.
- San Bernardino County Superintendent of Schools (SBCSS) QSSB Staff have completed ratings of providers and continue to outreach to new providers for Fiscal Year 2017-2018.
- Child Care Resource Center (CCRC) Coaches have developed professional relations with providers by providing technical assistance sessions and continues services with quality improvement planning and ongoing coaching to enhance the quality of their professional development within the classroom.
- California State University San Bernardino (CSUSB) assessors have completed assessments on qualifying participants based on California's QRIS state required assessment tools.
- Continuous outreach to providers, community members, and parents of San Bernardino to promote quality within early childhood education.

Pending Commission approval of the recommended contract amendments, QRIS services will continue to be provided by the following:

- **San Bernardino County Superintendent of Schools (SBCSS)** will continue to oversee the enrollment and rating of early care and education sites according to the California QRIS implementation guide.
- **Child Care Resource Center (CCRC)** will continue to play the lead role of coordinating the quality improvement efforts to effectively move providers through the QRIS system. CCRC will also support data entry management and the program evaluation of the QRIS system as well as oversee the QRIS marketing and communications efforts.
- **University Enterprise Corporation/California State University, San Bernardino (CSUSB)** will continue to enhance higher education opportunities for the early care and education workforce and will support the coordination and administration of site assessments in accordance with the California QRIS implementation guide.

Approval of this item supports the Commission’s Strategic Plan:

SPA 1: Children and Families

Goal: 1.2: Early Learning

Objective: 1.2a Families have access to quality early childhood care and education

SPA 2: Systems and Network

Goal 2.1: Leadership as a Convener and Partner

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

Review

Sophie Akins, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:

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

<i>FOR COMMISSION USE ONLY</i>						
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code SUPERIN931	SC	Dept. 903	A	Contract Number EC030 A1	
Organization Children and Families Commission			Dept. 903	Orgn. IMPT	Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager			Telephone 909-386-7706		Total Contract Amount \$502,607	
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason: _____						
Commodity Code 95200		Contract Start Date July 1, 2016		Contract End Date June 30, 2018		Original Amount \$247,857
						Amendment Amount \$254,750
Fund RRC	Dept. 903	Organization IMPT	Appr. 300	Obj/Rev Source 3357	GRC/PROJ/JOB No. QRISFY18	Amount \$254,750
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Abbreviated Use San Bernardino County QRIS Operational Lead			Estimated Payment Total by Fiscal Year			
			FY	Amount	I/D	FY
			17-18	\$254,750	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)
San Bernardino County Superintendent of Schools
 Department/Division
Student Services
 Address
601 North E Street
San Bernardino, CA 92415
 Phone
(909) 386-2966
 Federal ID No.
95-6000931

Program Address (if different from legal address):

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

1. **Key Decision Makers**, Section I, DEFINITIONS, is amended as follows:

Steering Committee: Provides leadership, coordination and serves as the governing body for implementation of operational structure. Develop financing strategies for long term sustainability, systems building, capacity building, policy & advocacy.

2. 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 \$502,607 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

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

all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2016-17	\$ <u>247,857</u>	July 1, 2016 through June 30, 2017
Fiscal Year 2017-18	\$ <u>254,750</u>	July 1, 2017 through June 30, 2018

Initial Here

3. Paragraph D. Allowable Costs of Section V, FISCAL PROVISIONS, is amended to read as follows:

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the Contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

Initial Here

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

A. This Contract is effective commencing July 1, 2016 and expires June 30, 2018, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

continued on next page

ATTACHMENTS

Attachment A – Amended Scope of Work for FY 2017-2018

Attachment B – Amended Program Budget for FY 2017-2018

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

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

**SAN BERNARDINO COUNTY
SUPERINTENDENT OF SCHOOLS**

Legal Entity

▶ _____
Authorized Signature

Maxwell Ohikhuare, M.D.
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

Randy Elphic
Printed Name

Assistant Superintendent
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



San Bernardino County QRIS
Operational Lead Scope of Work

ATTACHMENT A
EC030 A1

Agency: San Bernardino County Superintendent of Schools		Fiscal Year(s): 2017-2018	
Agency QRIS Contact: Mary Ellen Johnson Chrystina Smith-Rasshan		Phone: 909-386-2704 or 909-386-2752 Email: maryellen_johnson@sbcss.k12.ca.us Chrystina.smith-rasshan@sbcss.k12.ca.us	
Agency role in QRIS (<i>Provide an overview of your agency's role as an operational lead in the QRIS partnership. Include responsibilities and activities that agency staff will engage in:</i>) SBCSS will serve as an operational lead overseeing the enrollment, orientation, and rating of QRIS participants. SBCSS will also work to increase the alignment and coordination of quality improvement supports offered to sites contracted by the organization. SBCSS will also be represented on the QRIS Steering Committee to contribute to planning and decision making for the system.			
Staff (<i>list all staff members that will have a role in the QRIS:</i>)			
Name: Kathy Resendez FTE: 0.50 Rate: \$35.26/hr Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/>			
Individual role in QRIS: Outreach, Orientation and Rating			
Professional experience relevant to role in QRIS: Preschool educator, Staff Development, Assessment, and LPC Coordinator			
Name: Traci Brody FTE: 0.75 Rate: \$29.14/hr Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/>			
Individual role in QRIS: Outreach, Orientation and rating			
Professional experience relevant to role in QRIS: Outreach, workshop coordination, and ECE Specialist			
Name: Daisy Esparza FTE: 0.75 Rate: \$22.76/hr Bilingual (Spanish): Y <input checked="" type="checkbox"/> N <input type="checkbox"/>			
Individual role in QRIS: Outreach, enrollment technical assistance, data base management, referral coordinator			
Professional experience relevant to role in QRIS: Database, scheduling, coordination of multiple agency providers			
Name: Lisette Koyoc-Sansores FTE: 0.75 Rate: \$27.89/hr Bilingual (Spanish): Y <input checked="" type="checkbox"/> N <input type="checkbox"/>			
Individual role in QRIS: Outreach, enrollment technical assistance, data base management, referral coordinator			
Professional experience relevant to role in QRIS: Database, scheduling, coordination of multiple agency providers			
Grant supported costs			
Total FTE costs: \$228,363		Other costs: \$26,387 <i>(describe):</i> Indirect cost, and Services and Supplies	Total: \$254,750
Agency In-Kind contributions:			
FTE: .25/\$40,000 Role: QRIS Administrators, State Preschool Manager	Materials and Supplies: \$20,000 Items: Office equipment, space, oversight	Mileage: \$10,000 Purpose of Travel: Meetings, outreach	Other: \$35,000 Activities: Professional Development



San Bernardino County QRIS
Operational Lead Scope of Work

ATTACHMENT A
EC030 A1

Total \$ amount budgeted for QRIS: \$359,750					
Targets				N/A <input type="checkbox"/>	
Assessments:		Ratings: 105		QI (Coaching):	
Activities:		Activities:		Activities:	
Head Start:		Head Start:		Head Start:	
CSPP:		CSPP:		CSPP:	
FCC:		FCC:		FCC:	
Private:		Private:		Private:	
LEC:		LEC:		LEC:	
FNN:		FNN:		FNN:	
<p>Other activities and responsibilities (<i>Describe activities in outreach, enrollments, meetings, trainings, orientations, pre-rating support, communications, evaluations, other</i>):</p> <p>Outreach</p> <p>SBCSS will provide targeted outreach to school systems within San Bernardino county. (See Outreach Process document in QSSB Manual for details)</p> <p>Orientation and Enrollment</p> <p>SBCSS may present and facilitate small group and individual meetings. SBCSS will provide resources and Technical Assistance to QSSB participants; enter the data into the data system. SBCSS will review applications submitted for completeness. (See QSSB Manual for details)</p> <p>Rating</p> <p>SBCSS will be responsible for assessment coordination ,Share information on rating with QSSB coaches, Enter QSSB Participant data, Verify assessment data entered, Coordinate Rating visit, Conduct on site file reviews; Use Matrix to ascertain final rating; Complete Rating Summary and communicate with QSSB coaches regarding rating. (See QSSB Manual for details)</p>					
All agency activities and functions relevant to QRIS will be outlined in processes and protocols to be approved by the QRIS Key Decision Makers team.					
Data reporting: Agency will submit data in approved database(s) as outlined by reporting requirements designed by First 5 San Bernardino and partnering agencies for the purpose of evaluation and in accordance with reporting requirements of outside grants (IMPACT, CDE Infant/Toddler, other)					
Signing Authority Signature:				Date:	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-18**

ORGANIZATION: San Bernardino County Superintendent of Schools	DIRECTOR: Mary Ellen Johnson	PROGRAM YEAR: 2017-18
PROGRAM TITLE: Quality Rating Improvement System	PROGRAM DIRECTOR: Chrystina Smith-Rasshan	TOTAL BUDGET: 254,750
INITIATIVE: Education	FINANCE OFFICER: Lori Bloom	RFP/CONTRACT #: EC030-A1

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	Resendez, Kathie	0.50	35.26	1040.08	42%	36,673	15,447	52,120	104,232	50%	ELD Specialist will conduct Outreach, Enrollment and Rating for QSSB. Additional duties include attending QSSB meetings and trainings.
2	Brody, Traci	0.75	29.14	1560.03	48%	45,459	21,837	67,296	89,726	75%	ELD Specialist will conduct Outreach, Enrollment and Rating for QSSB. ELD Specialist will coordinate QSSB rating and enrollment process. Additional duties include attending QSSB meetings and
3	Esparza, Daisy	0.75	22.76	1559.8	24%	35,501	8,538	44,039	58,726	75%	Office Specialist II will conduct outreach, provide enrollment TA, data base management, referral coordination.
4	Koyoc Sansores, Lissette	0.75	27.89	1560	49%	43,508	21,399	64,908	86,543	75%	Office Specialist II will conduct outreach, provide enrollment TA, data base management, referral coordination
Total Salaries & Benefits						\$ 161,142	\$ 67,221	\$ 228,363	\$ 339,228		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-18**

ORGANIZATION:	San Bernardino County Superintendent	DIRECTOR:	Mary Ellen Johnson	PROGRAM YEAR:	2017-18
PROGRAM TITLE:	Quality Rating Improvement System	PROGRAM DIRECTOR:	Chrystina Smith-Rasshan	TOTAL BUDGET:	254,750
INITIATIVE:	Education	FINANCE OFFICER:	Lori Bloom	RFP/CONTRACT #:	EC030-A1

II. SERVICES & SUPPLIES					
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1	Cell Phone Expense	0%	\$ 900	Cell phone stipends paid to employees which allows them to use cellphone to check email and use hotspot for wifi during rating site visits.	
2	Data Processing - Computer Usage Charges	2%	\$ 4,689	data processing fee charged by disitict.	
Total Services & Supplies			\$ 5,589		
III. FOOD					
	Event(s):		TOTAL F5SB BUDGET	Description/Justification:	
1					
Total Food			\$ -		
IV. TRAVEL					
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:	
1					
Total Travel			-		
V. SUBCONTRACTORS					
	Organization Name:		TOTAL F5SB BUDGET	Description/Justification:	
1					
Total Subcontractors			-		
VI. INDIRECT COSTS					
	Percent:	9%	20,798		
	Basis:				
Total Indirect Costs			20,798		
TOTAL FIRST 5 BUDGET			\$ 254,750		



Program Outline Document 2017-2018

AGENCY INFORMATION

Contract #: EC030 A1

Legal Entity: San Bernardino County Superintendent of Schools

Dept./Division: Student Services

Project Name: Quality Rating Improvement System-QRIS

Address: 601 North E Street **Phone #:** 909-386-2701
San Bernardino Ca 92415

Website: Sbcss.k12.ca.us **Fax #:** 909-332-5803

Program Site Address: Same as above **Client Referral Phone #:** 909-386-2701
Choose an item.

CONTACT INFORMATION

SIGNING AUTHORITY

Name: Randy Elphic/Rich De Nava **Title:** Assistant Superintendent/
Business Services

Address: 601 North E Street **Direct Phone #:** 909-386-2704/
San Bernardino, CA 92415 909-386-2459
Fax #: 909-332-5803

E-Mail: Randy_elphic@sbcss.k12.ca.us

CONTRACT REPRESENTATIVE

Name: Randy Elphic **Title:** Assistant Superintendent

Address: 601 North E Street **Direct Phone #:** 909-386-2704
San Bernardino, CA 92415 **Fax #:** 909-332-5803

E-Mail: Randy_elphic@sbcss.k12.ca.us

PROGRAM CONTACT

Name: Mary Ellen Johnson **Title:** Administrator

Address: 601 North E Street **Direct Phone #:** 909-386-2704
San Bernardino Ca 92415 **Fax #:** 909-332-5803

E-Mail: Maryellen_johnson@sbcss.k12.ca.us

FISCAL CONTACT

Name: Lori Bloom **Title:** Accountant
Address: 760 E. Brier Drive **Direct Phone #:** 909-386-9537
San Bernardino Ca 92408
E-Mail: Lori_bloom@sbcss.k12.ca.us
Fax #: _____

PROGRAM INFORMATION

TYPE OF AGENCY

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

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

SBCSS will serve as an operational lead overseeing the enrollment, orientation, and rating of QRIS participants. SBCSS will work to increase the alignment and coordination of quality improvement supports offered to sites contracted by the organization. SBCSS will also be represented on the QRIS Steering Committee to contribute to planning and decision making for the system.

SERVICE AREA (LOCATIONS)

Countywide

COMMISSION LEVEL OUTCOMES

SPA 1:	Children and Families
Goal: 1.2:	Early Learning
Objective: 1.2a	Families have access to quality early childhood care and education

SPA 2:	Systems and Network
Goal 2.1:	Leadership as a Convener and Partner
Objective 2.1b:	Families, providers and stakeholders collaborate effectively to improve the well-being of the child
Objective 2.2.b:	Workforce is developed to effectively serve children and families

ASSIGNED ANALYST: Victor Hernandez

CONTRACT AMOUNT

Fiscal Year	Amount
2016-2017	\$ 247,857
2017-2018	\$ 254,750
Total	\$ 502,607

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

FOR COMMISSION USE ONLY										
<input type="checkbox"/>	New	Vendor Code			SC	Dept.	A	Contract Number		
<input checked="" type="checkbox"/>	Change	CHILCA695				903		EC031 A1		
<input type="checkbox"/>	Cancel									
Organization					Dept.	Orgn.	Contractor's License No.			
Children and Families Commission					903	IMPT				
Commission Representative					Telephone		Total Contract Amount			
Cindy Faulkner, Operations Manager					909-386-7706		\$2,995,634			
Contract Type										
<input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:										
If not encumbered or revenue contract type, provide reason: _____										
Commodity Code		Contract Start Date		Contract End Date		Original Amount		Amendment Amount		
95200		July 1, 2016		June 30, 2018		\$1,570,359		\$1,425,275		
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount				
RRC	903	IMPT	300	3357	QRISFY18	\$1,425,275				
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount				
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount				
Abbreviated Use				Estimated Payment Total by Fiscal Year						
San Bernardino County QRIS				FY	Amount	I/D	FY	Amount	I/D	
Operational Lead										
				17-18	\$1,425,275	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)
 Child Care Resource Center
 Department/Division
 Address
 2001 Prairie Street
 Chatsworth, CA 91311
 Phone
 (818)717-1000
 Federal ID No.
 95-3081695

Program Address (if different from legal address):
 1111 E. Mill Street, Suite 100
 San Bernardino, CA 92408

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

1. **Key Decision Makers**, Section I, DEFINITIONS, is amended as follows:

Steering Committee: Provides leadership, coordination and serves as the governing body for implementation of operational structure. Develop financing strategies for long term sustainability, systems building, capacity building, policy & advocacy.

2. 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 \$ 2,995,634 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

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

all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2016-17	\$ <u>1,570,359</u>	July 1, 2016 through June 30, 2017
Fiscal Year 2017-18	\$ <u>1,425,275</u>	July 1, 2017 through June 30, 2018

Initial Here

3. Paragraph D. Allowable Costs of Section V, FISCAL PROVISIONS, is amended to read as follows:

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the Contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

Initial Here

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

A. This Contract is effective commencing July 1, 2016 and expires June 30, 2018, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

continued on next page

ATTACHMENTS

Attachment A – Amended Scope of Work for FY 17-18

Attachment B – Amended Program Budget for FY 17-18

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

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

CHILD CARE RESOURCE CENTER, INC.

Legal Entity

▶

Authorized Signature

Maxwell Ohikhuare, M.D.

