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Agenda: Children and Families Commission 04-2016

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

Meeting date, time, and place April 6, 2016 - 1:30 p.m.
First 5 San Bernardino
Commission Conference Center

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

SPECIAL PRESENTATION "National Service Day" Recognition - AmeriCorps

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 Executive Director's Report by Karen E. Scott

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

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

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

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours notice. Please call Commission staff (909) 386-7706 to request the service. This location is handicapped accessible.

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Item No.	DISCUSSION
2	Conduct Public Hearing of the California Children and Families Commission Annual Report for Fiscal Years 2014-2015. (Presenter: Scott McGrath, Supervisor, 252-4259)
3	Authorize First 5 San Bernardino (F5SB) to issue stipends to Operational Partners (OP) taking part in the planning and design phase of the San Bernardino County Quality Rating Improvement System (QRIS) for Fiscal Years 2015-2016, in the amount of \$8,000 for each OP, not to exceed \$16,000 per organization. (Presenter: Chrystina Smith-Rasshan, Staff Analyst II, (252-4267)
4	Approve Amendment A3 to Contract SI016 with County of San Bernardino Children's Network for Fiscal Year 2016-2017 in the amount of \$172,648 for a cumulative total amount of \$713,735 for Fiscal Years 2013 through 2017 for the coordination of services provided by the S creening, A ssessment, R eferral and T reatment (SART) Coordinator. (Presenter: Ronnie Thomas, Staff Analyst II, 252-4255)
5	Approve Contract CE010 with County of San Bernardino Children's Network in the amount of \$390,165 per year beginning with Fiscal Year 2016-2017 for a total contract amount not to exceed \$1,170,495 for Fiscal Years 2016-2019 for the delivery of countywide educational campaigns and community events addressing child abuse prevention. (Presenter: Mary Alvarez, Staff Analyst II, 252-4258)
6	Approve Contract Amendments for Health Services (RFP 11-02) for Fiscal Year 2016-2017 in the amount of \$1,626,266 for a cumulative total amount for Fiscal Years 2012 through 2017 of \$8,068,075 with the following: A. County of San Bernardino Arrowhead Regional Medical Center, Contract HW043 A2 in the amount of \$222,038; B. County of San Bernardino Department of Public Health, Contract HW032 A3 in the amount of \$720,102; C. Loma Linda University Medical Center, Contract HW036 A2 in the amount of \$204,882; and D. Social Science Services, Inc., dba: Cedar House, Contract HW037 A3 in the amount of \$479,244. (Presenter: Mary Alvarez, Staff Analyst II, (909) 252-4258)
7	Approve Amendment A3 to Contract EC005 with Easter Seals Southern California under the Investing in Children Early Care and Education (RFP 11-03) - Access to Quality Child Care for Fiscal Year 2016-2017 in the amount of \$242,143 for a cumulative total amount of \$1,179,486 for Fiscal Years 2012 through 2017. (Presenter: Ruth Ann Martinez, Staff Analyst II, 252-4264)
8	Approve Discharge from Accountability for outstanding balances on overpayments and advances to contracted agencies in the amount of \$48,044.33. (Presenter: Debora Dickerson-Sims, Administrative Supervisor II, 252-4269)
9	Approve Amendment A3 to CFC 06-01 Administrative Costs Policy to increase administrative costs limitations to 15 percent per approved operating budget. (Presenter: Debora Dickerson-Sims, Administrative Supervisor, 252-4269)

Public Comment

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

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**Commissioner
Roundtable**

Open to comments by the Commissioners

**Next Meetings
at First 5 San
Bernardino**

May 4, 2016

1:00 p.m. to 3:00 p.m. BUDGET WORKSHOP

3:30 p.m. to 5:00 p.m. COMMISSION MEETING

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**CHILDREN AND FAMILIES COMMISSION
for San Bernardino County
AGENDA: APRIL 6, 2016**

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	County of San Bernardino Children’s Network	James Ramos Third District Supervisor and Chairman of the Board of Supervisors	N/A	Haugan
5	County of San Bernardino Children’s Network	James Ramos Third District Supervisor and Chairman of the Board of Supervisors	N/A	Haugan
6A	County of San Bernardino Arrowhead Regional Medical Center	James Ramos Third District Supervisor and Chairman of the Board of Supervisors	N/A	N/A
6B	County of San Bernardino Department of Public Health	James Ramos Third District Supervisor and Chairman of the Board of Supervisors	N/A	Ohikhuare
6C	Loma Linda University Medical Center	Kerry Heinrich Chief Executive Officer and Administrator	N/A	N/A
6D	Social Science Services, Inc., Cedar House	Greg Dorst Interim CEO	Bergin Family Counseling Services	Ohikhuare
7	Easter Seals Southern California	Betty Reckard Vice President, Child Development Services	Bergin Family Counseling Services	N/A

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Item No.	Contractor	Principals & Agents	Subcontractors; Principals & Agents	Commissioner Abstentions
8	N/A	N/A	N/A	N/A
9	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 March 2 2016
3:30 p.m.
Chair Haugan called the meeting to order at 3:30 p.m.

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

Special Presentation Kelly A. Marschall, Principal, Social Entrepreneurs, Inc.
• Kim Kempell, Giving 365
• Susan Gomez, Director, Inland Empire Community Collaborative

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Attendees **Commissioners Present**

- Linda Haugan
- Margaret Hill
- Maxwell Ohikhuare, M.D.
- Ron Powell
- Paul Vargas
- Elliot Weinstein, M.D.