Printed Name

Commission Chair

Title

Dated

▶

Authorized Signature

Michael Olenick

Printed Name

President and CEO

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



Agency: Child Care Resource Center		Fiscal Year(s): 2017/2018	
Agency QRIS Contact: James Moses		Phone: 909-384-8031 Email: moses@ccrcca.org	
<p>Agency role in QRIS (<i>Provide an overview of your agency's role as an operational lead in the QRIS partnership. Include responsibilities and activities that agency staff will engage in:</i>)</p> <p>CCRC will be actively involved in all aspects of the QRIS partnership. Staff will participate in Steering Committee meetings, Consortium meetings, and various subcommittee meetings. CCRC will serve as the operational lead or co-lead for Quality Improvement, Database and Evaluation, and Communications components of San Bernardino County's QRIS. This document will reflect organizational needs outside of the departments leading one of the aforementioned components.</p>			
<p>Research:</p> <p>CCRC's Research Division will provide research and process evaluation services and will also service the QRIS data warehouse (VerticalChange) for a term of one year. Tasks include, but are not limited to: coordination with internal/external stakeholders; present research/evaluation findings and data at local meetings and state/national conferences; prepare statistical and research reports, function as the lead for areas involving quantitative/qualitative research and evaluation methods and statistical analysis; compile and synthesize large amounts of quantitative/qualitative information; utilize data to identify areas needing improvement or not on track with project milestones, and communicate to stakeholders/management/partners. Develop/utilize data cleaning techniques, produce data reports to ensure data integrity, provide recommendations about improving data quality through collection efforts; evaluate efficacy of coaching/professional development and impact on child care site/provider/teacher quality and improvement; travel to San Bernardino First 5 for meetings as needed; other research and evaluation tasks as needed.</p>			
Staff (<i>list all staff members that will have a role in the QRIS</i>):			
<p>Name: Susan Savage, Ph.D FTE: 0.10 Rate: \$60.31 Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>Individual role in QRIS: Director, Research</p> <p>Professional experience relevant to role in QRIS: Research expert related to quality practice</p>			
<p>Name: Olivia Pillado FTE: 0.125 Rate: \$38.93 Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>Individual role in QRIS: Research Manager</p> <p>Professional experience relevant to role in QRIS: Database development, evaluation and analysis. Manager of Research- Workforce Development</p>			
<p>Name: To Be Hired FTE: 0.125 Rate: \$38.93 Bilingual (Spanish): Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>Individual role in QRIS: Manager of Research- Innovation and Technology</p> <p>Professional experience relevant to role in QRIS: Database development, evaluation and analysis</p>			
<p>Name: Jesse Pineda, M.A. FTE: 1.0 Rate: \$25.75 Bilingual (Spanish): Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>Individual role in QRIS: Senior Research Analyst</p> <p>Professional experience relevant to role in QRIS: Data collection and analysis</p>			



Name: To Be Hired FTE: 1.0 Rate: \$21.79 Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
Individual role in QRIS: Research Analyst	
Professional experience relevant to role in QRIS: Data collection and analysis	
Agency: Child Care Resource Center	Fiscal Year(s): 2016/2017
Agency QRIS Contact: James Moses	Phone: 909-384-8031 Email: moses@ccrcca.org
Agency role in QRIS (<i>Provide an overview of your agency's role as an operational lead in the QRIS partnership. Include responsibilities and activities that agency staff will engage in:</i>)	
Communications: Increase understanding of the importance of, as well as participation in, high quality early education programs through the design, development and production of branded and consistent communications including a QRIS micro-website, social and digital media, community outreach, and family engagement.	
Staff (<i>list all staff members that will have a role in the QRIS</i>):	
Name: Susan Montalvo FTE: 0.15 Rate: \$57.52 Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
Individual role in QRIS: Communications Director	
Professional experience relevant to role in QRIS: Lead development and execution of key actions; manage timelines and budgets.	
Name: Cristen Sayegh FTE: 0.25 Rate: \$23.81 Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
Individual role in QRIS: Advertising & Marketing Specialist	
Professional experience relevant to role in QRIS: Lead social media and website content development; press and media relations; marketing and outreach materials development from the corporate office.	
Name: Felix Bada FTE: 0.25 Rate: \$33.79 Bilingual (Spanish): Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Individual role in QRIS: Graphic designer and developer. Website design and development; website maintenance and technical support; graphic design	
Professional experience relevant to role in QRIS: Agency web designer who will devote part of his time to this project.	
Name: Megan Sack FTE: 0.75 Rate: \$23.10 Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
Individual role in QRIS: Media & communications specialist located in CCRC's San Bernardino office	
Professional experience relevant to role in QRIS: Social media and website content development; press and media relations; marketing and outreach materials development.	



Agency: Child Care Resource Center		Fiscal Year(s): 2016/2017	
Agency QRIS Contact: James Moses		Phone: 909-384-8031 Email: moses@ccrcca.org	
Agency role in QRIS (<i>Provide an overview of your agency's role as an operational lead in the QRIS partnership. Include responsibilities and activities that agency staff will engage in:</i>)			
Resource and Referral/QI: CCRC will serve as the operational lead for the quality improvement component of the QRIS. The Resource and Referral department will create individualized quality improvement plans with participants in the QRIS. In addition they coordinate training and coaching based on individual participant needs to facilitate quality improvement outcomes and help participants move higher on the QRIS ratings matrix.			
Staff (<i>list all staff members that will have a role in the QRIS:</i>)			
Name: Eileen Friscia FTE: 0.10 Rate: \$61.13 Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/>			
Individual role in QRIS: Director, Resource and Referral			
Professional experience relevant to role in QRIS: Lead the Resource and Referral Department for the QRIS partnership.			
Name: Christina Aranda FTE: 0.5 Rate: \$33.32 Bilingual (Spanish): Y <input checked="" type="checkbox"/> N <input type="checkbox"/>			
Individual role in QRIS: Manage QI functions of the QRIS			
Professional experience relevant to role in QRIS: Manage all grant activities, requirements, and documentation for the Resource and Referral department.			
Name: Chantia Hollingsworth FTE: 1.0 Rate: \$23.83 Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/>			
Individual role in QRIS: Provide supervisory support and guidance to QRIS coaches. Ensure continuity and consistency among QRIS coaches.			
Professional experience relevant to role in QRIS: Supervises and provides support and guidance to coaches, ensuring that they perform consistently and in compliance.			
Name: Cynthia Franco FTE: 1.0 Rate: \$20.60 Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/>			
Individual role in QRIS: Work with QRIS participants to create individual quality improvement activities related to classroom activity and environment, as well as personal professional growth.			
Professional experience relevant to role in QRIS: Early Childhood Experience, experience working in preschool settings, experience working with Family Child Care Providers and their environments, experience with DRDP's, CLASS, ERS, preferred.			
Name: Veronica Valente FTE: 1.0 Rate: \$22.38 Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/>			
Individual role in QRIS: Work with QRIS participants to create individual quality improvement activities related to classroom activity and environment, as well as personal professional growth.			
Professional experience relevant to role in QRIS: Early Childhood Experience, experience working in preschool settings, experience working with Family Child Care Providers and their environments, experience with DRDP's, CLASS, ERS, preferred.			



San Bernardino County QRIS
Operational Lead Scope of Work

ATTACHMENT A
EC031 A1

Name: Angelica Preciado		FTE: 1.0	Rate: \$21.00	Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Individual role in QRIS: Work with QRIS participants to create individual quality improvement activities related to classroom activity and environment, as well as personal professional growth.				
Professional experience relevant to role in QRIS: Early Childhood Experience, experience working in preschool settings, experience working with Family Child Care Providers and their environments, experience with DRDP's, CLASS, ERS, preferred.				
Name: To Be Hired		FTE: 3.0	Rate: \$21.00	Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Individual role in QRIS: Work with QRIS participants to create individual quality improvement activities related to classroom activity and environment, as well as personal professional growth.				
Professional experience relevant to role in QRIS: Early Childhood Experience, experience working in preschool settings, experience working with Family Child Care Providers and their environments, experience with DRDP's, CLASS, ERS, preferred.				
Grant supported costs				
Total FTE costs: \$709,143		Other costs: \$716,132 <i>(describe):</i> Cell phone/desk/phone equipment, office furniture, printing, software, supplies, Vertical Change, provider incentives, advertising, consultants, technical support, trainings and mileage, indirect costs		Total: \$1,425,275
Agency In-Kind contributions:				
FTE: Role:	Materials and Supplies: Items:	Mileage: Purpose of Travel:	Other: Activities:	
Total \$ amount budgeted for QRIS: \$1,425,275				
Targets			N/A <input type="checkbox"/>	
Assessments:		Ratings:		QI (Coaching):105
Activities:		Activities:		Activities:
Head Start:		Head Start:		
CSPP:		CSPP:		CSPP:
FCC:		FCC:		FCC:
Private:		Private:		Private:
LEC:		LEC:		LEC:
FNN:		FNN:		FNN:
Other activities and responsibilities <i>(Describe activities in outreach, enrollments, meetings, trainings, orientations, pre-rating support, communications, evaluations, other):</i> N/A				



All agency activities and functions relevant to QRIS will be outlined in processes and protocols to be approved by the QRIS Key Decision Makers team.

Data reporting: Agency will submit data in approved database(s) as outlined by reporting requirements designed by First 5 San Bernardino and partnering agencies for the purpose of evaluation and in accordance with reporting requirements of outside grants (IMPACT, CDE Infant/Toddler, other)

Signing Authority Signature:

Date:



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-18**

ORGANIZATION:		Child Care Resource Center		DIRECTOR:		Ellen Cervantes, Michael Olenick, PhD.				PROGRAM YEAR:		2017-18
Program Title:		QRIS		PROGRAM DIRECTOR:		James Moses, Susan Savage, Eileen Friscia, Susan Montalvo				TOTAL BUDGET:		\$ 1,425,275
Initiative:		San Bernardino QRIS		FINANCE OFFICER:		Jennifer Patricio, Reporting & Analysis Manager				RFP/Contract#:		EC031 A1
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	Susan Savage	Director, Research	0.10	60.31	208	22.9%	12,544	2,868	15,412	154,126	10%	Research director for QRIS partnership.
2	TBH	Manager of Research - Innovation and Technology	0.125	38.93	260	21.0%	10,122	2,121	12,243	97,942	12.5%	Research manager for QRIS partnership.
3	Olivia Pillado	Manager of Research-Workforce Development	0.125	38.93	260	25.0%	10,122	2,531	12,653	101,218	12.5%	Research manager for QRIS partnership.
4	Jesse Pineda	Senior Research Analyst	1.00	25.75	2,080	22.6%	53,560	12,083	65,643	65,643	100%	Research Analyst for QRIS partnership.
5	TBH	Research Analyst	1.00	21.79	2,080	24.5%	45,323	11,103	56,426	56,426	100%	Research Analyst for QRIS partnership.
6	Eileen Friscia	Director, Resource & Referral	0.10	61.13	208	22.8%	12,715	2,894	15,609	156,090	10%	Lead the Resource and Referral Department for QRIS partnership.
7	Christina Aranda	Manager	0.50	33.32	1,040	22.1%	34,653	7,672	42,325	84,650	50%	To oversee and manage all grant activities, requirements, and documentation.
8	Chantia Hollingsworth	Supervisor, Resource & Referral	1.00	23.83	2,080	23.4%	49,566	11,608	61,174	61,174	100%	To conduct visits with parents and their children in their home in compliance with Professional Development Coaching to Participants.
9	Cynthia Franco	Professional Development Coach	1.00	20.60	2,080	25.2%	42,848	10,808	53,656	53,656	100%	To conduct visits with parents and their children in their home in compliance with Professional Development Coaching to Participants.
10	Veronica Valente	Professional Development Coach	1.00	22.38	2,080	24.2%	46,550	11,249	57,799	57,799	100%	To conduct visits with parents and their children in their home in compliance with Professional Development Coaching to Participants.
11	Angelica Preciado	Professional Development Coach	1.00	21.00	2,080	22.0%	43,680	9,597	53,277	53,277	100%	To conduct visits with parents and their children in their home in compliance with Professional Development Coaching to Participants..
12	TBH	Professional Development Coach	1.00	21.00	2,080	22.0%	43,680	9,597	53,277	53,277	100%	To conduct visits with parents and their children in their home in compliance with Professional Development Coaching to Participants.
13	TBH	Professional Development Coach	1.00	21.00	2,080	22.0%	43,680	9,597	53,277	53,277	100%	To conduct visits with parents and their children in their home in compliance with Professional Development Coaching to Participants.
14	TBH	Professional Development Coach	1.00	21.00	2,080	22.0%	43,680	9,597	53,277	53,277	100%	To conduct visits with parents and their children in their home in compliance with Professional Development Coaching to Participants.
15	Susan Montalvo	Director, Communications	0.15	57.52	312	23.2%	17,946	4,171	22,117	147,449	15%	Lead development and execution of key actions; manage timeline and budgets.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-18**

ORGANIZATION: Child Care Resource Center		DIRECTOR: Ellen Cervantes, Michael Olenick, PhD.						PROGRAM YEAR: 2017-18				
Program Title: QRIS		PROGRAM DIRECTOR: James Moses, Susan Savage, Eileen Friscia, Susan Montalvo						TOTAL BUDGET: \$ 1,425,275				
Initiative: San Bernardino QRIS		FINANCE OFFICER: Jennifer Patricio, Reporting & Analysis Manager						RFP/Contract#: EC031 A1				
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
16	Cristen Sayegh	Advertising & Marketing Specialist	0.25	23.81	520	23.4%	12,381	2,901	15,282	61,129	25%	Lead social media and website content development; press and media relations; marketing and outreach materials development from the corporate office.
17	Felix Bada	Graphic Designer and Developer	0.25	33.79	520	20.0%	17,571	3,519	21,090	84,359	25%	Website design and development; website maintenance and technical support; graphic design.
18	Megan Sack	Media & Communications Specialist	0.75	23.10	1,560	23.8%	36,036	8,570	44,606	59,475	75%	Social media and website content development; press and media relations; marketing and outreach materials development.
Total Salaries & Benefits							\$ 576,657	\$ 132,486	\$ 709,143	\$ 1,454,244		



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET: \$ 1,425,275

FISCAL YEAR: 2017-18

ORGANIZATION:	Child Care Resource Center	DIRECTOR:	Ellen Cervantes, Michael Olenick, PhD.	PROGRAM YEAR: 2017-18
PROGRAM TITLE:	QRIS	PROGRAM DIRECTOR:	James Moses, Susan Savage, Eileen Friscia, S Montalvo	TOTAL BUDGET: \$1,425,275
INITIATIVE:	San Bernardino QRIS	FINANCE OFFICER:	Jennifer Patricio, Reporting & Analysis Manager	RFP/CONTRACT # EC031 A1

II.	SERVICES & SUPPLIES	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Cell Phone/Desk Phone/Equipment	0.33%	\$ 4,704	Cell phone, HotSpot and accessories for the 4 new FTEs, at \$576 each (\$2,304 for 4). Desktop telephones for 4 new FTEs at \$600 each (\$2,400 for 4).
2	Cell phone service	0.72%	10,215	Cell phone service at \$75/month, 11.35 staff for 12 months.
3	Chairs	0.11%	1,600	Office desk chairs for 4 new FTEs, at \$400 each
4	Computers & Computer Equipment	0.39%	5,600	4 laptops for 4 new staff, at \$1,200/laptop, \$4,800 total; 4 docking stations for \$200 each, \$800 total.
5	Cubicle Pods	0.53%	7,500	Cubicle pod for 4 new FTEs assigned: \$7,500 for 4-cubicle pod
6	Postage	0.42%	5,958	\$0.49 per postage for 8 mailings to 120 families (\$471); and postage for 5,600 pieces - being sent twice - for a total of \$5,958.
7	Printing	0.91%	13,000	\$13K for printing and design of outreach materials, certificates, business cards, posters, flyers, postcards, banners, and participants toolkits.
8	SPSS and software licenses	0.21%	3,050	Industry standard,comprehensive, system for analyzing data. The tasks include analyzing and reporting on data for the Program Evaluation.
9	Supplies	0.24%	3,405	General supplies for 11.35 FTE, at \$25 per month for 12 months.
10	Telephone (Land Lines and Faxes)	0.46%	6,583	Allocated based FTE staff use of landlines and faxes.
11	VerticalChange	6.88%	98,000	\$60,500 for user accounts (\$40,500/year for up to 50 high level user accounts and \$20,000/year for up to 150 lower level user accounts). \$18,000 for customer service activities to support users (\$180/hour for 100 hours). \$18,000 for development costs to make needed changes to the data system (\$180/hour for 100 hours). \$1,500 for travel costs related to VerticalChange data.
12	Provider Incentive	14.03%	200,000	Incentives to providers for reaching specific program goals.
	TOTAL SERVICE and SUPPLIES	25.23%	\$ 359,615	



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET: \$ 1,425,275

FISCAL YEAR: 2017-18

ORGANIZATION:	Child Care Resource Center	DIRECTOR:	Ellen Cervantes, Michael Olenick, PhD.	PROGRAM YEAR: 2017-18
PROGRAM TITLE:	QRIS	PROGRAM DIRECTOR:	James Moses, Susan Savage, Eileen Friscia, S Montalvo	TOTAL BUDGET: \$1,425,275
INITIATIVE:	San Bernardino QRIS	FINANCE OFFICER:	Jennifer Patricio, Reporting & Analysis Manager	RFP/CONTRACT # EC031 A1

III.	COMMUNICATIONS	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Advertising	3.33%	\$ 47,400	All advertising meant to complete program outreach objectives. Social media calculated at \$5,000 for Facebook/Twitter advertising; Press releases to complete program outreach objectives calculated at \$1,200. E-newsletters to complete program and outreach objectives calculated at \$1,200. QRIS promotional items calculated at \$5,000 for QRIS promotional items. Print advertisements across the SB's 22 cities including billboards, newspaper, magazine, mall, etc. for \$25,000. Digital advertisements across the SB's 22 cities including radio, television and online at \$10,000. Line total of \$47,400.
2	Consultants	0.35%	5,000	Digital content development including photography and videography.
3	Website Hosting and Technical Support	1.05%	15,000	Monthly website hosting (\$150x12 months=\$1,800), technical support (\$750x12 months = \$9,000) and any plug ins/modules, (\$4,200).
	TOTAL COMMUNICATIONS	4.73%	\$ 67,400	
IV.	TRAINING & TRAVEL	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Various Trainings	1.44%	\$ 20,460	BUILD Conference 4 attendees, approximately \$2,100/staff, \$8,400 cost, includes flight, hotel, registration, per diem and transportation. Professional development for 11.35 staff, @\$1,060/person for \$12,060.
2	Mileage	4.70%	66,986	Visit 65 Level 1 and 2 participants at 50 miles round trip, 2 times per month for a total of 6,500 miles per month at \$0.535 per mile, 12 months (\$41,730). Level 3, 50 participants, 50-mile round trip, 2,500 miles per month 12 months @ \$0.535/mile (\$16,050). Level 4 & 5, 20 participants, 50-mile round trip, 1,000 miles/month @ \$0.535/mile, 12 months (\$6,420 total). For local Research meetings related to research staff attending local meetings, at approximately 434 miles for 12 months at \$0.535 per mile (\$2,786).
	TOTAL TRAINING & TRAVEL	6.14%	\$ 87,446	



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET: \$ 1,425,275

FISCAL YEAR: 2017-18

ORGANIZATION:	Child Care Resource Center	DIRECTOR:	Ellen Cervantes, Michael Olenick, PhD.	PROGRAM YEAR: 2017-18
PROGRAM TITLE:	QRIS	PROGRAM DIRECTOR:	James Moses, Susan Savage, Eileen Friscia, S Montalvo	TOTAL BUDGET: \$1,425,275
INITIATIVE:	San Bernardino QRIS	FINANCE OFFICER:	Jennifer Patricio, Reporting & Analysis Manager	RFP/CONTRACT # EC031 A1
V.	DIRECT COST for PROGRAM	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Space	4.18%	59,570	Based on allocated square footage of 11.35 FTE's cubicles.
2	Direct burdened costs	0.88%	12,531	Based on 11.35 FTE and includes office maintenance, security, insurance, utilities.
	TOTAL DIRECT COST	5.06%	\$ 72,101	
VI.	IN-DIRECT COSTS			
	Percent:	10% de minimis	\$ 129,570	
	De Minims Indirect Costs Total		129,570	
	TOTAL FIRST 5 BUDGET		\$ 1,425,275	



Program Outline Document 2017-2018

AGENCY INFORMATION

Contract #: EC031 A1

Legal Entity: Child Care Resource Center, INC.

Dept./Division: Communications; Resource & Referral; Research

Project Name: Quality Rating Improvement System-QRIS

Address: 20001 Prairie Street
Chatsworth, CA 91311

Phone #: 818-717-1000

Website: www.ccrcca.org

Fax #: 1-866-674-5437

Program Site Address: 1111 E. Mill Street, Suite 100
San Bernardino, CA 92408

Client Referral Phone #: 1-866-674-5437

CONTACT INFORMATION

SIGNING AUTHORITY

Name: Dr. Michael Olenick

Title: President and CEO

Address: 20001 Prairie Street
Chatsworth, CA 91311

Direct Phone #: 818-717-1010

E-Mail: MOlenick@ccrcca.org

Fax #: 818-717-9161

CONTRACT REPRESENTATIVE

Name: James Moses

Title: Regional Director

Address: 1111 E. Mill Street, Suite 100
San Bernardino, CA 92408

Direct Phone #: 909-384-8031

E-Mail: JMoses@ccrcca.org

Fax #: 909-890-0032

PROGRAM CONTACT

Name: Christina Aranda

Title: Workforce Development Manager

Address: 1111 E. Mill Street, Suite 100
San Bernardino, CA 92408

Direct Phone #: 760-245-0770 X3110

E-Mail: caranda@ccrcca.org

Fax #: 760-245-1072

FISCAL CONTACT

Name: Jennifer Patricio **Title:** Reporting and Analysis Manager
Address: 20001 Prairie Street **Direct Phone #:** 818-717-1024
Chatsworth, CA 91311
E-Mail: jpatricio@ccrcca.org **Fax #:** 818-717-9172

ADDITIONAL CONTACT (Describe): Program

Name: Susan Savage **Title:** Research Director
Address: 20001 Prairie Street **Direct Phone #:** 818-717-1000 X 8100
Chatsworth, CA 91311 **Fax #:** 818-717-9161
E-Mail: SSavage@ccrcca.org

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

STRATEGY

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

PROGRAM DESCRIPTION

In executing the communications, quality improvement, and evaluation components of the QRIS, as outlined in our scope of work, CCRC will conduct activities meeting the following Commission Level Outcomes:

- Support capacity building and quality improvements in child care and early education settings
- Support increased availability of resources and access to quality child care and early education
- Identify and align resources county-wide; create and support opportunities for collective impact
- Support ongoing learning and professional development
- Support organizational development

These activities will align with First 5 San Bernardino’s strategic plan and contribute to a positive, measurable, and collective impact for children 0-5 and their families.

SERVICE AREA (LOCATIONS)

Countywide

COMMISSION LEVEL OUTCOMES

SPA 1:	Children and Families
Goal: 1.2:	Early Learning
Objective: 1.2a	Families have access to quality early childhood care and education

SPA 2:	Systems and Network
Goal 2.1:	Leadership as a Convener and Partner
Objective 2.1b:	Families, providers and stakeholders collaborate effectively to improve the well-being of the child
Objective 2.2.b:	Workforce is developed to effectively serve children and families

Expectation(s):. See attachment A of contract EC031 A1

Outcome(s): See attachment A of contract EC031 A1

ASSIGNED ANALYST: Victor Hernandez

CONTRACT AMOUNT

Fiscal Year	Amount
2016-2017	\$ 1,570,359
2017-2018	\$ 1,425,275
Total	\$ 2,995,634

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

<i>FOR COMMISSION USE ONLY</i>						
<input type="checkbox"/>	New	Vendor Code	SC	Dept.	A	Contract Number
<input checked="" type="checkbox"/>	Change	FOUNDAT343F		903		EC032 A1
<input type="checkbox"/>	Cancel					
Organization			Dept.	Orgn.	Contractor's License No.	
Children and Families Commission			903	IMPT		
Commission Representative			Telephone		Total Contract Amount	
Cindy Faulkner, Operations Manager			909-386-7706		\$545,977	
Contract Type						
<input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason: _____						
Commodity Code		Contract Start Date		Contract End Date		Original Amount
95200		July 1, 2016		June 30, 2018		\$288,749
Amendment Amount						
\$257,228						
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	IMPT	300	3357	QRISFY18	\$257,228
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Abbreviated Use			Estimated Payment Total by Fiscal Year			
San Bernardino County QRIS			FY	Amount	I/D	FY
Operational Lead			17-18	\$257,228	I	

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

University Enterprises Corporation

Department/Division

Institute of Child Development and Family Relations

Address

5500 University Parkway

San Bernardino, CA 92407

Phone

(909) 537-5918

Federal ID No.

95-6067343

Program Address (if different from legal address):

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

1. **Key Decision Makers**, Section I, DEFINITIONS, is amended as follows:

Steering Committee: Provides leadership, coordination and serves as the governing body for implementation of operational structure. Develop financing strategies for long term sustainability, systems building, capacity building, policy & advocacy.

2. 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 \$545,977 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

Auditor-Controller/Treasurer Tax Collector Use Only

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

all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2016-17	\$ <u>288,749</u>	July 1, 2016 through June 30, 2017
Fiscal Year 2017-18	\$ <u>257,228</u>	July 1, 2017 through June 30, 2018

Initial Here

3. Paragraph D. Allowable Costs of Section V, FISCAL PROVISIONS, is amended to read as follows:

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the Contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

Initial Here

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

A. This Contract is effective commencing July 1, 2016 and expires June 30, 2018, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

continued on next page

ATTACHMENTS

Attachment A – Amended Scope of Work for FY 2017-2018

Attachment B – Amended Program Budget for FY 2017-2018

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

CHILDREN & FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY

UNIVERSITY ENTERPRISES, INC.

Legal Entity

▶

Authorized Signature

Maxwell Ohikhuare, M.D.

Printed Name

Commission Chair

Title

Dated

▶

Authorized Signature

John Griffin

Printed Name

UEC 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



San Bernardino County QRIS
Operational Lead Scope of Work

ATTACHMENT A
EC032 A1

Agency: University Enterprises Corporation/Cal State Univ. San Bernardino		Fiscal Year(s): 2017-2018	
Agency QRIS Contact: Amanda Wilcox-Herzog		Phone: 909-537-7341 Email: awilcox@csusb.edu	
Agency role in QRIS (<i>Provide an overview of your agency's role as an operational lead in the QRIS partnership. Include responsibilities and activities that agency staff will engage in</i>):			
CSUSB Operational Lead for Assessment:			
<p>The Institute for Child Development and Family Relations (ICDFR) at CSUSB will serve as the operational lead for the assessment process. This includes the coordination and oversight of assessors through recruitment and selection, training and recertification, and fulfillment of the assessment process. Personnel costs associated with this role include a faculty member project lead (Amanda Wilcox), a one-half time graduate student assistant (individual TBD) to coordinate day to day activities and site visits, a group of (8-12) assessors (individuals TBD) who will be trained in CLASS and ERS, and who will travel to sites, conduct assessments, and enter data into Vertical Change, and 10% FTE administrative support (ICDFR Admin).</p> <p>In addition to personnel costs, costs to supplement training and recertification in CLASS and ERS for all assessors are included in the budget. These are requirements for the assessment process. Costs of training and recertification are based on professional requirements for CLASS and ERS assessors. The budget also includes funds to cover minor office supplies and materials.</p> <p>The lead agency (ICDFR at CSUSB) will provide in-kind support including office space, phone and computer access for the project lead and graduate student assistants, a shared workstation for assessors, and meeting space for the project team.</p>			
Staff (<i>list all staff members that will have a role in the QRIS</i>):			
Name: Amanda Wilcox-Herzog	FTE: 0.22	Rate: \$27,085/year (includes benefits)	Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Individual role in QRIS: Assessment Lead			
Professional experience relevant to role in QRIS: Ph.D. in CD and 20+ years' experience in ECE			
Name: TBD	FTE: .50	Rate: \$16,323/year (includes benefits)	Bilingual (Spanish): Y <input type="checkbox"/> N <input type="checkbox"/>
Individual role in QRIS: Graduate Coordinator 1			
Professional experience relevant to role in QRIS:			
Name: TBD	FTE: 0.10	Rate: \$5,537/year (includes benefits)	Bilingual (Spanish): Y <input type="checkbox"/> N <input type="checkbox"/>
Individual role in QRIS: Admin Support 1			
Professional experience relevant to role in QRIS:			
Name: TBD	FTE: 1.26	Rate: \$87,512/year (include benefits)	Bilingual (Spanish): Y <input type="checkbox"/> N <input type="checkbox"/>
Individual role in QRIS: Assessors			



San Bernardino County QRIS
Operational Lead Scope of Work

ATTACHMENT A
EC032 A1

Professional experience relevant to role in QRIS: Graduate training in ECE/CD, professional experience in early childhood programs	
Agency: University Enterprises Corporation/Cal State Univ. San Bernardino	Fiscal Year(s): 2017-2018
Agency QRIS Contact: Mark Agars	Phone: 909-537-7341 Email: magars@csusb.edu
Agency role in QRIS <i>(Provide an overview of your agency's role as an operational lead in the QRIS partnership. Include responsibilities and activities that agency staff will engage in):</i>	
CSUSB Operational Lead for Higher-Education Component of QI	
<p>The Institute for Child Development and Family Relations (ICDFR) at CSUSB will serve as the operational lead for the higher-education component of QI. This will include conducting workforce development research utilizing site directors and members of the ECE workforce. This will also include the coordination of higher education groups from regional 2 and 4 year Universities, both public and private, to increase availability of and access to higher-ed opportunities for educators in the community.</p> <p>Personnel costs associated with this role include a faculty member project lead (Mark Agars), a one-half time graduate student assistant (Individual TBD) to coordinate project activities, and 10% FTE administrative support (ICDFR Admin).</p> <p>In addition to personnel costs, funds will be used to provide incentives to ECE sites and ECE workers to participate in workforce development research and activities leading to the development of new or accessible education. The budget also includes costs for basic materials and office supplies.</p> <p>The lead agency (ICDFR at CSUSB) will provide in-kind support including office space, computer access, phone and email for the project lead and graduate student assistants, and meeting space for the project team.</p>	
Staff <i>(list all staff members that will have a role in the QRIS):</i>	
Name: Mark Agars	FTE: .22 (academic year)
Rate: \$27,026/year (includes benefits)	Bilingual (Spanish): Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Individual role in QRIS: Higher Ed QI Lead	
Professional experience relevant to role in QRIS: Director CSUSB ICDFR	
Name: TBD	FTE: .50
Rate: \$16,335/year (includes benefits)	Bilingual (Spanish): Y <input type="checkbox"/> N <input type="checkbox"/>
Individual role in QRIS: Graduate Coordinator 2	
Professional experience relevant to role in QRIS:	
Name: TBD	FTE: .10
Rate: \$5,537/year (includes benefits)	Bilingual (Spanish): Y <input type="checkbox"/> N <input type="checkbox"/>
Individual role in QRIS: Admin Support 2	
Professional experience relevant to role in QRIS:	



San Bernardino County QRIS
Operational Lead Scope of Work

ATTACHMENT A
EC032 A1

Grant supported costs				
Total FTE costs: \$ 185,357		Other costs: \$ 71,871 <i>(describe):</i> Assessor training and re-certification, travel, per diem, supplies, tablets for field, indirect costs, supplemental training and materials, general project supplies, brochures, flyers, incentives, and . 20% indirect costs.		Total: \$257,228
Agency In-Kind contributions:				
FTE: Role:	Materials and Supplies: Items:		Mileage: Purpose of Travel:	Other: Activities:
Total \$ amount budgeted for QRIS: \$257,288				
Targets			N/A <input type="checkbox"/>	
Assessments: 105		Ratings:		QI (Coaching):
Activities:		Activities:		Activities:
Head Start:		Head Start:		
CSPP:		CSPP:		
FCC:		FCC:		
Private:		Private:		
LEC:		LEC:		
FNN:		FNN:		
Other activities and responsibilities <i>(Describe activities in outreach, enrollments, meetings, trainings, orientations, pre-rating support, communications, evaluations, other):</i> See above description of agency role.				
All agency activities and functions relevant to QRIS will be outlined in processes and protocols to be approved by the QRIS Key Decision Makers team.				
Data reporting: Agency will submit data in approved database(s) as outlined by reporting requirements designed by First 5 San Bernardino and partnering agencies for the purpose of evaluation and in accordance with reporting requirements of outside grants (IMPACT, CDE Infant/Toddler, other)				
Signing Authority Signature:			Date:	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION: University Enterprises Corporation at CSUSB	DIRECTOR: John Griffin, UEC Executive Director	PROGRAM YEAR: 2017-2018
PROGRAM TITLE: San Bernardino County QRIS Operational Lead	PROGRAM DIRECTOR: Mark Agars, Professor & Director, Institute of Child Development & Family Studies	TOTAL BUDGET: 257,228
INITIATIVE: Quality Rating and Improvement System	FINANCE OFFICER: Diane Trujillo, Director, Sponsored Programs Administration	RFP/CONTRACT #: EC032-A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	FSSB SALARY	FSSB BENEFITS	FSSB 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	Amanda Wilcox Faculty Assessment Lead	0.22	48.08	458.00	0.23	22,021	5,065	27,085	123,008	22%	Faculty oversight of site assessment, assessors, and assessor training.
2	TBD Grad Student Coordinator 1	0.50	14.15	1,040.00	0.11	14,716	1,607	16,323	32,647	50%	Day-to-day coordination of assessor assignments, scheduling, training, and materials.
3	TBD Assessors	1.26	30.00	2628	0.11	78,840	8,672	87,512	69,264	126%	There is a pool of ten part-time assessors at an estimated FTE of 1.26 to conduct ECE site assessments using EECRS, ITERS, CLASS.
4	Mark Agars Faculty Higher Ed Lead	0.22	48.08	457.00	0.23	21,973	5,054	27,026	123,008	22%	Faculty oversight of program to identify and develop higher education pathways for ECE educators.
5	TBD Grad Student Coordinator2	0.50	14.15	1,040.00	0.11	14,716	1,619	16,335	32,670	50%	Day-to-day coordination of higher education project activities including research, project planning and communication with sites and higher-ed partners.
6	TBD Admin Support 1	0.10	24.00	208.00	0.11	4,992	545	5,537	27,687	20%	Admin support for personnel on assessment and higher education projects.
6	TBD Admin Support 2	0.10	24.00	208.00	0.11	4,992	545	5,537	27,687	20%	Admin support for personnel on assessment and higher education projects.
	Total Salaries & Benefits					\$ 162,249	\$ 23,108	\$ 185,357	\$ 435,969		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION:	University Enterprises Corporation a	DIRECTOR:	John Griffin, UEC Executive Director	PROGRAM YEAR:	2017-2018
PROGRAM TITLE:	San Bernardino County QRIS Operati	PROGRAM DIRECTOR:	Mark Agars, Professor & Director, Institute of Child De	TOTAL BUDGET:	257,228
INITIATIVE:	Quality Rating and Improvement Sys	FINANCE OFFICER:	Diane Trujillo, Director, Sponsored Programs Administ	RFP/CONTRACT #:	EC032-A1

II. SERVICES & SUPPLIES

Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1 Materials and Supplies	2%	\$ 4,000	Expendable office supplies
2 Assessor training & recertification	2%	5,000	Either consultant training or in-house training of student assessors
3 ECE workforce development research	8%	20,000	Funds to support participation incentives for workforce development research. Data collection will include site director interviews and focus groups with ECE workforce members.
Total Services & Supplies		\$ 29,000	

III. FOOD

Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1		
Total Food	\$ -	

IV. TRAVEL

Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1			
Total Travel		-	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION:	University Enterprises Corporation a	DIRECTOR:	John Griffin, UEC Executive Director	PROGRAM YEAR:	2017-2018
PROGRAM TITLE:	San Bernardino County QRIS Operat	PROGRAM DIRECTOR:	Mark Agars, Professor & Director, Institute of Child De	TOTAL BUDGET:	257,228
INITIATIVE:	Quality Rating and Improvement Sys	FINANCE OFFICER:	Diane Trujillo, Director, Sponsored Programs Administ	RFP/CONTRACT #:	EC032-A1

V. SUBCONTRACTORS			
	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1			
	Total Subcontractors	-	
VI. INDIRECT COSTS			
	Percent:	20%	
	Basis:	214,357	42,871
	Total Indirect Costs	42,871	
TOTAL FIRST 5 BUDGET		\$ 257,228	



Program Outline Document 2017-2018

AGENCY INFORMATION

Contract #: EC032 A1

Legal Entity: University Enterprises Corporation

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

Project Name: Quality Rating Improvement System-QRIS

Address: 5500 University Parkway
San Bernardino, CA 92407

Phone #: 909-537-5918

Website: <http://uec.csusb.edu/>

Fax #: 909-537-7036

Program Site Address: 5500 University Parkway
San Bernardino, CA 92407
Choose an item.