Staff Present

- Karen E. Scott, Executive Director
- Cindy Faulkner, Operations Manager
- Ann M. Calkins, Executive Assistant
- Staci Scranton, Supervising Office Assistant
- Mary Jaquish, Supervisor
- Scott McGrath, Supervisor
- Sophie Akins, Commission Counsel
- Leslie Fountain, Media Specialist II
- RuthAnn Martinez, Staff Analyst II

- Amanda Ferguson, Staff Analyst II
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**Report –
Margaret Hill
Advisory
Committee
Chair**

The Committee last met on January 21, 2016. Members heard a presentation from George Lamb, President and CEO of the *Faith Advisory Council for Community Transformation (FACCT)*. FAACCT partners with faith-based organizations to strengthen their ability to support the community in the areas of: economic development, education, health and wellness, housing, public policy and public safety.

Committee members also received various updates and reports relating to performance measures and strategic plan alignment; systems support; literacy, QRIS IMPACT and early education, health and family support.

Committee members also elected Stacy Iverson to continue as Vice-Chair for another year.

The next Advisory Committee meeting is scheduled for Thursday, April 28 at the First 5 office from 11:30 a.m. to 2:00 p.m.

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

Happy Birthday to Dr. Seuss

Today an annual celebration called Read Across America, takes place where thousands of schools, libraries, and community centers participate by bringing together kids and books. First 5 San Bernardino strives to commit to this all year long.

Social Workers Month

The month of March celebrates social workers as Happy Social Workers Month. F5SB sends a “shout out” to all of the social workers in our county, schools, hospitals and non-profit organizations for the wonderful work they do to improve the lives of our children ages 0 -5. They are especially vital in the area of child abuse prevention, which we will celebrate next month.

QRIS Strategic Plan and Executive Summary

Please note the overview of QRIS on pages 1, 3 & 4 of the ED report. The full San Bernardino County QRIS Strategic Plan and Executive Summary are available for review on the First 5 SB website.

Budget Status Report for 2nd Quarter of FY 2015/16 – presented to Commission.

**Changes to the
Agenda**

Ann Calkins, Executive Assistant, announced the following changes:

- Agenda Item 2’s presenter is: Staci Scranton, Supervising Office Assistant.
 - Agenda Item 3 should read as follows: Approve Amendment A1 to Contract HW052 with County of San Bernardino Department of Behavioral Health to extend for one year through Fiscal Year 2016-2017 in the amount of \$5,134,283, resulting in the cumulative total amount of \$20,590,517 for Fiscal Years 2013-2017, to provide Screening, Assessment, Referral and Treatment (SART) and Early Identification and Intervention (EII) programs for children 0-5 years.
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Consent

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

Item No.	CONSENT
1	Approve minutes of November 4, 2015 Commission Meeting (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)
2	Approve employment contracts between the County of San Bernardino, Children and Families Commission, for the three-year period of April 2, 2016 through April 1, 2019 with options to extend the term of the contracts for a maximum of three successive one-year periods at the discretion of the Assistant Executive Officer for Human Services, with Denis Dickinson, Office Assistant II, for an annual cost of \$41,340 (\$27,560 Salary, \$13,780 Benefits).

Item No.	DISCUSSION
3	<p>Approve Amendment A1 to Contract HW052 with County of San Bernardino Department of Behavioral Health to extend for one year through Fiscal Year 2016-2017 in the amount of \$5,134,283, resulting in the cumulative total amount of \$20,590,517 for Fiscal Years 2013-2017 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)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Chair Haugan abstained due to her position as appointing authority over the Department of Behavioral Health. Commissioner Powell abstained due to his contract work with Desert/Mountain SELPA, a subcontractor with the Department of Behavioral Health.</p> <p>A motion was made by Commissioner Weinstein and seconded by Commissioner Hill to approve Agenda Item 3. With Commissioner Gonzales absent, abstentions noted by Commissioners Haugan and Powell and without further comment or objection, the motion carried by unanimous vote.</p>
4	<p>Approve Amendment A2 to Contract IC023 with Harder+Company Community Research for Fiscal Year 2016-2017 in the amount of \$301,600 resulting in a cumulative total amount of \$1,479,440 for Fiscal Years 2012-2017 to provide external evaluation, consultation and professional services. (Presenter: Scott McGrath, Supervisor, 909-252-4259)</p> <p><u>Discussion</u></p> <p><u>Public Comment</u> None</p> <p>A motion was made by Commissioner Ohikhuare and seconded by Commissioner Powell to approve Agenda Item 4. With Commissioner Gonzales absent and without further comment or objection, motion carried by unanimous vote.</p>

<p>5</p>	<p>Authorize First 5 San Bernardino to take part as the lead agency in partnership with San Bernardino County Superintendent of Schools in the Infant Toddler Quality Improvement System Block Grant (I/T QRIS), a California Department of Education funding opportunity for Fiscal Years 2015-2016 through 2016-2017. (Presenter: Chrystina Smith-Rasshan, Staff Analyst II, (252-4267))</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Commissioner Hill asked if First 5 will be notified when the application is accepted. Ms. Smith-Rasshan answered most likely soon after March 15 which is the application due date.</p> <p>Commissioner Powell abstained due to his contract work with San Bernardino County Superintendent of Schools.</p> <p>A motion was made by Commissioner Hill and seconded by Commissioner Vargas to approve Agenda Item 5. With Commissioner Gonzales absent, an abstention from Commissioner Powell and without further comment or objection, the motion carried by unanimous vote.</p>
<p>6</p>	<p>Approve Budget Revision for Fiscal Year 2015-2016. (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 Weinstein and seconded by Commissioner Vargas to approve Agenda Item 6. With Commissioner Gonzales absent and without further comment or objection, motion carried by unanimous vote.</p>
<p>7</p>	<p>Authorize non-renewal of the Investing in Children Early Education Contracts listed below effective June 30, 2016, allowing the contracts to expire, terminate, by their own terms:</p> <ul style="list-style-type: none"> A. Barstow Unified School District, Contract EC012 A2 B. Fontana Unified School District, Contract EC009 A1 C. Hesperia Unified School District, Contract EC013 A2 D. Lucerne Valley Unified School District, Contract EC014 A2 E. Lucerne Valley Unified School District, Contract EC015 A1 F. Rialto Unified School District, Contract EC016 A2 G. San Bernardino City Unified School District – Adult School, Contract EC011 A2 H. San Bernardino City Unified School District, Contract EC010 A2 I. San Bernardino County Preschool Services Department, Contract EC007 A2 <p>(Presenter: Cindy Faulkner, Operations Manager, 252-4253)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> Jeff Malan, Barstow Unified</p>