Client Referral Phone # 909-537-3679

CONTACT INFORMATION

SIGNING AUTHORITY

Name: John Griffin

Title: UEC Executive Director

Address: 5500 University Parkway
San Bernardino, CA 92407

Direct Phone #: 909-537-3549

Fax #: 909-537-7028

E-Mail: John.griffin@csusb.edu

CONTRACT REPRESENTATIVE

Name: Diane Trujillo

Title: Director, Sponsored Programs Administration

Address: 5500 University Parkway
San Bernardino, CA 92407

Direct Phone #: 909-537-3664

Fax #: 909-537-7028

E-Mail: dianet@csusb.edu

PROGRAM CONTACT

Name: Mark Agars

Title: Professor & Director, Institute of Child Development & Family Relations

Address: 5500 University Parkway
San Bernardino, CA 92407

Direct Phone #: 909-537-3679

Fax #: 909-537-7028

E-Mail: magars@csusb.edu

FISCAL CONTACT

Name: Diane Trujillo **Title:** Director, Sponsored Programs Administration
Address: 5500 University Parkway **Direct Phone #:** 909-537-3664
San Bernardino, CA 92407 **Fax #:** 909-537-7028
E-Mail: dianet@csusb.edu

ADDITIONAL CONTACT (Describe): Choose an item.

Name: _____ **Title:** _____
Address: _____ **Direct Phone #:** _____
_____ **Fax #:** _____
E-Mail: _____

PROGRAM INFORMATION

TYPE OF AGENCY

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

FIRST 5 FOCUS AREA

STRATEGY

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

PROGRAM DESCRIPTION

CSUSB Operational Lead for Assessment:

SERVICE AREA (LOCATIONS)

Countywide

The Institute for Child Development and Family Relations (ICDFR) at CSUSB will serve as the operational lead for the assessors. This includes the coordination and oversight of assessors through recruitment and selection, training and recertification, and fulfillment of the assessment process.

CSUSB Operational Lead for Higher-Education component of QI:

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

COMMISSION LEVEL OUTCOMES

SPA 1:	Children and Families
Goal: 1.2:	Early Learning
Objective: 1.2a	Families have access to quality early childhood care and education

SPA 2:	Systems and Network
Goal 2.1:	Leadership as a Convener and Partner
Objective 2.1b:	Families, providers and stakeholders collaborate effectively to improve the well-being of the child
Objective 2.2.b:	Workforce is developed to effectively serve children and families

Expectation(s): See attachment A of contract EC032 A1

Outcome(s): See attachment A of contract EC032 A1

ASSIGNED ANALYST: Victor Hernandez

CONTRACT AMOUNT

Fiscal Year	Amount
2016-2017	\$ <u>288,749</u>
2017-2018	\$ <u>257,228</u>
Choose an item.	\$ _____
Total	\$ <u>545,977</u>



**AGENDA ITEM 7
JUNE 7, 2017**

Subject	Contract Amendment for RFP 14-02 – Family and Community Support and Partnerships (FCSP) – Family Support Services (FSS).
Recommendations	Approve Amendment A1 for Contract FS067 with Chino Valley Unified School District (CVUSD) for Fiscal Year 2018-2020 in the total amount of \$469,990 for a cumulative total amount for Fiscal Years 2015 through 2020 of \$17,031,103 in support of RFP 14-02 Family and Community Support and Partnerships (FCSP) - Family Support Services (FSS). (Presenter: Walid Wahba, Staff Analyst II, 252-4258)
Financial Impact	\$469,990 for Fiscal Year 2018-2020.
Background Information	<p>In Spring of 2015, the Commission approved multiple contractors under Family and Community Support and Partnerships (FCSP) - Family Support Services (FSS) (RFP 14-02) to support programs under First 5 San Bernardino’s (F5SB) family support focus area for a three-year period. The contractors completed their first year cycle in June 2016 and were already approved through fiscal year 2017-2018.</p> <p>To further the initiative impact and sustained results, on April 5, 2017, the Commission approved six contract extensions under the FCSP strategy. Contract FS067 A1 with CVUSD required school board approval prior to Commission consideration of the extension, which is why it is presented before the Commission today as a separate item. As such, F5SB staff recommends extending this contract consistent with the previously approved contracts from April 5, 2017 (Agenda Item 8). The additional two years, ending June 30, 2020, is allowable per Commission’s standard contract language in Section VIII (C) and (D).</p> <p>The Family and Community Support and Partnerships for Family Support Services (FCSP-FSS) is the Commission’s cornerstone Child Abuse Prevention Initiative and CVUSD has been successful in meeting contract and target objectives in improving significant outcomes for children and families over the past year. CVUSD utilizes the evidence-based Nurturing Parenting Program (NPP) curriculum for parent education in addition to the Matrix Outcomes Model (MOM) to ensure the program model assessed the family’s strengths and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children.</p> <p>Pending Commission approval, this contract amendment will be included in the FCSP initiative to assist families seeking the skills necessary to develop and maintain positive parenting skills and decrease behaviors associated with child abuse and neglect. In addition to supporting the strengthening of relationships between parent/caregiver and child, this initiative will support long-term safety and healthy developmental outcomes for children in San Bernardino County. Safe, stable, and nurturing relationships are paramount to healthy child development and preventing child maltreatment.</p> <p>These contracts support SPA1 of First 5 San Bernardino’s Strategic Plan, specifically:</p>

SPA 1: Children and Families
Goal 1.3: Family and Community Support and Partnerships
Objective 1.3.a: Promote and support child abuse and neglect prevention
Objective 1.3.b: Parents provide developmentally appropriate care
Objective 1.3.c: Families are resilient

Review

Sophie Akins, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:

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

FOR COMMISSION USE ONLY						
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code CHINOVA586	SC	Dept. 903	A	Contract Number FS067A1	
Organization Children and Families Commission			Dept. 903	Orgn. PROG	Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager			Telephone 909-386-7706		Total Contract Amount \$1,154,422	
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason: _____						
Commodity Code 95200		Contract Start Date July 1, 2015		Contract End Date June 30, 2020		Original Amount \$684,432
Amendment Amount \$469,990						
Fund RRC	Dept. 903	Organization PROG	Appr. 300	Obj/Rev Source 3357	GRC/PROJ/JOB No. CFFPEY19	Amount \$234,995
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Abbreviated Use				Estimated Payment Total by Fiscal Year		
				FY	Amount	I/D
Chino Valley TYKES Program						
Nurturing Parenting &				18-19	\$234,995	I
Matrix Outcomes Model				19-20	\$234,995	I
(NPP-MOM)						

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)

Chino Valley Unified School District

Department/Division

Health Services/Child Development

Address

5130 Riverside Drive

Chino, CA 91710

Phone

(909) 628-1201 x8976

Federal ID No.

95-6000586

Program Address (if different from legal address):

12970 Third Street

Chino, CA 91710

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

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

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$1,154,422 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:

Fiscal Year 2015-16 \$ 221,123 July 1, 2015 through June 30, 2016

Auditor-Controller/Treasurer Tax Collector Use Only

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

Fiscal Year 2016-17	\$ <u>228,314</u>	July 1, 2016 through June 30, 2017
Fiscal Year 2017-18	\$ <u>234,995</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>234,995</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>234,995</u>	July 1, 2019 through June 30, 2020

Initial Here

2. Paragraph D. Allowable Costs of Section IV, FISCAL PROVISIONS, is amended to read as follows:

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the Contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County’s Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

Initial Here

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

A. This Contract is effective commencing July 1, 2015 and expires June 30, 2020, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for FY2018-2020

Attachment B – Amended Program Budget for FY2018-2020

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

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

CHINO VALLEY UNIFIED SCHOOL DISTRICT

Legal Entity

▶

Authorized Signature

Maxwell Ohikhuare, M.D.

Printed Name

Commission Chair

Title

Dated

▶

Authorized Signature

Wayne M. Joseph

Printed Name

Superintendent

Title

Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
▶ _____ Cindy Faulkner Operations Manager _____ Date	▶ _____ Sophie Akins Commission Counsel _____ Date	▶ _____ Karen E. Scott Executive Director _____ Date

SPA 1: Children and Families
 Goal 1.3: Family and Community Support and Partnerships
 Objective 1.3.a: Promote and support child abuse and neglect prevention
 Objective 1.3.c: Families are resilient

Objective 1.3.b: Parents provide developmentally appropriate care



Agency Name: Chino Valley Unified School District
 Program Name: Tykes Parenting
 Service Area: West End

Contract #: FS067A1
 Period: July 2018 – June 2020

Expectation	A decrease by a minimum of one (1) risk level; high to medium or medium to low as indicated by the (pre/post) scores on the Adult Adolescent Parenting Inventory (AAPi). Client(s) will reach a status level of stable and/or safe/self-sufficient on all indicators of the Family Development Matrix (FDM).		
Outcome	75 clients will reduce their highest AAPi risk by a minimum of one level (i.e. high to medium or medium to low) as indicated by the pre- and post-AAPi assessments and will achieve a stable and/or safe/self-sufficient status level across all (19) Family Development Matrix (FDM) indicators		
Objective	Activity	Dosage ¹	Verification
Reduce incidence of child abuse by teaching developmentally appropriate parenting skills	Parent Education Session	2.5 hrs/day 1 day/week	AAPi & NSCS - 1 Pre (At program enrollment) - 1 Post (At program completion) Program Indicator Family Demographic
Move indicators identified at in-crisis/at risk to stable and/or self/sufficient	Case Management Session	Varies	FDM Assessment at intake and thereafter <i>every 90 days</i> <i>Minimum of 2 assessments First and Last</i>
Screen children for early developmental delays and refer accordingly	Developmental Screening	1 per child	ASQ-3 Completed within 30-45 calendar days of enrollment Developmental Referral Assessment <i>when applicable</i>
Teach appropriate child enrichment skills to complement parent education sessions	Child Enrichment Session	Per attendance	Aggregate data entered in Persimmony

Program Description:

This **Group-based** program utilizes *Parents & Their Infants, Toddlers, & Preschoolers* NPP curriculum as primary service coupled with Family Development Matrix for family support services. Additionally, this program includes a peer parent component integrated into services to support families participating in identified curriculum. Services will be provided in the *Chino Valley Unified School District (Chino, Chino Hills, and South Ontario) and surrounding communities* as approved by First 5 San Bernardino. Please see RFP 14-02 for additional information. ¹*The number of session must be consistent with the fidelity of the NPP implemented but no less than 16 weeks.*

Agency Rep Name: _____
 Agency Signature: _____
 Date Signed: _____

Data Type: Core and Aggregate
 Reporting Period: Monthly and Quarterly Due: On the 15th of the following month
 Period: July 2018 – June 2020



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

ORGANIZATION:	Chino Valley Unified School District	DIRECTOR:	Laurel Mullally	PROGRAM YEAR:	2018-2019
PROGRAM TITLE:	Chino Valley TYKES Program	PROGRAM DIRECTOR:	Elizabeth Lara	TOTAL BUDGET:	234,995
INITIATIVE:	Family and Community Support and Partnerships	FINANCE OFFICER:	Elizabeth Lara	RFP/CONTRACT #:	14-02 FS067A1

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	Elizabeth Lara	0.75	30.50	1560	38%	47,580	18,080	65,660	87,547	75%	Will oversee staff, monitor subcontract, complete all program/fiscal reports and purchase materials/supplies as needed
2	Lilia Martinez	0.50	19.00	1040	33%	19,760	6,521	26,281	52,562	50%	Will answer phone calls and in person inquiries, data entry and general program support
3	Maria De La Torre	0.58	17.00	1200	27%	20,400	5,508	25,908	44,907	58%	Will implement and oversee NPP enrichment lessons, activities and childcare for children
	Total Salaries & Benefits					\$ 87,740	\$ 30,109	\$ 117,849	\$ 185,016		



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

ORGANIZATION:	Chino Valley Unified School District	DIRECTOR:	Laurel Mullally	PROGRAM YEAR:	2018-2019
PROGRAM TITLE:	Chino Valley TYKES Program	PROGRAM DIRECTOR:	Elizabeth Lara	TOTAL BUDGET:	234,995
INITIATIVE:	Family and Community Support and	FINANCE OFFICER:	Elizabeth Lara	RFP/CONTRACT #:	14-02 FS067A1

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
1 Program Materials & Supplies	1%	\$ 3,000	Items related to program delivery such as NPP workbooks and materials/supplies for children's programming	
2 Staff Training	0%	\$ 750	Training to Children's Network, Strategies or county workshops	
3 Printing	0%	\$ 400	Duplicating costs for forms, brochures and flyers	
4 Postage	0%	\$ -	District will pick up Postage expense	
5 Office Supplies	0%	\$ 500	Copy paper, file folders, printer supplies, pens, markers, tape, staples, post its, etc.	
6 Office Equipment	0%	\$ -	District will pick up Xerox cost	
7 Utilities	0%	\$ -	District will pick up Utilities cost	
Total Services & Supplies		\$ 4,650		
III. FOOD				
Event(s):		TOTAL F5SB BUDGET	Description/Justification:	
1 Food/snack expenses for NPP classes		750	Food for parents and children attending NPP programming	
Total Food		750		
IV. TRAVEL				
Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:	
1 Mileage	Mileage reimbursement	200	Staff travel to training and program sites	
Total Travel		200		
V. SUBCONTRACTORS				



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

ORGANIZATION:	Chino Valley Unified School District	DIRECTOR:	Laurel Mullally	PROGRAM YEAR:	2018-2019
PROGRAM TITLE:	Chino Valley TYKES Program	PROGRAM DIRECTOR:	Elizabeth Lara	TOTAL BUDGET:	234,995
INITIATIVE:	Family and Community Support and	FINANCE OFFICER:	Elizabeth Lara	RFP/CONTRACT #:	14-02 FS067A1

	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1	City of Chino	105,500	Subcontractor will hire 2-3 part time parent facilitators/case managers to conduct NPP sessions and 2-3 CS leaders to provide childcare. Expenses include standard benefits, mileage, fingerprinting and training
	Total Subcontractors	105,500	
VI. INDIRECT COSTS			
	Percent: Indirect will be estimated at approximately 5%	6,046	Rate is set by the county for each school district
	Basis:		
	Total Indirect Costs	6,046	
TOTAL FIRST 5 BUDGET		\$ 234,995	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2019-2020**

ORGANIZATION:	Chino Valley Unified School District	DIRECTOR:	Laurel Mullally	PROGRAM YEAR:	2019-2020
PROGRAM TITLE:	Chino Valley TYKES Program	PROGRAM DIRECTOR:	Elizabeth Lara	TOTAL BUDGET:	234,995
INITIATIVE:	Family and Community Support and Partnerships	FINANCE OFFICER:	Elizabeth Lara	RFP/CONTRACT #:	14-02 FS067A1

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	Elizabeth Lara	0.75	31.00	1560	39%	48,360	18,860	67,220	89,627	75%	Will oversee staff, monitor subcontract, complete all program/fiscal reports and purchase materials/supplies as needed
2	Lilia Martinez	0.50	19.50	1040	38%	20,280	7,605	27,885	55,770	50%	Will answer phone calls and in person inquiries, data entry and general program support
3	Maria De La Torre	0.58	17.50	1200	29%	21,000	6,090	27,090	46,956	58%	Will implement and oversee NPP enrichment lessons, activities and childcare for children
	Total Salaries & Benefits					\$ 89,640	\$ 32,555	\$ 122,195	\$ 192,353		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2019-2020**

ORGANIZATION:	Chino Valley Unified School District	DIRECTOR:	Laurel Mullally	PROGRAM YEAR:	2019-2020
PROGRAM TITLE:	Chino Valley TYKES Program	PROGRAM DIRECTOR:	Elizabeth Lara	TOTAL BUDGET:	234,995
INITIATIVE:	Family and Community Support and	FINANCE OFFICER:	Elizabeth Lara	RFP/CONTRACT #:	14-02 FS067A1

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials & Supplies	1%	\$ 2,500	Items related to program delivery such as NPP workbooks and materials/supplies for children's programming
2	Staff Training	0%	\$ 750	Training to Children's Network, Strategies or county workshops
3	Printing	0%	\$ 400	Duplicating costs for forms, brochures and flyers
4	Postage	0%	\$ -	District will pick up Postage cost
5	Office Supplies	0%	\$ 500	Copy paper, file folders, printer supplies, pens, markers, tape, staples, post its, etc.
6	Office Equipment	0%	\$ -	District will pick up Xerox cost
7	Utilities	0%	\$ -	District will pick up Utilities cost
	Total Services & Supplies		\$ 4,150	

III. FOOD				
	Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1	Food/snack expenses for NPP classes		750	Food for parents and children attending NPP programming
	Total Food		750	

IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	Mileage	Mileage reimbursement	200	Staff travel to training and program sites
	Total Travel		200	

V. SUBCONTRACTORS				
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**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2019-2020**

ORGANIZATION:	Chino Valley Unified School District	DIRECTOR:	Laurel Mullally	PROGRAM YEAR:	2019-2020
PROGRAM TITLE:	Chino Valley TYKES Program	PROGRAM DIRECTOR:	Elizabeth Lara	TOTAL BUDGET:	234,995
INITIATIVE:	Family and Community Support and	FINANCE OFFICER:	Elizabeth Lara	RFP/CONTRACT #:	14-02 FS067A1

	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1	City of Chino	101,700	Subcontractor will hire 2-3 part time parent facilitators/case managers to conduct NPP sessions and 2-3 CS leaders to provide childcare. Expenses include standard benefits, mileage, fingerprinting and training
	Total Subcontractors	101,700	
VI. INDIRECT COSTS			
	Percent: Indirect will be estimated at approximately 5%	6,000	Rate is set by the county for each school district
	Basis:		
	Total Indirect Costs	6,000	
TOTAL FIRST 5 BUDGET		\$ 234,995	



Program Outline Document 2018-2020

AGENCY INFORMATION

Contract #: FS067A1

Legal Entity: Chino Valley Unified School District

Dept./Division: Health Services/Child Development

Project Name: Chino Valley TYKES Program

Address: 5130 Riverside Drive
Chino, CA 91710

Phone #: 909-628-1201 x 8960

Website: www.chino.k12.ca.us/Page/2550

Fax #: 909-548-6090

Program Site Address: Chino Valley Adult School
12970 Third Street
Chino, CA 91710
(see attached for additional sites)

Client Referral Phone # 909-628-1201 x8960

CONTACT INFORMATION

SIGNING AUTHORITY

Name: Wayne M. Joseph
(see additional contact for contract notifications)

Title: Superintendent

Address: 5130 Riverside Drive
Chino, CA 91710

Direct Phone #: 909-628-1201 x1100

Fax #: 909-548-6090

E-Mail: Wayne_Joseph@chino.k12.ca.us

PROGRAM CONTACT

Name: Elizabeth Lara

Title: Program Specialist

Address: 12970 Third Street
Chino, CA 91710

Direct Phone #: 909-628-1201 x8965

Fax #: 909-548-6090

E-Mail: liz_lara@chino.k12.ca.us

FISCAL CONTACT

Name: Elizabeth Lara

Title: Program Specialist

Address: 12970 Third Street
Chino, CA 91710

Direct Phone #: 909-628-1201 x8965

Fax #: 909-548-6090

E-Mail: liz_lara@chino.k12.ca.us

ADDITIONAL CONTACT (Describe): Contract Representative

Name: Laurel Mullally, R.N., M.S.N., Ed.D

Address: 5130 Riverside Drive
Chino, CA 91710

E-Mail: Laurel_mullally@chino.k12.ca.us

MAILINGS TO THIS ADDRESS

Title: Director Health Services/Child Development

Direct Phone #: 909-628-1201 x8976

Fax #: 909-548-6090

PROGRAM INFORMATION

TYPE OF AGENCY

- Educational Institution** Describe: School District K-12
- Government Agency** Describe: Choose an item.
- Private Entity/Institution** Describe: Choose an item.
- Community-Based** Describe: Choose an item.

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

This program utilizes the evidence-based Prenatal Families and Infants, Toddlers, and Preschoolers-Nurturing Parenting Program as the primary service delivery coupled with the Matrix Outcomes Model (MOM) and accompanying Family Development Matrix (FDM) for Family Support Services, for its potential to assess the family’s needs and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children.

The results will indicate the following:

- 75 Families decrease by at-least one (1) risk category; high-medium or medium- low as indicated by the scores (pre/post) on the AAPI.
- 75 Families will reach a status level of at least **stable** on all indicators of the FDM.

COMMISSION LEVEL OUTCOMES

- 1.3a Children are free from abuse and neglect
- 1.3b Parents provide developmentally appropriate care
- 1.3c Families are resilient

ASSIGNED ANALYST: Walid Wahba

SERVICE AREA (LOCATIONS)

Chino Valley Adult School-
 HOPE Family Resource Center (FRC)
 12970 Third Street
 Chino, CA 91710

HOPE FRC at Walnut Elementary
 5550 Walnut Avenue
 Chino, CA 91710

HOPE FRC at Dickson Elementary
 3930 Pamela Drive
 Chino, CA 91710

HOPE FRC at Levi Dickey
 Elementary
 2840 Parco Avenue
 Ontario, CA 91761

HOPE FRC at the Alternative
 Education Center
 15650 Pipeline Avenue
 Chino Hills, CA 91709

CONTRACT AMOUNT

Fiscal Year	Amount
2015-2016	\$ 221,123
2016-2017	\$ 228,314
2017-2018	\$ 234,995
2018-2019	\$ 234,995
2019-2020	\$ 234,995
Total	\$ 1,154,422



Agency Name: Chino Valley USD
Program Name: Chino Valley TYKES Program
Contract #: FS067A1
Fiscal Year: 2018-2020

NAME OF SITE, SITE ADDRESS, PHONE NUMBER & CONTACT NAME
Chino Valley Adult School - HOPE Family Resource Center (FRC) 12970 Third Street, Chino CA 91710 909.628.1201 ext. 8960
HOPE FRC at Walnut Elementary 5550 Walnut Avenue, Chino CA 91710 909.628.1201 ext. 3120
HOPE FRC at Dickson Elementary 3930 Pamela Drive, Chino CA 91710 909.628.1201 ext. 4216
HOPE FRC at Levi Dickey Elementary 2840 Parco Avenue, Ontario CA 91761 909.628.1201 ext. 8603
HOPE FRC at the Alternative Education Center 15650 Pipeline Avenue, Chino Hills CA 91709 909.628.1201 ext. 5332



**AGENDA ITEM 8
JUNE 7, 2017**

Subject	Amendment A2 for Contract HW052 with the Department of Behavioral Health
Recommendations	Approve Amendment A2 to Contract HW052 with County of San Bernardino Department of Behavioral Health to extend for one year through Fiscal Year 2017-2018 in the amount of \$5,134,283, resulting in the cumulative total amount of \$25,724,800 for Fiscal Years 2013-2018 to provide Screening, Assessment, Referral and Treatment (SART) and Early Identification and Intervention (EIS) programs for children 0-5 years. (Presenter: Ronnie S. Thomas, Staff Analyst II, 252-4255)
Financial Impact	This contract amendment provides a financial commitment to the Department of Behavioral Health (DBH) in an amount not to exceed \$5,134,283 for Fiscal Year 2017-2018.
Background Information	<p>Since 2004, the First 5 San Bernardino Commission has invested in the comprehensive <u>S</u>creening <u>A</u>ssessment <u>R</u>eferral and <u>T</u>reatment (SART) Initiative, a comprehensive effort toward building systems of care for children in San Bernardino County. In 2013, the SART Initiative was expanded to include <u>E</u>arly <u>I</u>dentification & <u>I</u>ntervention <u>S</u>ervices (EIS).</p> <p>The framework of the 2015-2020 Strategic Plan ensures congruence and enhancement to an existing network of support services for families with children ages 0 to 5 throughout the County. It ensures that specific outcomes can be measured and ensures the Commission's support to sustainability under Systems and Network objectives. One specific focus is on leveraging resources through partnerships at County, State and Federal levels to strengthen existing systems.</p> <p>This amendment also represents a financial investment in the SART and EIS Initiative. It also supports a financial investment for an allocation of local matching funds not to exceed 14% for MediCal Early, Periodic, Screening, Diagnosis and Treatment (EPSDT) reimbursement as well as for direct services for children ages 0-5 years.</p> <p>Approval of this amendment will allow time to prepare a sole source procurement to continue supporting SART and EIS for a 3 year contract period with DBH. First 5 staff anticipate presenting a new contract in December with an anticipated increase in the amount \$1.5 million dollars per year for non-mental health services, such as occupational or speech therapy. As part of the SART and EIS system this increase will allow for a more comprehensive approach. It will also allow DBH to leverage additional Federal, State, and local dollars for providers serving children who are enrolled in the SART and EIS system of care.</p> <p>Approval of this investment supports:</p> <p>SPA 1: Child Health</p> <p>Objective 1.1.a – Families have access to resources and environments that support the total wellness of the child.</p>

Objective 1.1.b – Families are knowledgeable of and utilize available resources to manage their health.

Objective 1.1.c – Children are born healthy

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

Sophie Akins, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:

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

FOR COMMISSION USE ONLY										
<input type="checkbox"/>	New	Vendor Code			SC	Dept.	A	Contract Number		
<input checked="" type="checkbox"/>	Change	SANBERN748J				903		HW052A2		
<input type="checkbox"/>	Cancel									
Organization					Dept.	Orgn.	Contractor's License No.			
Children and Families Commission					903	PROG				
Commission Representative					Telephone		Total Contract Amount			
Cindy Faulkner, Operations Manager					909-386-7706		\$25,724,800			
Contract Type										
<input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:										
If not encumbered or revenue contract type, provide reason: _____										
Commodity Code		Contract Start Date		Contract End Date		Original Amount		Amendment Amount		
95200		July 1, 2013		June 30, 2018		\$20,590,517		\$5,134,283		
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount				
RRC	903	PROG	300	3357	CFHESY18	\$5,134,283				
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount				
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount				
Abbreviated Use				Estimated Payment Total by Fiscal Year						
Treatment Services: SART				FY	Amount	I/D	FY	Amount	I/D	
and Early Identification &				17-18	\$5,134,283	1				
Intervention Services										
& EPSDT Local Match										

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)
 County of San Bernardino
 Department/Division
 Department of Behavioral Health
 Address
 303 E. Vanderbilt Way
 San Bernardino, CA 92415-0026
 Phone
 (909) 387-7000
 Federal ID No.

Program Address (if different from legal address):
 900 E. Gilbert Street, Cottage #4
 San Bernardino, CA 92415

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

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

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed the cumulative total of \$25,724,800 to fund the 0-5 Comprehensive Treatment Services program for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies.

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

Fiscal Year 2017-18 \$ 5,134,283 July 1, 2017 through June 30, 2018.

Initial Here

2. Paragraph D. Allowable Costs of Section VI, FISCAL PROVISIONS, is amended to read as follows:

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the Contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

Initial Here

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

- A. This Contract is effective commencing July 1, 2013 and expires June 30, 2018, but may be terminated earlier in accordance with provisions of paragraph below or CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION Section VII of this Contract.

Initial Here

4. Paragraph A. Notices of Section IX, GENERAL PROVISIONS is amended to read as follows:

A. Notices

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

Contractor: County of San Bernardino
Department of Behavioral Health
303 East Vanderbilt Way
San Bernardino, CA 92415

Notices will be cc'd to DBH Program Manager at:

Department of Behavioral Health
Children and Youth Collaborative Services
900 E. Gilbert Street, Cottage #4
San Bernardino, CA 92415

Commission:

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

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for FY 2017-2018

Attachment B – Amended Program Budget for FY 2017-2018

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

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

COUNTY OF SAN BERNARDINO

Legal Entity

▶ _____

Authorized Signature

Maxwell Ohikhuare, M.D.

Printed Name

Commission Chair

Title

Dated

▶ _____

Authorized Signature

Robert A. Lovingood

Printed Name

Chairman, San Bernardino County Board of
Supervisors

Title

Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
▶ _____	▶ _____	▶ _____
<u>Cindy Faulkner</u>	<u>Sophie Akins</u>	<u>Karen E. Scott</u>
Operations Manager	Commission Counsel	Executive Director
_____ Date	_____ Date	_____ Date



Agency Name: COUNTY OF SAN BERNARDINO
DEPARTMENT OF BEHAVIORAL HEALTH

Program Name: 0-5 COMPREHENSIVE TREATMENT SERVICES: EIIS, & SART (EPSDT MEDICAL REIMBURSEMENT MATCH)

1. Program Administration **Contract #:** HW052 A2 **Fiscal Year (FY):** 2013 – 2018

0-5 Comprehensive Treatment Services: Screening, Assessment,

Service Area: COUNTYWIDE

Referral and Treatment (SART) & Early Identification and Intervention Services (EIIS)

The County of San Bernardino Department of Behavioral Health (DBH) will procure and contract with service providers in order to implement these programs in the four (4) regions of San Bernardino County designated as: (1) West End, (2) Central/East Valley, (3) Morongo-Basin and (4) Desert/Mountain areas. DBH will provide services for a minimum of 1500 at-risk children, ages 0-5, in need of assessment and treatment related to social-emotional, developmental, and mental health conditions. These services will be delivered through two programs, SART and EIIS, and these services are to be coordinated through the structure currently serving the SART system (e.g., DBH SART Liaison, SART Coordinator), here after referred to at the 0-5 Comprehensive Treatment Services system. DBH will ensure that successful providers will implement and adhere to the additional requirements outlined by First 5 San Bernardino in the program Requirements and Expectations, which is Attachment A of the contract.

Strategic Goals and Outcomes

It is First 5 San Bernardino’s mission and vision to promote, support, and enhance the health and early development of children prenatal through age five. The First 5 San Bernardino Strategic Plan outlines activities through five strategic and inter-related initiatives: (1) Early Screening and Intervention, (2) Health Care Access, (3) Oral Health, (4) Primary Care Services, and (5) Health and Safety Education. These strategies support our goal that “*Children and families are healthy and safe*”. Services for this procurement align with the Early Screening and Intervention strategy. To support our mission and vision, the following “guiding principles” help to clarify how services should be provided and what children and families should expect from services provided through the 0-5 Comprehensive Treatment Services system of care, they are:

- Service providers have a responsibility to ensure that screening, assessment, referral and treatment of young children at risk for developmental challenges are provided in a nurturing fashion which respects the cultural, ethnic and linguistic needs of our residents and builds on family strengths.
- Services for young children in our county should be easily accessible with many points of entry and no “wrong door”.
- Children have a right to appropriate services to help support their development regardless of status, insurance coverage or ability to pay.

- Families should be supported through every step of the process in obtaining services necessary to enhance their child’s development within SART (intensive services) or through coordinated referral to Early Identification and Intervention Services (less intensive services).
- All aspects of services must be grounded in best practices and meet quality standards.
- Principles of equity and social justice must be considered when developing priorities for whom will have access to any new services developed.

Task 1.1 – Include Screening, Assessment, Referral, & Treatment (SART)

The County of San Bernardino Department of Behavioral Health (DBH) will include in the procurement a Screening, Assessment, Referral, and Treatment (SART) program as a component to be implemented and included in the 0-5 Comprehensive Treatment Services Model of Care (see Diagram A.1). First 5 San Bernardino defines SART as transdisciplinary services to young children who have a developmental, behavioral concerns or who are at risk for disabilities or special needs provided through a wide range of disciplines and approaches (often referred to as “treatment”) to ensure that these children grow to their greatest potential.

Services are intended to improve the social, developmental, cognitive, emotional and behavioral functioning of children ages birth through 5 years old. For the SART program, the target population will be children up through 5 years of age who have experienced physical, sexual or emotional abuse; experienced premature birth, poor maternal nutrition, or prenatal exposure to alcohol or other drugs; family violence, family substance abuse, maternal mental illness, or been involved in the foster care system. This population is at risk for manifesting emotional and behavioral disorders and significant developmental delays.

Funding, Requirements & Expectations

Funding, requirements and Expectations for SART Service Providers utilizing First 5 funds are listed below and are in addition to DBH requirements. In addition, the funding amount is listed in Article VI Fiscal Provisions of the current contract between First 5 and DBH.

Screening Assessment Referral and Treatment Services
<ul style="list-style-type: none"> • Must serve children ages 0-5. • Must implement the First 5 San Bernardino SART Service model of care as agreed upon by First 5 and DBH. • Have a current Medi-Cal Certification or have the ability to become Medi-Cal Certified within 90 days of the contract awarded in order to bill for Medi-Cal eligible services. • Must adhere and implement the scope of work and program description

<p>outlined in the 0 – 5 Comprehensive Treatment Services RFP issued by DBH.</p> <ul style="list-style-type: none"> • Must implement a structured Referral Coordination process. • Must implement a structured Case Management process with a Public Health Nurse establishing an MOU with the Department of Public Health. • Must provide Transdisciplinary Assessment services. • Must implement evaluation tools set forth by the RFP issued by DBH.
<p>Priority Recommended Components</p>
<ul style="list-style-type: none"> • Address the barrier caused by location and access to reliable transportation of the participant(s) and identify their specific plan for addressing transportation barriers as specified by RFP issued by DBH. • Expansion of services in or into priority/high-need areas.

Task 1.2 – Include Early Identification and Intervention Services

The County of San Bernardino Department of Behavioral Health (DBH) will include in the procurement the Early Identification and Intervention Services (EIS) as a component to be implemented and included in the 0-5 Comprehensive Treatment Services Model of Care (see Diagram A.1). First 5 San Bernardino defines Early Identification and Intervention Services as services to young children who do not qualify for SART services, but display some type of developmental, behavioral concern or who are at risk for disabilities or special needs provided through a variety of activities, both clinical and non-clinical, to ensure that these children grow to their greatest potential.

Services are intended to improve the social, developmental, cognitive, emotional and behavioral functioning of children ages birth through 5 years old. For EIS, the target population will be children up through 5 years of age who may, or may not, have experienced the abuse or trauma, but are perceived as being at risk for manifesting emotional and behavioral disorders and significant developmental delays without the provision of attachment enrichment activities and do not require SART services.

Funding, Requirements & Expectations

Funding, requirements and expectations for Early Identification and Intervention Service Providers utilizing First 5 funds are listed below and are in addition to DBH requirements. The funding amount is listed in Article VI Fiscal Provisions of the current contract between First 5 and DBH.

<p>Early Identification and Intervention Services</p>
<ul style="list-style-type: none"> • Must serve children ages 0-5. • Must implement the Early Identification and Intervention Services to support the

<p>0 – 5 Comprehensive Treatment Services program.</p> <ul style="list-style-type: none"> • Have a current Medi-Cal Certification or have the ability to become Medi-Cal Certified within 90 days of the contract awarded in order to bill for Medi-Cal eligible services. • Must adhere and implement the scope of work and program description outlined in the 0 – 5 Comprehensive Treatment Services RFP issued by DBH. • Must implement a structured Referral Coordination process. • Must implement evaluation tools set forth by the RFP issued by DBH.
<p>Priority/Recommended Components</p>
<ul style="list-style-type: none"> • Address the barrier caused by location and access to reliable transportation of the participant(s) and identify their specific plan for addressing transportation barriers as specified by RFP issued by DBH. • Expansion of services in or into priority/high-need areas.