	<p>Commissioner Hill abstained from Item 7G and 7H due to her position on the school board.</p> <p>Chair Haugan abstained from Item 7I due to her position as appointing authority over the Preschool Services Department.</p> <p>Vice Chair Ohikhuare abstained from Item 7I due to his position on the governing board.</p> <p>A motion was made by Commissioner Weinstein and seconded by Commissioner Powell to approve Agenda Item 7. With Commissioner Gonzales absent, abstentions noted by Commissioners Haugan and Ohikhuare, and without further comment or objection, the motion carried by unanimous vote.</p>
<p>8</p>	<p>Approve investment into the Footsteps2Brilliance® Mobile Learning Technology under the Legacy XII Model Innovation County License through collaborative partnership with San Bernardino County Superintendent of Schools as the lead, in an amount not to exceed \$228,500 for Fiscal Year 2015-2016. (Presenter: Karen E. Scott, Executive Director, 252-4254)</p> <p><u>Discussion</u></p> <p>Commissioner Powell if the program aligns with the California Preschool Learning Foundation. Greg Spencer, Director, Footsteps to Brilliance answered from the audience. Mr. Spencer stated the program does align to Common Core standards and the zero to five mission, as well.</p> <p>Commissioner Hill asked how parents will receive this information. Ms. Scott stated the information will be dispersed through First 5 contractors, as well as Child Care Resource Center (CCRC), Head Start and Preschool Services Department. Staff has met with the Superintendent of Schools who agreed to help nurture relationships between family child care homes and those providers that are sending children into their district.</p> <p>Commissioner Powell asked if families can access the program through their own technology or do they need to visit a centralized location. The answer was yes, it can be accessed through their own technology. Discussion is underway with CCRC and Superintendent of Schools to help identify family child care homes and other providers who want to participate in the QRIS effort and to possibly offer whiteboards to teach a group lesson or iPads for the children in those homes.</p> <p>Vice Chair Ohikhuare asked how is progress tracked? Greg Spencer, Director, Footsteps to Brilliance was called to the podium to answer a few questions. Mr. Spencer stated progress is tracked within the system so exact usage is known, the ability of all users in the County, as well as any community, school site, any class and any child. All the data is built into the system. This is a program that is tied into the White House initiative, as well. Only 12 counties in the state and district will offer this program. This is a very unique and innovative program that has garnered nation-wide attention.</p> <p>Vice Chair Ohikhuare asked how do we know if parents are the only ones using the program? Mr. Spencer answered that the targeted students and the 2.2 million residents of the County will have access to this program. The program is available on any device (smart phone, iPad, computer, Chromebook, tablet) and available 24/7. It is available on-line and off-line so equity access is not an issue. The program is designed to work with under-served communities and enable rural access. In this County, everyone will have free access.</p>

	<p>Commissioner Powell asked if First 5 and school districts be allowed to add a hyperlink on their web sites to direct parents to this program. The answer is yes. A roll-out program is in place for this purpose.</p> <p>Mr. Spencer stressed this is a full emergence program – an award-winning curriculum that many school districts around the country are using in various strategic ways; not only to save money, but to get the information to a child’s first teacher: their parent.</p> <p>Commissioner Hill asked if there were downsides to this program. Mr. Spencer stated that a “downside” is parents do not believe this is a free program. A \$5 million grant is provided by Footsteps2Brilliance for every county or district they partner with to provide the free services. All that is asked of each county is that they track the children for their specific requested data.</p> <p><u>Public Comment</u> None</p> <p>A motion was made by Commissioner Hill and seconded by Commissioner Vargas to approve Agenda Item 8. With Commissioner Gonzales absent and without further comment or objection, motion carried by unanimous vote.</p>
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Item No.	INFORMATION
9	Receive 2 nd Quarter information on the Inland Empire United Way 2-1-1 for Fiscal Year 2015-2016. (Presenter: Mary Jaquish, Supervisor, 909-252-4254)
10	Receive information on Local Outcomes Brief for Fiscal Year 2014-2015. (Presenter: Scott McGrath, Supervisor, 252-4259)

Public Comment None

Commissioner Roundtable None

Adjournment With Commissioner Gonzales absent and without further comment or objection, the meeting adjourned at 4:52 p.m.

Next meeting at
First 5 San
Bernardino

April 6, 2016

Attest

Linda Haugan, Chair

Ann M. Calkins, Commission Clerk



**AGENDA ITEM 2
APRIL 6, 2016**

Subject	Public Hearing on California Children and Families Commission Annual Report Fiscal Year 2014-2015.
Recommendations	Conduct Public Hearing on California Children and Families Commission Annual Report Fiscal Year 2014-2015. (Presenter: Scott McGrath, Supervisor, 909 252-4259)
Financial Impact	None
Background Information	<p>As required by California Health and Safety Code Section 130125(G), the California Children and Families Commission (CCFC) develop an Annual Report to reflect the annual achievements and expenditures of the First 5 California program. This report offers a summary of the State Commission's history, mission, vision as well as some 2014-2015 highlights as a summarization of the data submitted by the County Commissions.</p> <p>County Commissions are required, in accordance with Section 130140(a)(1)(H) of the Health and Safety Code, to conduct a public hearing of the State annual report. Any comments made by the public or Commissions will be provided to the State Commission.</p> <p>A copy of the Annual Report can be found in the State Commission's web-site at http://www.cafc.ca.gov/pdf/annual_report_pdfs/Annual_Report_14-15.pdf and a hard copy can be requested from the First 5 San Bernardino office for review.</p>
Review	Sophie Akins, Commission Counsel

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

**AGENDA ITEM 2
APRIL 6, 2016**

**CALIFORNIA CHILDREN AND FAMILIES COMMISSION ANNUAL REPORT
FISCAL YEAR 2014-2015**

►► HIGHLIGHTS ◀◀

In accordance with the Health and Safety Code Sections related to Prop 10, First 5 California collects and reviews each county commission's annual report and includes this county-level data in this First 5 CA annual report.