0-5 COMPREHENSIVE TREATMENT SERVICES SYSTEM OF CARE MODEL

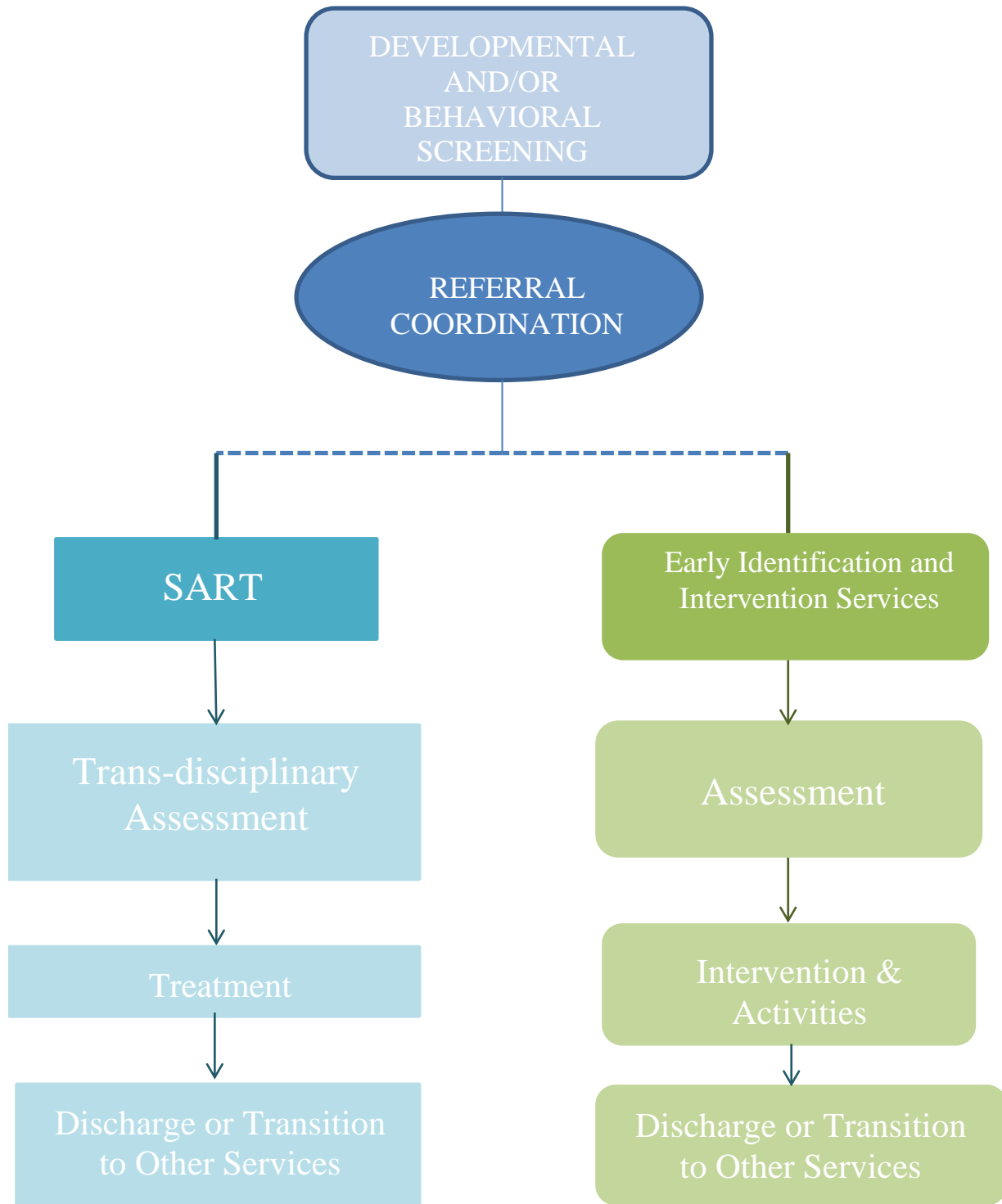


Diagram A.1

2. Data Sharing, Research and Evaluation Activities

Develop an effective mechanism for sharing evaluation data on the 0-5 Comprehensive Treatment Services Model of Care (SART services and Early Identification and Intervention Services) outlined in the Contract and Attachment A.

3. Local Match for EPSDT Medi-Cal Services

DBH shall support the 0-5 Comprehensive Treatment Services Model of Care (SART services and Early Identification and Intervention Services) by managing the Medi-Cal Early, Periodic, Screening, Diagnosis and Treatment (EPSDT) reimbursement that will support, in conjunction with other funding sources, the delivery of SART services countywide and will have the primary responsibility to monitor the Medi-Cal EPSDT contracts and coordinate site visits with the selected Vendors.

The contract amount for the local match for EPSDT Medi-Cal Services shall not exceed 14% to administer the SART program for children 0-5 for fiscal years 2013-2018 for the duration of the contract term. This is subject to the availability of California Children and Families Trust Fund monies.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION:	Department of Behavioral Health	DIRECTOR:	Michael Shertell	PROGRAM YEAR:	2017-2018
PROGRAM TITLE:	0-5 Comprehensive Treatment Services	PROGRAM DIRECTOR:	Dr. Timothy Hougen	TOTAL BUDGET:	\$ 5,134,283.00
INITIATIVE:	Health Systems	FINANCE OFFICER:	Doris Melara	RFP/CONTRACT #:	HW052 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:										
1	Automated Systems Analyst II	1.00	39.92	2,080	49%	83,038.00	40,633.00	123,671.00	123,673.00	100%	Develops and/or implements program changes related to group structures, treatment goals and directions, incorporation of newly mandated services, and contract services; provides consultation to other professionals on community resources available for the treatment of a client; provides consultation on community resources available for treatment of clients; recommends changes in therapeutic techniques, environment, and/or charting to facilitate patient recovery; serves as a consultant or trainer for staff, community agencies, and other professionals on complex client, placement, and mental health issues; provides community outreach and makes special presentations to civic groups; acts as liaison and coordinates services between clients and county and/or contract mental health agencies; assesses contract programs to determine if they are meeting the treatment needs of clients; monitors contracts for programmatic and fiscal compliance; prepares reports, proposals, grants, manuals and correspondence; monitors therapeutic and administrative components of the program.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION:	Department of Behavioral Health	DIRECTOR:	Michael Shertell	PROGRAM YEAR:	2017-2018
PROGRAM TITLE:	0-5 Comprehensive Treatment Services	PROGRAM DIRECTOR:	Dr. Timothy Hougen	TOTAL BUDGET:	\$ 5,134,283.00
INITIATIVE:	Health Systems	FINANCE OFFICER:	Doris Melara	RFP/CONTRACT #:	HW052 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
2	Business Systems Analyst II	1.00	42.6177	2,080	45%	88,644.00	39,815.00	128,459.00	128,461.00	100%	Identifies, gathers, analyzes and documents business requirements for business application and information technology projects; reviews and approves prototypes and design specifications; develops and coordinates acceptance criteria; assists with the development of test and implementation plans; Identifies security and application access needs for department and agency customers; identifies and develops recommendations for other system controls; writes departmental and agency system documentation; develops and writes training documentation and trains departmental and agency customers; coordinates with vendors and other external agencies regarding system interfaces and other business application and information technology issues; reviews or assists with the review of team member performance and team project progress to ensure compliance with customer requests, cost effectiveness, and team capability to produce and support information technology applications and systems within allocated resources; recommends alternative actions to meet schedules; provides status reports;



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION: Department of Behavioral Health	DIRECTOR: Michael Shertell	PROGRAM YEAR: 2017-2018
PROGRAM TITLE: 0-5 Comprehensive Treatment Services	PROGRAM DIRECTOR: Dr. Timothy Hougen	TOTAL BUDGET: \$ 5,134,283.00
INITIATIVE: Health Systems	FINANCE OFFICER: Doris Melara	RFP/CONTRACT #: HW052 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
3	Clinical Therapist I	1.00	32.1725	2,080	50%	66,918	33,316.00	100,234.00	100,236.00	100%	Develops and/or implements minor and major program changes related to such areas as group structures, treatment goals and directions, the incorporation of newly mandated services, and contract services; provides consultation to other professionals on community resources available for the treatment of a client; recommends changes in therapeutic techniques, environment, and/or charting to facilitate patient recovery; serves as a consultant or trainer for staff, community agencies, and other professionals on complex client, placement, and mental health issues; provides community outreach and makes special presentations to civic groups; acts as liaison and coordinates services between clients and county and/or contract mental health agencies; assesses contract programs to determine if they are sufficient in meeting the treatment needs of clients; monitors contracts for both programmatic and fiscal compliance; prepares reports, proposals, grants, manuals and correspondence; monitors therapeutic and administrative components of the program.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION: Department of Behavioral Health	DIRECTOR: Michael Shertell	PROGRAM YEAR: 2017-2018
PROGRAM TITLE: 0-5 Comprehensive Treatment Services	PROGRAM DIRECTOR: Dr. Timothy Hougen	TOTAL BUDGET: \$ 5,134,283.00
INITIATIVE: Health Systems	FINANCE OFFICER: Doris Melara	RFP/CONTRACT #: HW052 A2

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
4	Office Assistant III	1.00	19.2778	2,080	55%	40,097.00	22,218.00	62,315.00	62,316.00	100%	Aides the coordination of programs through various clerical activities. Including, but not limited to: processing and facilitation of referrals; data entry activities (e.g., Collects, enters, processes, sorts, and tabulates information); daily operations (e.g., answers telephones, takes messages); creates communications (e.g., prepares/compiles letters, reports, case histories, invoices, statements, charts, claims); audits and verifies documents and other records; types bills, vouchers, receipts, lists, schedules, orders, notices and statistical data.
Total Salaries & Benefits						\$ 278,697.00	\$ 135,982.00	\$ 414,679.00	\$ 414,686.00		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION: Department of Behavioral Health	DIRECTOR: Micheal Shertell	PROGRAM YEAR: 2017-2018
PROGRAM TITLE: 0-5 Comprehensive Treatment Services	PROGRAM DIRECTOR: Dr. Timothy Hougen	TOTAL BUDGET: \$ 5,134,283.00
INITIATIVE: Health Systems	FINANCE OFFICER: Doris Melara	RFP/CONTRACT #: HW052-A2

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials/Supplies	0.14%	7,200.00	Program materials and supplies include costs for flyers, brochures, pamphlets, forms, booklets, binders, games, flip charts, markers, etc. in connection with the programs provided to children and their families.
2	Participant Support/Incentives	0.21%	11,000.00	Includes materials and costs for participant focus groups and/or survey/interview questionnaires, and trainings for 0-5 Comprehensive Treatment providers in association with program evaluation and outcomes.
3	Office Equipment	0.62%	32,000.00	Office equipment for staff includes such items as monitors, laptops, mobile projectors, and software and networking costs for staff who are responsible for data evaluation, reports, onsite contract monitoring, consultation and program coordination, data management and field based data management and presentations.
4	Office Supplies	0.37%	19,000.00	Includes items necessary for adequate workstations and daily program activities. Items include, but are not limited to: computer mouse trackball, wrist rests, keyboards, document holders, chairs, paper, binders, file folders, pens, etc.
5	Information Technology for Conference Room	0.63%	32,574.00	Electronic devices for outfitting new conference/training room at which SART/EIIS meetings and outreach will be conducted. For example: projector, computer, & devices to allow for webinars. No construction or permanent tennet improvements are included.
6	Utilities	0.04%	2,150.00	Phone services including dial tone, long distance and voicemail.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION: Department of Behavioral Health	DIRECTOR: Micheal Shertell	PROGRAM YEAR: 2017-2018
PROGRAM TITLE: 0-5 Comprehensive Treatment Services	PROGRAM DIRECTOR: Dr. Timothy Hougen	TOTAL BUDGET: \$ 5,134,283.00
INITIATIVE: Health Systems	FINANCE OFFICER: Doris Melara	RFP/CONTRACT #: HW052-A2

7	Professional Services	0.70%	36,000.00	1. ISD programing services for data entry, retrieval, matching and data systems collaboration. 2. Objective Arts database modifications including import of outcome data from outside data sources; additional programing of algorithms and reports for past and future data comparisons.
	Total Services & Supplies		139,924.00	

III. FOOD

Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1 Classes/Meetings	5,000.00	Covers light snacks, water, coffee, tea, etc. to be provided at training sessions and extended meetings, focus groups, etc.
Total Food	5,000.00	

IV. TRAVEL

Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1 First 5 Approved	Staff Development/Training	7,595.00	Includes the cost for conference registrations, presenter, travel and other fees associated with attending or hosting clinical trainings, outcome measures and evaluation trainings, data systems trainings and other developmental courses beneficial to staff roles with the program. This item may include travel expenses such as hotel stays and meal reimbursements.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION: Department of Behavioral Health		DIRECTOR: Micheal Shertell		PROGRAM YEAR: 2017-2018	
PROGRAM TITLE: 0-5 Comprehensive Treatment Services		PROGRAM DIRECTOR: Dr. Timothy Hougen		TOTAL BUDGET: \$ 5,134,283.00	
INITIATIVE: Health Systems		FINANCE OFFICER: Doris Melara		RFP/CONTRACT #: HW052-A2	
2	Employee Mileage/Travel	15,000.00	Covers personal mileage costs for staff for meetings at partners' offices as needed. Mileage also covers travel for program related meetings/trainings for DBH staff or that DBH staff provide to contract providers such as CANS trainings, SIMON training, etc.. DBH uses the IRS allowable mileage reimbursement rate. The current rate for mileage is 53.5 cents per mile, but will adjust as the IRS allowable mileage reimbursement rate adjusts. This item also covers travel expenses related to attendance at conferences, clinical trainings, etc.		
Total Travel		22,595.00			
V. SUBCONTRACTORS					
	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:		
1	SART & EIIS Contracts including local match	4,552,078.00	Subcontractors utilized in the provision of direct services through the SART & EIIS programs. Funds allocated to these programs may also be utilized as the local match required for provision of EPSDT Medi-Cal Specialty Mental Health Services provided by these subcontractors. Local match not to exceed 14%. This section will allow DBH to authorize the shifting of First 5 funds between SART & EIIS.		
Total Subcontractors		4,552,078.00			
VI. INDIRECT COSTS					
	Percent:				
	Basis:				
Total Indirect Costs		\$ -			
TOTAL FIRST 5 BUDGET		\$ 5,134,283.00			



Program Outline Document 2017-2018

AGENCY INFORMATION

		Contract #: <u>HW052 A2</u>
Legal Entity:	<u>County of San Bernardino</u>	
Dept./Division:	<u>Department of Behavioral Health</u>	
Project Name:	<u>0-5 Comprehensive Treatment Services: SART and Early Identification & Intervention Services</u>	
Address:	<u>303 E. Vanderbilt Way, Suite 400</u> <u>San Bernardino, CA 92415</u>	Phone #: <u>909-387-7000</u>
Website:	<u>www.sbcounty.gov/dbh/index.asp</u>	Fax #: <u>909-387-7611</u>
Program Site Address:	<u>900 E. Gilbert Street, Cottage #4</u> <u>San Bernardino, CA 92415</u>	See attached for SART/EIIS centers (Page 4).

CONTACT INFORMATION

CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

Name: <u>Robert A. Lovingood</u>	Title: <u>First District Supervisor and Chairman of the Board of Supervisors</u>
Address: <u>County of San Bernardino Board of Supervisors</u> <u>385 North Arrowhead Avenue, 5th Floor</u> <u>San Bernardino, CA 92415-0011</u>	Direct Phone #: <u>909-387-4830</u>
E-Mail: <u>Robert.Lovingood@bos.sbcounty.gov</u>	Fax #: <u>909-387-3018</u>

PROGRAM CONTACT

Name: <u>Dr. Timothy Hougen</u>	Title: <u>Program Manager II</u>
Address: <u>900 East Gilbert Street, Cottage #4</u> <u>San Bernardino, CA 92415</u>	Direct Phone #: <u>909-387-7024</u>
E-Mail: <u>thougen@dbh.sbcounty.gov</u>	Fax #: <u>909-387-7611</u>

FISCAL CONTACT

Name: <u>Nancy Hernandez</u>	Title: <u>Accounting Technician</u>
Address: <u>303 E. Vanderbilt Way, Suite 400</u> <u>San Bernardino, CA 92415</u>	Direct Phone #: <u>909-388-0836</u>
E-Mail: <u>NHernandez@dbh.sbcounty.gov</u>	Fax #: <u>909-890-1291</u>

ADDITIONAL CONTACT (Describe): Program

Name: Heather Pantages **Title:** Clinical Therapist I
Address: 900 E. Gilbert Street, Cottage #4 **Direct Phone #:** 909-387-7000
San Bernardino, CA 92415 **Fax #:** 909-387-7611
E-Mail: _____

PROGRAM INFORMATION

TYPE OF AGENCY

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

FIRST 5 FOCUS AREA

STRATEGY

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Health

<input type="checkbox"/> Education

<input type="checkbox"/> Family

<input type="checkbox"/> Systems | <input checked="" type="checkbox"/> Early Screening and Intervention
<input type="checkbox"/> Health Care Access
<input type="checkbox"/> Oral Health

<input type="checkbox"/> Early Education Programs
<input type="checkbox"/> Access to Quality Child Care

<input type="checkbox"/> Parent Education
<input type="checkbox"/> Resource Center & Case Management

<input type="checkbox"/> Integrated Systems Planning & Implementation
<input type="checkbox"/> Countywide Information Referral Systems
<input type="checkbox"/> Organizational Capacity Building | <input type="checkbox"/> Health & Safety Education
<input type="checkbox"/> Other: _____

<input type="checkbox"/> Quality Provider Programs
<input type="checkbox"/> Other: _____

<input type="checkbox"/> Other: _____

<input type="checkbox"/> Community Outreach
<input type="checkbox"/> Other: _____ |
|---|--|---|

PROGRAM DESCRIPTION

The impact of the problems associated with substance abuse in pregnancy is very costly to society and to the life of every child affected. Services will be provided to children ages birth to their sixth birthday, who have been prenatally exposed to drugs and/or alcohol. DBH will provide services for a minimum of 1,500 at risk children, ages 0-5, in need of assessment and treatment related to social-emotional, developmental and mental health conditions. These services will be delivered through two programs, SART and EIS, and these services are to be coordinated through the structure currently serving the SART system (e.g., DBH SART Liaison, SART Coordinator), here after referred to as the 0-5 Comprehensive Treatment Services system. The mission of this

SERVICE AREA (LOCATIONS)

Countywide

community-based public/private partnership is to ensure that all pregnant women and their children in our county receive a comprehensive continuum of prevention services, screening, assessment, referral, treatment.

COMMISSION LEVEL OUTCOMES

1,500 Children and families are healthy and safe

ASSIGNED ANALYST: Ronnie Thomas

CONTRACT AMOUNT

Fiscal Year	Amount
2013-2014	\$ 5,152,078
2014-2015	\$ 5,152,078
2015-2016	\$ 5,152,078
2016-2017	\$ 5,134,283
2017-2018	\$ 5,134,283
Total	\$ 25,724,800



SART/EIIS PROVIDER LIST

NAME OF SITE, SITE ADDRESS, PHONE NUMBER & CONTACT NAME	REGION SERVED
West End Family Counseling Center (SART/EIIS) 855 North Euclid Avenue Ontario, CA 91762 909-983-2020	West Valley
Victor Community Support Services (SART/EIIS) 1908 Business Center Drive, Suite 220 San Bernardino, CA 92408 909-890-5930	Central Valley
Christian Counseling Center (SART/EIIS) 205 East State Street Redlands, CA 92373 909-793-1078	Central Valley
Christian Counseling Center (SART/EIIS) 51 West Olive Street Redlands, CA 92373 909-793-1078	Central Valley
Desert Mountain Children’s Center (SART/EIIS) 17800 Highway 18 Apple Valley, CA 92307 760-552-6700	High Desert
Desert Mountain Children’s Center (SART/EIIS) 58967 Business Center Drive Yucca Valley, CA 92284 760-369-3130	Low Desert
Desert Mountain Children’s Center (SART/EIIS) 42001 Fox Farm Road Big Bear Lake, CA 92315 909-866-2165	Mountain Communities
Hearts and Lives (EIIS) 24028 Lake Drive, Suite A Crestline, CA 92325 909-338-3222	Mountain Communities
Desert Mountain Children’s Center (EIIS) 42007 Fox Farm Road Big Bear Lake, CA 92315 909-866-2165	Mountain Communities
Lutheran Community Care Center (EIIS) 309 E. Mountain View St., Suite 100 Barstow, CA 92311 760-256-7279	High Desert



AGENDA ITEM 9
JUNE 7, 2017

Subject	Contract SI023 with County of San Bernardino Children’s Network for Screening, Assessment, Referral and Treatment (SART) Coordination
Recommendations	Approve Contract SI023 with County of San Bernardino Children’s Network in the amount of \$172,648 for Fiscal Year 2017-2018 for the coordination of services provided by the Screening, Assessment, Referral and Treatment (SART) Coordinator. (Presenter: Ronnie Thomas, Staff Analyst II, 252-4255)
Financial Impact	\$172,648 for Fiscal Year 2017 through 2018.
Background Information	<p>Since 2004, the Commission has invested in the comprehensive Screening Assessment Referral and Treatment (SART) Initiative. In 2013, the SART Initiative expanded to include the Early Identification and Intervention Services (EIIS). These activities are directed toward individuals and families for whom a short-duration, relatively low-intensity intervention is appropriate to measurably improve a problem or concern very early in its manifestation. This contract is part of a continued effort to support an operational system yielding quality outcomes for the ten SART/EIIS centers for children 0-5 throughout the County.</p> <p>Under the direction of the Children’s Network Officer and in coordination with First 5 San Bernardino (F5SB) staff and the Department of Behavioral Health, the SART Coordinator will work collaboratively with government agencies and community based organizations including multiple stakeholders and teams with diverse strengths and varying backgrounds to strengthen efforts by facilitating a monthly meeting with the above mentioned that addresses wait list, leveraged funding opportunities and enhancing children services.</p> <p>The SART Coordinator will provide continued leadership and support for County and community systems including the Department of Children and Family Services and participating public and private agencies to develop mutual problem-solving, evaluation, and long-term planning in support of the enrichment of the model of care.</p> <p>Pending Commission approval, these services provided by the SART Coordinator will be offered as part of the SART/EIIS 0-5 Comprehensive Treatment collaborative Initiative.</p> <p>Approval of this investment supports the Commission’s Strategic Plan:</p> <p>SPA 2: Systems and Networks Objective 2.1.a – Systems and services effectively support and engage children, families and communities.</p> <p>Objective 2.1.b – Families, providers and stakeholders collaborate effectively to improve the well-being of the child.</p>
Review	Sophie Akins, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:

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

<i>FOR COMMISSION USE ONLY</i>						
<input checked="" type="checkbox"/> New	Vendor Code SANBERN748 C		SC	Dept. 903	A	Contract Number SI023
<input type="checkbox"/> Change						
<input type="checkbox"/> Cancel						
Organization Children and Families Commission			Dept. 903	Orgn. PROG	Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager			Telephone 909-386-7706		Total Contract Amount \$172,648	
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason:						
Commodity Code 95200		Contract Start Date July 1, 2017		Contract End Date June 30, 2018		Original Amount \$172,648
Fund RRC	Dept. 903	Organization PROG	Appr. 300	Obj/Rev Source 3357	GRC/PROJ/JOB No.	Amount \$172,648
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Abbreviated Use Children's SART Coordination Of Systems (SART/EIIS)			Estimated Payment Total by Fiscal Year			
			FY	Amount	I/D	FY Amount I/D
			17-18	\$172,648		

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)

County of San Bernardino

Department/Division

Children's Network

Address

825 E. Hospitality Lane, 2nd Floor

San Bernardino, CA 92415-0049

Phone

(909) 383-9696

Federal ID No.

95-6002748

Program Address (if different from legal address):

WHEREAS, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

WHEREAS, the Commission has been authorized by these cited references and by County of San Bernardino Code under Sections 12.291 – 12.297 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

WHEREAS, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

Auditor-Controller/Treasurer Tax Collector Use Only

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

- I. DEFINITIONS.....3
- II. CONTRACTOR’S SERVICE RESPONSIBILITIES.....7
- III. CONTRACTOR'S GENERAL RESPONSIBILITIES7
- IV. COMMISSION RESPONSIBILITIES 16
- V. FISCAL PROVISIONS..... 16
- VI. RIGHT TO MONITOR AND AUDIT 19
- VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION.....20
- VIII. TERM20
- IX. GENERAL PROVISIONS20
- X. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS21
- XI. IMPROPER CONSIDERATION.....22
- XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS22
- XI. CONCLUSION.....23
- PROGRAM WORK PLANAttachment A**
- PROGRAM BUDGETAttachment B**

I. DEFINITIONS

Accessibility: Ease of obtaining services, measured by addressing geographical, travel and other barriers.

Adult-Adolescent Parent Inventory (AAPI): An inventory designed to assess the parenting and child rearing attitudes of adult and adolescent parent and pre-parent populations. Based on the known parenting and child rearing behaviors, responses to the inventory provide an index of risk for practicing behaviors known to be attributable to child abuse and neglect.

Affordable Care Act (ACA): Health care reform law enacted in March 2010. Affordable Care Act (ACA) refers to the final amended version of the law.

Ages and Stages Questionnaire (ASQ-3): A developmental screening tool to screen young children to easily identify potential delays as early as possible and determine which children need further assessment or ongoing monitoring. The ASQ:Social Emotional (ASQ-SE) tool measures the social and emotional competence of children.

Asthma: Is a disease/condition that affects the lungs. It causes repeated episodes of wheezing, breathlessness, chest tightness, and nighttime or early morning coughing and is one of the most common long-term diseases of children although adults may also have this condition.

Basic Needs: Necessities to meet the food, shelter, and immediate safety needs of a parent and/or child. These resources are meant to address an immediate need.

C4Yourself: A Component to the C-IV System that allows customers to apply for Food Stamps, Medi-Cal, CalWORKS, and CMSP via the internet. Customers enter information to apply online and the data transfers to the C-IV System automatically. Customers have the ability to complete and submit their annual redeterminations/recertifications, access their quarterly/mid-year status reports and have the ability to view the status of their cash/benefits.

Capital Expenses: Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

Care Coordination: A service deliverable that includes the following activities: implementing an active outreach system to underserved populations, establishing a family's eligibility for services or funding, providing information, answering questions and helping people make decisions about services, helping families complete paperwork to obtain services, making and following up on referrals to health care providers, helping families find interpreters, determining potential barriers for parents and problem-solving to reduce the barriers, arranging for transportation for medical appointments, scheduling appointments and coordinating with other health care appointments if possible, explaining the importance of health care and answering some common health questions, reviewing responsibilities and rights of patients and of health care providers, coordinating with families to facilitate follow-up on recommendations and routine care, and providing re-enrollment assistance.

Caries: A biofilm (plaque)-induced acid demineralization of enamel or dentin, mediated by saliva.

Carryover Clients: A client receiving services across multiple fiscal years. This scenario can only occur relative to the FDM only.

Cost Effectiveness: Achieving the desired goal with the minimum of expenditure.

Child Care Licensing: Managed by the State of California. This agency licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure they provide a safe and healthy environment for children who are in day care.

Child Development Permit Matrix: Issued through the California Commission on Teacher Credentialing who authorize multiple permit levels for a variety of services in child care and child development programs.

Demonstrated Outcomes: Data supported evidence that indicators addressed through the program demonstrate marked improvement.

Dental Home: Ongoing relationship between the dentist and the patient, inclusive of all aspects of oral health care delivered in a comprehensive, continuously accessible, coordinated, and family-centered way.

Dental Screening: A visual assessment of the child's oral health, done without instrumentation or the use of x-rays or any other diagnostic equipment. The provider observes, provides fluoride varnish and notes the condition of the teeth, surrounding soft tissues, simple jaw relationships and overall oral hygiene.

Dental Treatment: Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete treatment results in the proper function and comfort of the child's mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

Desired Results Development Profile (DRDP): An observation tool for teachers to record individual progress toward the achievement of four Desired Results for children: Children are personally and socially competent; Children are effective learners; Children show physical and motor competence; Children are safe and healthy.

Direct Costs: Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

Dosage: The frequency and level of exposure to services offered to the participant.

Evidence-Based: Refers to the use of research and scientific studies as a base for determining best practices.

Family Development Matrix (FDM): Tool that is used in partnership with families to assess their strengths and issues of concerns and guides the Family Empowerment Plan; facilitates participation by the family and the provider. It measures over time the progress of family outcomes and the effectiveness of interventions.

Family Empowerment Plan: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan and appropriately aligned with the Nurturing Parenting Program session. Characterized by advocacy, communication, resource navigation, quality cost-effective interventions and outcomes, and linking the client with systems.

Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

Federally Qualified Health Center (FQHC): Entities as defined by the Social Security Act at section 1905(l)(2) which, "(i) is receiving a grant under section 330 of the Public Health Service Act, or (ii)(I) is receiving funding from such a grant under a contract with the recipient of such a grant and (II) meets the requirements to receive a grant under section 330 of the Public Health Service Act, (iii) based on the recommendation of the Health Resources and Services Administration within the Public Health Service, and is determined by the Secretary to meet the requirements for receiving such a grant including requirements of the Secretary that an entity may not be owned, controlled, or operated by another entity; or (iv) was treated by the Secretary, for purposes of Part B of title XVIII, as a comprehensive Federally-funded health center as of January 1, 1990, and includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization receiving funds under Title V of the Indian Health Care Improvement Act for the provision of primary health services." In considering these definitions, it should be noted that programs meeting the FQHC requirements commonly include the following (but must be certified and meet all requirements stated above): Community Health Centers, Migrant Health Centers, Healthcare for the Homeless Programs, Public Housing Primary Care Programs, Federally Qualified Health Center Look-Alikes, and Tribal Health Centers.

Indirect Costs: Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

Inland Empire Autism Assessment Center of Excellence (AACE): AACE will be designed to provide a comprehensive assessment for all children referred as potentially being diagnosed with Autism Spectrum Disorder ASD. The center will be designed around the child to be child-centric rather than agency-centric.

Nurturing Parenting: Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglectful parenting and child-rearing practices. The long-term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.

Nurturing Parenting™: Evidence/research based curriculum that is a family-centered and trauma-informed initiative designed parenting and child-rearing practices. The programs feature activities to foster positive parenting skills and self-nurturing, home practice exercises, family nurturing time, and activities to promote positive brain development in children birth to 18 years.

Nurturing Skills Competency Scale (NSCS): A comprehensive criterion referenced measure designed to gather demographic data of the family, as well as knowledge and utilization of Nurturing Parenting Practices. The data generated from the pre-post administration and NSCS allows parents and staff an opportunity to measure changes in family life, knowledge and utilization of Nurturing Parenting practices.

Obesity: Defined as a BMI at or above the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Outcome: The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

Overweight: Is defined as a BMI at or above the 85th percentile and lower than the 95th percentile for children of the same age and sex within the ages of 2-19 years.

Parenting Education: Programs that improve knowledge and increase positive parenting skills.

Parent-Peer: Parents assisting other parents by advocating, guiding and providing moral support as they navigate systems and services.

Participant: A recipient of funded services in accordance with the target population, are children, prenatal through age five and/or pregnant women.

Participant Support: Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

Participant Transportation: Budget line item category for costs involved with transporting participants to needed services and/or appointments.

Perinatal Parent Education Program: Programs that address the concerns and needs of a pregnant woman, her infant child, and the woman's support system. These programs address and affect not only healthy birth outcomes but improved child well-being and family stability outcomes as well.

Performance Target: The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

Professional Services/Consultants: Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

Program Materials/Supplies: Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

Program Work Plan: A document containing program expectations and deliverables as agreed upon by First 5 San Bernardino and program contractors. The work plan includes information on the individual components of the program in addition to structure including dosage, activities, outcome expectations and verification methods. This document is signed by the contractor leadership and is approved by the First 5 San Bernardino Commission.

Quality Child Care: Licensed child care and early learning programs (including home-based and center-based care) are safe, healthy, nurturing, stimulating, supportive, interactive, culturally appropriate and sensitive to the needs of all children. They promote early education and the development of trusting relationships to support individual children's physical, emotional, social and intellectual development.

Relapse: The process of becoming unable to cope with life in sobriety. The process may lead to renewed alcohol or drug abuse, physical or emotional collapse, or suicide and is marked by predictable and identifiable warning signs that begin long before a return to use or collapse occurs.

Relapse Prevention: Efforts to teach people to recognize and manage warning signs so that they can interrupt the progression to relapse or collapse and return to the process of recovery.

Request for Proposal (RFP): The document used to solicit a solution or solutions from potential Contractors to a specific problem or need.

Researched Based: See evidence-based: Using research as the basis for determining best practices.

Reasonable Rate of Success: Total number of program participants expected to successfully complete the program meeting the outcome targets.

Rural Health Clinic (RHC): Clinics that are certified under section 1861(aa)(2) of the Social Security Act to provide care in underserved areas, and therefore, to receive cost-based Medicare and Medicaid reimbursements.

Satisfaction Survey: Survey designed to measure the participant's overall satisfaction with the services rendered. Satisfaction Surveys address specific aspects of service provision in order to identify problems and opportunities for improvement.

Special Needs: Children having an identified disability, health, or mental health condition(s) that require early interventions, special education services, or other specialized supports.

Staff Development/Training: Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

Staff Mileage/Travel: Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

Strengthening Families™: A framework for working with children and families. The approach allows for consistency across child- and family-serving systems and acknowledges the interdependent factors affecting families every day. The foundation of this framework is built upon five research-based Protective Factors. When these Protective Factors are present and robust, families are less likely to experience child abuse or neglect and are more equipped to create environments for young children's optimal development.

Subcontractor: Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

Unduplicated Clients: Clients who are counted as receiving service for the first time in a fiscal year.

Uninsured: individuals not covered by health insurance.

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

Women, Infants, and Children (WIC): The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care. Is maintained by the Food and Nutrition Service (FNS), a Federal agency of the U.S. Department of Agriculture, responsible for administering the WIC Program at the national and regional levels.

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

A. Contractor shall provide all program services identified in this Contract, including Attachment A – Program Work Plan. Pursuant to Section II, paragraphs D & F, and Section III, paragraph CC, and Section VIII, paragraph D of the Contract, Attachment A will be amended to list the specific quantitative targets for the respective year.

B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available by the Commission.

Initial Here

C. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.

D. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.

E. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.

F. Contractor's Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission's web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section VIII.

Initial Here

III. CONTRACTOR'S GENERAL RESPONSIBILITIES

A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting and improving the early development of children prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

B. Contractor Capacity

In the performance of this Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the Commission determines that a conflict of interest situation exists, the Commission may disallow any increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five (5) years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

Records, should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five (5) days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies beyond thirty (30) days and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one (1) working day, in writing and by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the Commission of these designees within fifteen (15) days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two (2) weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five (5) business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

Contractor shall provide the Commission with a listing identifying the members of the Board of Directors or other governing party, written schedule of all Board of Directors or other governing party meetings and provide the Commission with copies of the Board of Directors' minutes when discussions or actions taken during these meetings may impact on the Contract. All Board of Directors' minutes shall be submitted to the Commission with each periodically required report submitted following approval of the minutes. Further, the Commission representative shall have the option of attending Board meetings during the term of this Contract.

N. Confidentiality

Contractor shall require its officers, agents, employees, volunteers and any subcontractor to sign a statement of understanding and comply with the provisions of federal, state and local statutes to assure that:

- All applications and records concerning any individual made or kept by any public officer or agency or contractor in connection with the administration of any services for which funds are received by the Contractor under this Contract, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of such services;
- No person will publish, disclose, or permit to be published or disclosed or used, any confidential information pertaining to any applicant or participant of services under this Contract;

- Contractor agrees to inform all subcontractors, consultants, employees, agents, and partners of the above provisions; and,
- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

Initial Here

P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least ten (10) business days prior to the meeting.

S. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized

officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.
3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.
4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.
5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.
6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.
7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".
8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.
9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.

10. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission’s risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

- a. Workers’ Compensation/Employers Liability – A program of Workers’ Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer’s Liability with \$250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as “employees” under the Labor Code and the requirement for Workers’ Compensation coverage will be waived by the Commission’s Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers’ Compensation insurance.