While Prop 10 statutes direct the State and county commissions to achieve common goals and outcomes for children ages 0 to 5, it empowers each individual commission to develop its own strategic plan and programs to accomplish those goals according to the needs of local children and families. At the same time, as this report illustrates, First 5 California and the county commissions work as partners to implement the statewide Signature Programs and identify common policy goals.

The State Board of Equalization collects an excise tax levied on all tobacco products and deposits the revenue into the California Children and Families Trust Fund, allocating 20 percent to First 5 California and 80 percent to county commissions.

In FY 2014-15, First 5 California received \$87.5 million; an increase of \$1.4 million from last year and County Commissions received \$344.1 million.

First 5 California tracks progress in four key result areas to support evidence-based funding decisions, program planning, and policies:

1. Improved Child Development
2. Improved Child Health
3. Improved Family Functioning
4. Improved Systems of Care

These result areas comprise a framework for reporting and assessing early childhood outcome data. Appendix A and B (pages 57-58) include descriptions of the result areas and services for First 5 California and the *57 county commissions (*at time of printing, Colusa County is not included).

This data reporting framework provides a statewide overview of number, type, and costs of services provided to children and adults for a particular year. Stakeholders can use this information as one source to determine impact and resource allocation from First 5 statewide.

First 5 San Bernardino's highlights are noted on Page 45 of the FY 2014-15 Annual Report.

The entire report is available for reviewing at:

http://www.cfc.ca.gov/pdf/annual_report_pdfs/Annual_Report_14-15.pdf

First 5 Revenue: Through its advocacy efforts during the 2015 state legislative and budget session, First 5 California garnered significant state-level support for its Policy Agenda goals from policymakers, advocacy partners, and other stakeholders. The state made a historic investment of over \$400 million in the early learning and care system, representing investments in the three areas First 5 California and its advocacy partners supported: access, affordability and quality improvement. The Legislature prioritized funds to engage and strengthen families and communities through the creation of a consumer education website, and statewide database to support parents' access to information about early learning and child care programs. The budget also made strides to reduce excessive draws on First 5 revenue. The Board of Equalization must submit a report to the Legislature by early 2016 outlining options and timelines for reducing administrative costs associated with tobacco tax enforcement while maintaining program effectiveness.

'Talk, Read. Sing' Award-Winning Media Campaign: Launched initially in spring 2014, the first phase of Talk. Read. Sing campaign continued through 2015. The purpose of this wide-reaching public education and outreach campaign has been to emphasize the importance of linguistic engagement between parents/caregivers and young children during their first five years of life. Key findings from a recent survey include: *60 percent of target audience could recall a *Talk.Read.Sing.* Campaign TV ad on an unaided basis or by recognition. A third could recall or recognize a radio ad; *Nearly 40 percent of target audience members who reported ad recognition said they engaged in conversation about the issue with a family member; *Forty percent reported talking with friends about the issue and a quarter reported talking with a health care provider; *Thirty-eight percent reported use of the First 5 California Parent website to obtain additional information and assistance on the issue.

CARES Plus: The Comprehensive Approaches to Raising Educational Standards (CARES) Plus Program is First 5 California's Teacher Signature Program. During 2014-15, 4,689 teachers completed CARES Plus training or coaching. Evaluation of this program indicates it is highly valued by teachers who participated in different components and that training was associated with improved quality of teacher-child interactions. Among participants surveyed during FY2014-15, 82 percent found the training to be very useful; 78 percent felt the training helped them become better teachers and 91 percent believed their CARES Plus experience would have a very positive effect on children in their care.

Tobacco Cessation: First 5 California supports the toll free California Smokers’ Helpline at 1-800-NO-BUTTS which provides one-on-one telephone counseling, self-help materials, and referrals to local resources. In FY 2014-15, First 5 California provided \$1.4 million to support the Helpline. First 5 California’s investment provided Helpline services for 376 pregnant smokers and 6,397 tobacco-using parents or caregivers of children ages 0 to 5 (including 123 who were both pregnant and had a child 0 to 5).

Programs are continually evaluated for their effectiveness and updated to serve the needs of individual counties. Evaluation results show that First 5 California and the county commissions seek to provide families most in need with services that prepare children to enter school ready to learn and thrive.

FIRST 5 CALIFORNIA COMMISSION MEMBERS FY 2014-15

<i>Commission Member</i>	<i>Appointing Power</i>
George Halvorson, Chair	Governor
Joyce Iseri, Vice-Chair	Senate Rules Committee
Casey McKeever	Senate Rules Committee
Conway Collis	Speaker of the Assembly
Kathryn Icenhower	Speaker of the Assembly
Magdalena Carrasco	Governor
Muntu Davis	Governor
<i>Ex Officio Members</i>	
Diana Dooley	Secretary of the California Health and Human Services Agency
Jim Suennen	Designee



AGENDA ITEM 3
APRIL 6, 2016

Subject	First 5 California's Improve and Maximize Programs So All Children Thrive (IMPACT) Initiative Phase 2 Application - Stipend Funds to Support Planning and Operationalizing the San Bernardino County Quality Rating Improvement System (QRIS) Strategic Plan.
Recommendations	Authorize First 5 San Bernardino (F5SB) to issue stipends to Operational Partners (OP) taking part in the planning and design phase of the San Bernardino County Quality Rating Improvement System (QRIS) for Fiscal Years 2015-2016, in the amount of \$8,000 for each OP, not to exceed \$16,000 per organization. (Presenter: Chrystina Smith-Rasshan, Staff Analyst II, (252-4267))
Financial Impact	\$64,000 for Fiscal Years 2015-2016
Background Information	<p>The Commission has selected a 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. In addition to helping programs and providers, a QRIS offers parents and caregivers a tool for recognizing quality settings and selecting programs that best fit the needs of their children.</p> <p>At the July 8, 2015 Commission meeting, specifics relating to the IMPACT program and its funding opportunity were presented and approval was received to submit a Letter of Intent (LOI) to participate in the First 5 IMPACT program. Phase 1 of the application was due August 24, 2015 determined eligibility for "base-layer funding" of which F5SB was awarded \$2,241,758 over a five-year period. Phase 2 of the application was due January 25, 2016 which included a completed QRIS plan for San Bernardino County. F5SB was notified by First 5 CA that Phase 2 of the application had been approved via an Intent to Award notice with F5SB serving as the Lead Agency for the San Bernardino County QRIS Consortium. As a component of the IMPACT Phase 2 application, F5SB is responsible for approving and distributing stipends for Operational Partners.</p>

The stipends for OP's named in the IMPACT Phase 2 application are the following:

- San Bernardino County Superintendent of Schools
- San Bernardino County Preschool Services Department
- Child Care Resource Center
- California State University San Bernardino

The OP's will support the implementation of the local San Bernardino QRIS Strategic Plan. This includes the Design and Systems Functions, Partnership Commitments, Local Governance and Strategic Financing.

F5SB, together with the QRIS Consortium, meets on a monthly basis finalizing a First 5 IMPACT High-Quality Action Plan. The San Bernardino County QRIS Consortium has committed to achieving the components included in the State of California Rating Matrix such as Child Development and School Readiness through Child Observation, Developmental and Health Screenings as well as Teacher Qualifications, Effective Teacher Child Interactions, Optimal Early Learning Environments, including ratios and group size.

First 5 IMPACT funding will be utilized as a leveraged resource to support quality improvement work through a system and mission developed and coordinated by the QRIS Consortium.

Upon Commission approval authorizing payment via a service agreement (see Attachment A) and authorized signatures from OP's, the Commission will execute payment in the amount of \$8,000 for each participating OP not to exceed \$16,000 per organization. The stipend is a one-time only provision.

The IMPACT Phase 2 application and the award of stipends to OP's is in support of the Commission's Strategic Plan:

SPA 2: Systems and Networks wherein F5SB is providing leadership in the development of this QRIS – a system that supports children prenatal through age 5, and results in sustainable and collective impact.

Review

Sophie Akins, Commission Counsel

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

II. PURPOSE

The purpose of this Agreement is to establish the roles and responsibilities in the efforts of the Commission and Operational Partners in the planning, development and implementation of the Quality Rating Improvement System.

III. COMMISSION RESPONSIBILITIES

Commission shall:

- A. Provide assistance and facilitate as applicable the planning, development and implementation of a QRIS.
- B. Provide coordination, including participation in meetings, development of media, advocacy, and develop strategies for sustainability of the QRIS.
- C. Identify a First 5 Staff Analyst as the liaison to interact with Operational Partner staff regarding Quality Rating Improvement System activities.

IV. OPERATIONAL PARTNER RESPONSIBILITIES

Partner shall:

- A. Identify a staff member within the agency as the liaison to interact with First 5 staff regarding QRIS activities to ensure engagement as an Operational Partner by their organization to the Consortium.
- B. Identify a staff member to work on Steering Committee efforts as San Bernardino County QRIS Consortium member.
- C. Advocate on behalf of the QRIS Consortium to bring in non-traditional partners to support quality and align the work within the QRIS system to address the needs of the whole child.
- D. Participate in workgroups charged with advancing the goals of the San Bernardino County QRIS Strategic Plan.

V. FISCAL PROVISIONS

- A. The maximum amount of funds under this Agreement shall not exceed \$16,000 per agency subject to the following:
 1. Adherence to responsibilities outlined in Section IV Contractor Responsibilities
- B. Upon obtaining authorized signatures for this agreement, the Commission will execute payment in the amount of \$8,000 per participating Operational Partner KDM not to exceed \$16,000 per agency. The stipend is a one-time only provision.

VII. TERM

- A. The term of this Agreement shall commence on April 6, 2016 upon signature and shall terminate on June 30, 2017, unless terminated earlier as set forth herein.
- B. Notwithstanding the preceding paragraph, this Agreement may be immediately terminated by either party by serving a written notice to the other party in the event any state and/or federal agency and/or other funder(s) reduce, withhold or terminate funding that the parties anticipated or provided under this Agreement. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

VIII. GENERAL PROVISIONS

A. Notices

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

Operational Partner: County of San Bernardino Preschool Services Department
662 South Tippecanoe Avenue
San Bernardino, CA 92415-0630

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

B. Operational Partner agrees any alterations, variations, modifications, or waivers of provisions of the Agreement shall be valid only when they have been reduced to writing, duly signed and attached to this Agreement as an amendment.

IX. DISPUTE RESOLUTION

If any conflicts or disputes arise between the two parties, assigned staff shall meet in a timely manner to resolve the conflict or dispute. It is acknowledged by both parties that the purpose of such meeting is to come to a resolution that is in the best interest of both parties.

X. AGREEMENT:

A. This Agreement, consisting of 4 pages, is the full and complete document describing the roles and responsibilities of both parties, including all covenants, conditions and benefits.