- b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:

- 1) Premises operations, fixed assets and mobile equipment.
- 2) Products and completed operations.
- 3) Broad form property damage (including completed operations).
- 4) Explosion, collapse and underground hazards.
- 5) Personal injury

- 6) Contractual liability.
- 7) \$2,000,000 general aggregate limit.
- c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

- d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a “dropdown” provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.
- e. Professional Liability – Professional Liability Insurance with limits of not less than one million (\$1,000,000) per claim or occurrence and two million (\$2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million (\$1,000,000) and two million (\$2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million (\$1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a “claims made” policy, the “retroactive date” shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or “tail” coverage provided for a minimum of five (5) years after contract completion.

T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

U. Health and Safety

Contractor shall comply with all applicable local, state and federal health and safety codes and regulations, including fire clearances, for each site where program services are provided under the terms of the Contract.

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including

laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee, applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

W. Americans with Disabilities Act

Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (ADA).

X. Attorney's Fees

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

Y. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within thirty (30) days of Contract's effective date and follow necessary procedures to be included in the 2-1-1 database. The Contractor shall notify the 2-1-1 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 2-1-1 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the Commission.

Z. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material.

AA. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Media Guidelines.

BB. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this Contract or under representation such activity is being performed under this Contract.

CC. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content will be provided by the Commission and available on the website: www.first5sanbernardino.org. FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

- Program Reports

Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter.

Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. For each calendar month, Contractor shall provide the Commission with a Monthly Program Report within fifteen (15) calendar days from the end of the reporting period.

Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

Initial Here

▪ Fiscal Reports

For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within fifteen (15) calendar days from the end of the reporting period.

Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 will be considered final and no additional reports will be accepted after this date.

Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

Initial Here

▪ Asset Report

Contractor shall report all assets worth \$500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than thirty (30) days prior to the normal conclusion of a Contract. If the Contract is terminated early under any fiscal provision or due to correction of performance deficiencies, Contractor shall submit the Closing Asset report within ten (10) business days of receiving notice of Contract termination.

Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

Initial Here

DD. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 (20 U.S.C. 6081 et seq.).

EE. Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds \$100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

FF. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549 [51 Fed. Reg. 6370 (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters (45 C.F.R., section 76):

a. The Contractor certifies that it and any potential subcontractors:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 C.F.R. section 76.200) by any federal department or agency;

- 2) Have not within a three (3)-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and
 - 4) Have not within a three (3)-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and
- b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

GG. Recycled Paper Products

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

IV. COMMISSION RESPONSIBILITIES

- A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.
- B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.
- C. Commission shall specify all reports and deliverables required from the Contractor.
- D. Commission shall provide technical assistance as deemed necessary.
- E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within fifteen (15) days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$ 172,648 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:

Fiscal Year 2017-18 \$ 172,648 July 1, 2017 through June 30, 2018

Initial Here

B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

If requested in writing, a one-time advance of funds in an amount not to exceed 15% of the annual contract amount may be issued the first month of the contract only. All subsequent monthly

reimbursements will be determined by actual expenditures reflected on the monthly reports, projected costs and cash on hand collectively.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the Contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

Initial Here

E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining State funds under any State program or County funds under any County programs without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two (2) Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

The 10% variance does not apply to Section A. Salaries and Benefits of the approved Budget.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of \$5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of \$500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of \$500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

Initial Here

VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five (5) years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor's Report for the term of the Contract.

Initial Here

E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

Contractor: County of San Bernardino
Children's Network
825 E. Hospitality Lane, 2nd Floor
San Bernardino, CA 92415-0049

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

- B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.
- C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.
- D. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.
- E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

Initial Here

- F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.
- G. This Contract shall be governed by and construed in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.
- H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

X. EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS

A. Equal Employment Opportunity Program

During the term of the Contract, Contractor shall not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age, or military and veteran status. Contractor shall comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, 13672, Title VII of the Civil Rights Act of 1964, the California Fair Housing and Employment Act and other applicable Federal, State and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

B. Civil Rights Compliance

The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the Commission within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the Commission will supply a sample of the Plan format. The Contractor will be monitored by the Commission for compliance with provisions of its Civil Rights Plan.

XI. IMPROPER CONSIDERATION

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission Administrative Office. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision "key employees" includes any individuals providing direct service to the Commission. "Key employees" do not include clerical personnel providing service at the Contractor's offices or locations.

continued on next page

XI. CONCLUSION

- A. This Contract, consisting of 23 pages and Attachments A and B inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A and B are attached hereto and incorporated herein as though set forth in full.
- B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

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

COUNTY OF SAN BERNARDINO

Legal Entity

▶ _____
Authorized Signature

Maxwell Ohikhuare, M.D.
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

Robert Lovingood
Printed Name

Chairman, Board of Supervisors
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



Agency Name: County of San Bernardino Children's Network

Contract #: SI023

Program Name: SART Coordination

Fiscal Year: 2017 - 2018

Service Area: Countywide

Expectations(s):	Provide leadership within San Bernardino County in the coordination of a support system serving children prenatal through 5, their families, and communities that results in sustainable and collective impact		
Outcome(s):	Strengthened SART/EIIS system of care for high risk 0-5 population		
Objective	Activity	Dosage	Verification
Facilitate/Attend regular meetings related to SART	Program Directors meeting	Quarterly	Quarterly Report on activities and meeting minutes uploaded into Persimmony (narrative)
	Healthy Homes/SART meeting (CFS and DBH)	Quarterly	
	Children's Assessment Center Steering Committee Meeting	Monthly	
	SART funders/providers/community partner meeting	Quarterly	
	DBH Clinical Therapist and Program Manager meeting	Monthly	
	Child Care Planning Council meeting	Monthly	
	Autism Collaborative meeting	Monthly	
Facilitate trainings for providers and/or community	Adverse Child Experiences (ACE) trainings	Bi-Monthly	Training calendar by September 30, 2017. Training sign-in sheets Training evaluations
	SART/EIIS model of care trainings	Quarterly	
	Local/national/international experts on high-risk 0-5 population	Semi annual	

SPA 2: Systems and Networks
Goal 2.1: Leadership as a Convener and Partner
Objective 2.1.a: Systems and service 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

Create/Strengthen relationships with community partners	Ongoing		
	Health Providers (Molina, IEHP) and community partners such as March of Dimes		
Develop systems/Providers needs assessment	Identify problems/gaps in services that affect the 0-5 population.	Semi-annual	Needs assessment report 2X annually

Program Description:

SART coordinator will assess the SART/EIIS fidelity model of care and general needs, identify training topics and plan said trainings for the community and stakeholders relevant to the 0-5 high risk population, provide resources specific to the high risk 0-5 population, report/discuss outcome findings, challenges and successes and determine course corrections, and work with SART/EIIS providers and DBH staff to develop/refine the SART/EIIS fidelity model and measurement tools. Verification will be confirmed via quarterly reports.

Agency Rep Name: _____

Agency Signature: _____

Date Signed: _____

Data Type: N/A

Reporting Period: Quarterly **Due:** On the 30th

Program Cycle: July 2017 – June 2018



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2017-2018
PROGRAM TITLE: Children's SART Coordination of Systems	PROGRAM DIRECTOR: Associate Network Officer	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: SI023

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	Associate Network Officer	Program Coordinator	0.50	37.84	1040	31%	39,354	12,200	51,553	103,106	50%	The Children's Network employs an Associate Network Officer. 50% of that position will serve as the SART Coordinator. Duties of SART Coordinator attached.
2	Maria Zuniga	SART Office Assistant	1.00	18.61	2080	39%	38,709	15,096	53,805	53,805	100%	OAlll provides support to the SART Coordinator & assists in coordination efforts for the SART program.
3	Janki Naik	CN Analyst	0.25	26.18	520	27%	13,614	3,676	17,289	69,157	25%	This position is responsible for fiscal management of the First 5 contracts, data collection, analysis of data. Also provides support to SART & CAP programs. Produces the annual report & CDRT report.
Total Salaries & Benefits								\$	122,648			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION: Children's Network Children's SART Coordination of	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2017-2018
PROGRAM TITLE: Systems	PROGRAM DIRECTOR: Associate Network Officer	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: SI023

II. SERVICES & SUPPLIES

Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1 Program Materials/Supplies	100%	4,000	Per the scope of service, the money will be used to provide training materials, therapeutic toys, children's books, assessment tools, educational DVD's etc. as needed by the SART Coordinator, SART/EIIS partners, and SART/EIIS providers.
2 Staff Development	100%	2,000	The SART Coordinator will attend 0-5 trainings & conferences. The Network Officer, SART/EIIS partners and consultants may also attend 0-5 specific trainings & conferences. The expenses associated with these trainings will include: conference registration, airfare, hotel & meals, as well as automobile mileage.
3 Printing	100%	500	To cover the expense of training materials and SART/EIIS brochures.
4 Professional Trainings/Consultants	100%	40,000	This amount will be used to support the SART/EIIS program, providers and community partners by providing appropriate professional trainings and consultation throughout the year. Trainings will include Didactic, NCAST and other types of training intended to increase skills and knowledge in working with children ages 0-5. These trainings may take place at SART centers or other venues throughout the county.
Total Services & Supplies		46,500	

III. FOOD

Event(s):	TOTAL F5SB BUDGET	Description/Justification:



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION: Children's Network Children's SART Coordination of	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2017-2018
PROGRAM TITLE: Systems	PROGRAM DIRECTOR: Associate Network Officer	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: SI023

1	SART monthly meetings	600	To provide light snacks and water for SART/EIIS meetings and trainings. Approximately \$50 per meeting for 12 meetings.
2	SART trainings and community events	2,900	To provide refreshments. Approximately \$200 per session of NCAST trainings; two session per fiscal year. Approximately \$2,900 for Countywide trainings that will be held throughout the fiscal year.
	Total Food	3,500	

IV. TRAVEL

	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1				
2				
	Total Travel		-	

V. SUBCONTRACTORS

	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1			
	Total Subcontractors	-	

VI. INDIRECT COSTS

	Percent:	Basis:	TOTAL F5SB BUDGET	Description/Justification:
	Total Indirect Costs		\$ -	

TOTAL FIRST 5 BUDGET	\$ 172,648
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Program Outline Document 2017-2018

AGENCY INFORMATION

Legal Entity:	County of San Bernardino	Contract #:	SI023
Dept./Division:	Children's Network		
Project Name:	SART Coordination		
Address:	825 East Hospitality Lane, 2 nd Floor San Bernardino, CA 92415	Phone #:	909.383.9677
Website:	http://hs.sbcounty.gov/CN	Fax #:	909.383.9688
Program Site Address:	825 East Hospitality Lane, 2 nd Floor San Bernardino, CA 92415	Client Referral Phone #	909.383.9677

CONTACT INFORMATION

CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

Name:	Robert A. Lovingood	Title:	First District Supervisor and Chairman of the Board of Supervisors
Address:	County of San Bernardino Board of Supervisors 385 North Arrowhead Avenue, 5 th Floor San Bernardino, CA 92415	Direct Phone #:	909.387.4830
E-Mail:	Robert.Lovingood@bos.sbcounty.gov	Fax #:	909-387-3018

PROGRAM CONTACT

Name:	Linda Revoner	Title:	Associate Network Officer
Address:	825 East Hospitality Lane, 2 nd Floor San Bernardino, CA 92415	Direct Phone #:	909.383.9758
E-Mail:	Linda.revoner@hss.sbcounty.gov	Fax #:	909.383.9688

FISCAL CONTACT

Name:	Janki Naik	Title:	Staff Analyst
Address:	825 East Hospitality Lane, 2 nd Floor San Bernardino, CA 92415	Direct Phone #:	909.383.9771
E-Mail:	janki.naik@hss.sbcounty.gov	Fax #:	909.383.9688

ADDITIONAL CONTACT (Describe): Program

Name: Kathy Turnbull **Title:** Children's Network Officer
Address: 825 East Hospitality Lane, 2nd Floor **Direct Phone #:** 909.383.9696
San Bernardino, CA 92415 **Fax #:** 909.383.9688
E-Mail: kturnbull@hss.sbcounty.gov

PROGRAM INFORMATION

TYPE OF AGENCY

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

FIRST 5 FOCUS AREA

STRATEGY

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

PROGRAM DESCRIPTION

The goal of SART is to improve the mental and social functioning of children as measured by school readiness and the achievement of appropriate developmental milestones. These children are at the core of the child welfare population in San Bernardino County and present with multiple problems that require interactions with a wide variety of County agencies. This countywide effort is coordinated via services outlined in this SART Coordination contract.

SERVICE AREA (LOCATIONS)

Countywide

COMMISSION LEVEL OUTCOMES

- SPA 2:** Systems and Networks
- Goal 2.1:** Leadership as a Convener and Partner
- Objective 2.1.a:** Systems and service 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

ASSIGNED ANALYST: Ronnie S. Thomas

CONTRACT AMOUNT

Fiscal Year	Amount
2017-2018	\$ <u>172,648</u>
Total	\$ <u>172,648</u>



AGENDA ITEM 10
JUNE 7, 2017

Subject	Adopt Resolution for <i>Footsteps2Brilliance</i>
Recommendations	Adopt Resolution for <i>Footsteps2Brilliance</i> , a breakthrough early learning solution that helps children become proficient readers by third grade utilizing mobile devices to deliver engaging literacy apps and interactive 24/7 learning experiences giving students the edge needed for success countywide. (Presenter: Karen E. Scott, Executive Director, 252-4252)
Financial Impact	None.
Background Information	<p>The San Bernardino County Board of Supervisors, San Bernardino Council of Governments Board of Directors and 47 cities, school districts and agencies throughout San Bernardino County have adopted the Countywide Vision, which calls for the collaborative creation of a “complete county”, recognizing that community elements are interrelated and interdependent.</p> <p>In September 2015, the Countywide Vision embarked on a countywide campaign titled “Vision2Read” to foster literacy within San Bernardino County. In turn, the San Bernardino County Superintendent of Schools, San Bernardino County Preschool Services, First 5 San Bernardino (F5SB), and Children’s Fund have partnered to bring <i>Footsteps2Brilliance</i>, a nationally recognized early learning platform that provides free access to early literacy activities in English and Spanish, to all families with children birth through pre-K who reside in San Bernardino County.</p> <p><i>Footsteps2Brilliance</i> was unveiled on April 19, 2017 during a national press conference at the San Bernardino County Government Center. The program is part of the San Bernardino Countywide Vision2Read literacy campaign, a collective impact initiative involving multiple agencies working collaboratively to increase literacy rates among children and families in the county and aligns with the adopted Countywide Vision goals.</p> <p>The San Bernardino County Superintendent of Schools, County Preschool Services, Children’s Fund and F5SB are partnering to deliver the new literacy program.</p> <p><i>Footsteps2Brilliance</i> is an innovative early learning mobile technology platform that provides free access to early literacy activities to all families with children birth through pre-K who reside in San Bernardino County. The program provides a comprehensive curriculum of more than 1,000 English and Spanish books, songs and games that are fun for children and address the vocabulary gap, perfectly aligning with the major objectives of early childhood education (ECE).</p> <p>Our County Superintendent, Ted Alejandre stressed at this launch that “Literacy is a priority in our county. Early literacy skills lay the foundation for a child’s success from cradle to career. Children who are not proficient readers by the end of third grade are four times more likely to leave school without a diploma than proficient readers.” The County Superintendent is a diligent partner with F5SB and others and effectively contributes to successful strategies to improve early childhood education with the funding and resources we already have, increasing the likelihood of sustainability.</p>

In January 2017, a cohort of 1,500 students in county preschool programs were selected to use Footsteps2Brilliance and measure their literacy growth. To date, participating preschoolers have read 22,240 books and more than 5.1 million words. As part of the launch, Mr. Alejandre and program partners are encouraging all families with birth through pre-K children in the county to join a challenge to read an additional 3 million words by Sept. 1, 2017.

Upon Commission approval, this Resolution will represent F5SB's partnership with Superintendent of Schools, Preschool Services and Children's Fund in support of early literacy for children in San Bernardino County.

Review

Sophie Akins, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:



RESOLUTION

Commissioners

Maxwell
Ohikhuare, M.D.
Chair

Elliot
Weinstein, M.D.
Vice-Chair

Margaret Hill
Commissioner

James Ramos,
Commissioner

CaSonya Thomas
Commissioner

J. Paul Vargas
Commissioner

WHEREAS, the San Bernardino County Board of Supervisors, San Bernardino Council of Governments Board of Directors and 47 cities, school districts and agencies throughout San Bernardino County have adopted the Countywide Vision; and

WHEREAS, literacy is a key component in achieving the Countywide Vision's regional goal of partnering with all sectors of the community to support the success of every child from cradle to career; and children who are not proficient readers by the end of third grade are four times more likely than proficient readers to leave school without a diploma; and

WHEREAS, in September 2015 the Countywide Vision embarked on a countywide campaign titled Vision2Read to foster literacy within San Bernardino County; and

WHEREAS, the San Bernardino County Superintendent of Schools, San Bernardino County Preschool Services, First 5 San Bernardino, and Children's Fund have partnered to bring **Footsteps2Brilliance**, a nationally recognized early learning platform that provides free access to early literacy activities in English and Spanish, to all families with children birth through pre-K who reside in San Bernardino County; and

WHEREAS, **Footsteps2Brilliance** accelerates early achievement by uniting the power of mobile technology with the latest cognitive research; provides thousands of interactive books, songs, and games; offers learning experiences that digitally link school and home to give students the exposure; and develops competency they need for foundational literacy skills to ensure success from cradle to career.

WHEREAS, **Footsteps2Brilliance** builds upon existing Vision2Read efforts to promote reading and literacy programs and raise overall awareness of the importance of reading and literacy for the county's future; and

WHEREAS, the Vision2Read effort, as a collective impact initiative, requires involvement from policy makers; government officials; educators, health care, public safety, business and labor professionals; community and faith-based leaders, and parents and families to successfully implement the **Footsteps2Brilliance** platform to improve the quality of life of residents countywide.

Now, therefore be it resolved that on this 7th day of June, 2017, First 5 San Bernardino hereby fully supports the Vision2Read initiative in the implementation of **Footsteps 2Brilliance** that commenced on April 19, 2017.