B. The signatures of the parties affixed to this Agreement 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

Authorized Signature
Karen E. Scott

Printed Name
Executive Director

Title

Dated

Legal Entity

Authorized Signature
James Ramos

Printed Name
Chairman, Board of Supervisors

Title

Dated



**AGENDA ITEM 4
APRIL 6, 2016**

Subject	Amendment A3 for Contract SI016 with County of San Bernardino Children's Network for <u>S</u> creening, <u>A</u> ssessment, <u>R</u> eferral and <u>T</u> reatment (SART) Coordinator
Recommendations	Approve Amendment A3 to Contract SI016 with County of San Bernardino Children's Network for Fiscal Year 2016-2017 in the amount of \$172,648 for a cumulative total amount of \$713,735 for Fiscal Years 2013 through 2017 for the coordination of services provided by the <u>S</u> creening, <u>A</u> ssessment, <u>R</u> eferral and <u>T</u> reatment (SART) Coordinator. (Presenter: Ronnie Thomas, Staff Analyst II, 252-4255)
Financial Impact	\$713,735 for Fiscal Years 2013 through 2017.

Background Information

Since 2004, the Commission has invested in the comprehensive Screening Assessment Referral and Treatment (SART) initiative, a tremendous effort toward changing systems of care for children in San Bernardino County. In 2013, the SART initiative was expanded to include Early Identification & Intervention Services (EIS). EIS are services and activities directed toward individuals and families for whom a short-duration, relatively low-intensity intervention is appropriate to measurably improve a mental health problem or concern very early in its manifestation. The contract being recommended for approval is part of a continued effort to support an operational coordination system yielding quality outcomes for the ten SART/EIS centers throughout the County to build capacity as well as develop "best practice" policies for this 0-5 comprehensive treatment model of care.

Children's Network – SART Coordinator

Children's Network is the Children's Policy Council lead for this trans-disciplinary countywide collaborative. As the SART Coordinator this agency will provide continued leadership and support for County and Community system linkages/supports. They will also provide the leadership to facilitate the successful implementation and ongoing operation of SART/EIS services through the SART contract providers and their supporting partner agencies assisting First 5 San Bernardino staff in general program implementation which may include logistics.

Under the direction of the Children's Network Officer, and in coordination with First 5 San Bernardino 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. 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. Finally, the SART Coordinator will manage and co-facilitate the SART Policy/Outcome Committee to address federal, state, and local policies that negatively impact young children and their families.

Pending Commission approval, these services provided by the SART Coordinator will be offered as part of the SART/EIS 0-5 Comprehensive Treatment collaborative effort.

Approval of this investment supports the Commission's Strategic Plan:

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:



Program Outline Document 2016-2017

AGENCY INFORMATION

		Contract #:	SI016 A3
Legal Entity:	County of San Bernardino		
Dept./Division:	Children's Network		
Project Name:	SART Coordinator		
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:	James Ramos	Title:	San Bernardino County 3rd District Supervisor (Chair)
Address:	County of San Bernardino Board of Supervisors 385 North Arrowhead Avenue, 5 th Floor San Bernardino, CA 92415	Direct Phone #:	909.387.4855
E-Mail:	James.Ramos@bos.sbcounty.gov	Fax #:	909.383.9688

PROGRAM CONTACT

Name:	Linda Revoner	Title:	Assoc. 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"/> Education

<input type="checkbox"/> Family

<input checked="" type="checkbox"/> Systems | <input 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 checked="" 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:
<hr/> <input type="checkbox"/> Quality Provider Programs
<input type="checkbox"/> Other:
<hr/> <input type="checkbox"/> Other:
<hr/> <input type="checkbox"/> Community Outreach
<input type="checkbox"/> Other:
<hr/> |
|---|--|--|

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 Coordinator 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
2013-2014	\$ 170,139
2014-2015	\$ 185,474
2015-2016	\$ 185,474
2016-2017	\$ 172,648
Total	\$ 713,735

**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	SANBERN748 C				903		SI016 A3		
<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		\$713,735			
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, 2017		\$170,139		\$172,648	
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.		Amount			
RRC	903	PROG	300	3357	SNLCPY17		\$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				Estimated Payment Total by Fiscal Year						
Children's SART Coordination				FY	Amount	I/D	FY	Amount	I/D	
Of Systems				16-17	\$172,648	1				
(SART/EIIS)										

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):

**IT IS HEREBY AGREED AS FOLLOWS:
AMENDMENT NO. 3**

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 \$713,735 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

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

Fiscal Year 2013-14	\$ <u>170,139</u>	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	\$ <u>185,474</u>	July 1, 2014 through June 30, 2015
Fiscal Year 2015-16	\$ <u>185,474</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>172,648</u>	July 1, 2016 through June 30, 2017

Initial Here

SECTION VII. TERM

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

- A. This Contract is effective commencing July 1, 2013 and expires June 30, 2017, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for 2016-2017

Attachment B – Amended Program Budget for 2016-2017

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

Linda Haugan
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

James Ramos
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

Program Name: SART Coordinator

Service Area: Countywide

Contract #: SI016 A3

Fiscal Year: 2016 - 2017

Expectations(s):	Provide leadership within San Bernardino County in the development 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	
Develop and implement strategies to secure additional funding for SART/EIIS	Produce sustainability plan	Year-long	Sustainability plan by June 30, 2017.
Facilitate trainings for providers and/or community	Adverse Child Experiences (ACE) trainings	Bi-Monthly	Training calendar by September 30, 2016. Training sign-in sheets
	SART/EIIS model of care trainings	Quarterly	Training evaluations

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

**ATTACHMENT A
WORKPLAN**

	Local/national/international experts on high-risk 0-5 population	Semi annual	
Create/Strengthen relationships with community partners	San Bernardino County Department of Public Health (DPH)	Ongoing	Tracking mechanism to follow children that are born exposed to drugs until they are linked to SART developed by June 30, 2017
	Health Providers (Molina, IEHP) and community partners such as March of Dimes		
Increase use of 4P's Plus by healthcare providers by 25%	Connect with providers and train, support, encourage use of 4P's Plus assessment tool	Ongoing	Detailed report of baseline use of 4P's Plus by agencies. Activities to increase use and evidence of increase due by June 30, 2017.
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 2016 – June 2017



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Children's SART Coordination of Systems	PROGRAM DIRECTOR: Associate Network Officer	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: SI016 A3

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: 2016-2017**

ORGANIZATION: Children's Network Children's SART Coordination of	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Systems	PROGRAM DIRECTOR: Associate Network Officer	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: SI016 A3

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: 2016-2017**

ORGANIZATION: Children's Network Children's SART Coordination of	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Systems	PROGRAM DIRECTOR: Associate Network Officer	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: SI016 A3

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	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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AGENDA ITEM 5
APRIL 6, 2016

Subject	Children's Network Contract CE010
Recommendations	Approve Contract CE010 with the County of San Bernardino Children's Network in the amount of \$390,165 per year beginning with Fiscal Year 2016-2017 for a total contract amount not to exceed \$1,170,495 for Fiscal Years 2016-2019 for the delivery of countywide educational campaigns and community events addressing child abuse prevention. (Presenter: Mary Alvarez, Staff Analyst II, 252-4258)
Financial Impact	\$1,170,495 for Fiscal Years 2016-2019.
Background Information	<p>The Commission approved a contract with Children's Network on June 15, 2011 for community engagement and systems improvement to support child abuse prevention efforts. Children's Network was created to identify gaps and overlaps in services, and to provide a forum for clarifying perceptions and expectations among and between agencies and the community. Children's Network also sets priorities for interagency projects and implements collaborative programs, public and private, to ensure better, more comprehensive services for children and youth.</p> <p>This contract will allow continued support of the Annual Shine a Light on Child Abuse Awards Breakfast and the Children's Network Children's Conference. These events historically attract professionals who provide services to children in San Bernardino County. Additionally, Children's Network will continue its efforts with the Fatherhood Initiative, community collaborative meetings, partnership with Arrowhead Regional Medical Center (ARMC) on their project, which provides Shaken Baby Syndrome Prevention training to new parents of children born at ARMC. Children's Network will support making this training resource available to all new parents Countywide by coordinating and recruiting other medical facilities to participate in their own settings.</p> <p>The comprehensive and strategic media campaign will be continued with collaboration between the Children's Policy Council, the Child Abuse Prevention Council and First 5 San Bernardino. The campaign will increase the public awareness on the prevention of child abuse and focus on safe sleep, shaken baby syndrome, post-partum depression, domestic violence and other topics related to child abuse prevention and child safety. Children's Network will continue to participate in the Child Death Review meetings and provide quarterly and annual reports on findings specific to the 0-5 population. Additionally, Children's Network will increase awareness of community resources to assist in meeting the needs of children ages 0-5 and their families in San Bernardino County.</p> <p>Children's Network has been successful in meeting contract and target objectives in improving significant outcomes for children and families over the past six years. Approval is requested for this three-year contract, ending in June 2019. This will allow the Commission to continue to support a systems level approach to child abuse prevention efforts, countywide.</p> <p>Approval of this contract supports SPA 2 of First 5 San Bernardino's Strategic Plan specifically, and Objective Activity for 2.1.b:</p>

SPA 2: Systems and Networks – Goal 1.2: Leadership as a Convener and Partner

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:



Program Outline Document 2016-2017

AGENCY INFORMATION

Contract #: CE010

Legal Entity: County of San Bernardino

Dept./Division: Children's Network

Project Name: Community Engagement

Address: 825 East Hospitality Lane, 2nd Floor
San Bernardino, CA 92415

Phone #: (909) 383-9677

Website: http://hs.sbcounty.gov/CN

Fax #: (909) 929-9688

Program Site Address: 825 East Hospitality Lane, 2nd Floor
San Bernardino, CA 92415

Client Referral Phone #: (909) 383-9677

CONTACT INFORMATION

CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

Name: James Ramos

Title: Third District Supervisor and Chairman, Board of Supervisors

Address: 385 North Arrowhead Avenue, Fifth Floor
San Bernardino, CA 92415

Direct Phone #: (909) 387-4855

Fax #: (909) 387-9090

E-Mail: James.Ramos@bos.sbcounty.gov

PROGRAM CONTACT

Name: Kristy Loufek

Title: Community & Events Coordinator

Address: 825 East Hospitality Lane, 2nd Floor
San Bernardino, CA 92415

Direct Phone #: (909) 383-9651

Fax #: (909) 383-9688

E-Mail: kloufek@hss.sbcounty.gov

FISCAL CONTACT

Name: Janki Naik

Title: Analyst

Address: 825 East Hospitality Lane, 2nd Floor
San Bernardino, CA 92415

Direct Phone #: (909) 383-9771

Fax #: (909) 383-9688

E-Mail: Janki.naik@hss.sbcounty.gov

ADDITIONAL CONTACT (Describe): Contract Representative

Name: Kathy Turnbull

Title: Network Officer

Address: 825 East Hospitality Lane, 2nd Floor
San Bernardino, CA 92415

Direct Phone #: (909) 383-9758

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 | <hr/> |
| <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: |
| | | <hr/> |
| <input type="checkbox"/> Family | <input type="checkbox"/> Parent Education | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Resource Center & Case Management | <hr/> |
| <input checked="" type="checkbox"/> Systems | <input type="checkbox"/> Integrated Systems Planning & Implementation | <input checked="" type="checkbox"/> Community Outreach |
| | <input type="checkbox"/> Countywide Information Referral Systems | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Organizational Capacity Building | <hr/> |

PROGRAM DESCRIPTION

Children’s Network will provide leadership, information and resources to departments working with children 0-17 however, primary focus and percentages represented in objective (work plan expectations) are for population of children 0-5 served within San Bernardino County

SERVICE AREA (LOCATIONS)

Countywide

COMMISSION LEVEL OUTCOMES

SPA 2 Systems and Networks
 Goal 1.2 Leadership as a Convener and Partner
 Objective 2.1.b Families, providers and stakeholders collaborate effectively to improve the well-being of the child

ASSIGNED ANALYST: Mary Alvarez

CONTRACT AMOUNT

Fiscal Year	Amount
2016-2017	\$ 390,165
2017-2018	\$ 390,165
2015-2016	\$ 390,165
Total	\$ 1,170,495

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

<i>FOR COMMISSION USE ONLY</i>									
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code SANBERN748C			SC	Dept. 903	A	Contract Number CE010		
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 \$1,170,495			
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, 2019		Original Amount	Amendment Amount		
Fund RRC	Dept. 903	Organization PROG	Appr. 300	Obj/Rev Source 3357	GRC/PROJ/JOB No. SNLCPY17	Amount \$390,165			
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 Community Engagement & Systems Improvement				Estimated Payment Total by Fiscal Year					
				FY	Amount	I/D	FY	Amount	I/D
				16-17	\$390,165	---			---
				17-18	\$390,165	---			---
				18-19	\$390,165	---			---

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.

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

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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.

Resource Center: A facility to which children, prenatal through age five, and families access services needed. Two basic program elements must be present at a Resource Center for it to meet the minimal definition: (i) referrals and linkages to critical services and programs, not represented physically at the center, and (ii) case management (see definition for Case Management).

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 2016-2019. 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 for Fiscal Year 2017-2018 and Fiscal Year 2018-2019 to list the specific quantitative targets for the respective year.

Initial Here

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.

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 II.

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.

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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.

Initial Here

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.

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▪ 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.

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▪ 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.

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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 \$1,170,495 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 2016-17	\$ <u>390,165</u>	July 1, 2016 through June 30, 2017
Fiscal Year 2017-18	\$ <u>390,165</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>390,165</u>	July 1, 2018 through June 30, 2019

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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.

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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.

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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.

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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).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:

- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or

- Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
 - Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
 - Withhold funds pending duration of the breach; and/or
 - Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
 - Immediately terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.
- B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.
- C. The Executive Director of the Commission is authorized to exercise Commission's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

VIII. TERM

- A. This Contract is effective commencing July 1, 2016 and expires June 30, 2019, 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.
- C. The contract term may be extended for one (1) additional one (1)-year period by mutual agreement of the parties.
- D. Continuation of this Contract for each fiscal year after June 30, 2019 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

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
 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.

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- 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

XIII. 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

▶ _____
Authorized Signature

Linda Haugan
Printed Name

James Ramos
Printed Name

Commission Chair
Title

Chairman, County Board of Supervisors
Title

Dated

Dated

Official Stamp

Reviewed for Processing

Approved as to Legal Form

Presented to Commission for
Signature

▶ _____
Cindy Faulkner
Operations Manager

▶ _____
Sophie Akins
Commission Counsel

▶ _____
Karen E. Scott
Executive Director

Date

Date

Date



Agency Name: County of San Bernardino

Contract #: CE010

Program Name: Children's Network

Fiscal Year: 2016 – 2019

Service Area: Countywide

Expectations(s):	Planning, delivery, and evaluation of media campaigns, workshops and collaborative meetings for child serving agencies (0-5)		
Outcome(s):	Increase ability within cross disciplinary departments to have measurable intervention impact for children (0-5)		
Objective	Activity	Dosage	Verification
Host Shine a Light on Child Abuse Award's Breakfast	Planning, development and evaluation analysis	One time	Quarterly Report
Host Children's Network Conference	Planning, development and evaluation analysis	One time	Quarterly Report
Media education and awareness campaign on child abuse/neglect, safe sleep, post-partum depression, domestic violence, and father engagement in collaboration with Children's Policy Council, Child Abuse Prevention Council, First 5 San Bernardino, and other 0-5 serving agencies as deemed appropriate.	Educate and bring awareness to the public about child abuse, safe sleep, shaken baby syndrome, post-partum depression, domestic violence, and father engagement.	Ongoing	Quarterly Report (<i>including, planning document, media plan & campaign evaluation report and meeting minutes and correspondence</i>)
Child Death Review meeting oversight	Facilitate monthly CDRT meetings	Monthly	Quarterly and Annual Reports
Increase awareness of community resources with First 5 funded partners	Collaborate and provide resources to bi-monthly collaboration and First 5 funded partners	Varies	Quarterly Report
Continue Shaken Baby Syndrome program	Develop partnerships with local medical clinics and various public agencies to extend shaken baby syndrome prevention training.	Ongoing	Quarterly Report
Father Engagement	1) Grow coalition/identify resources in the community with a focus on fathers with children 0-5.	Monthly	Sign-in sheets/ Quarterly Report
	2) Conduct Trainings and events in collaboration with 0-5 serving agencies. (i.e., conference, breakfast in conjunction with CFS, early	Varies	Sign-in sheets, post event evaluations, and quarterly reports.

SPA 2: Systems and Networks
Goal 2.1: Leadership as a Convener and Partner
Objective 2.1.b: Families, providers and stakeholders collaborate effectively to improve the well-being of the child

**ATTACHMENT A
 WORKPLAN**

	childhood reading event, Nurturing Father curriculum training, and relevant trainings pertaining to fathers with children 0-5. 3) Media Campaign with an emphasis on fathers of children 0-5 (i.e., brochures, PSA, billboard, utilize free media channels, and social media).	Varies	Media Plan and Quarterly Reports.
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Program Description:

Children's Network will provide leadership, information and resources to departments working with children 0-17 however, primary focus and percentages represented in objective (work plan expectations) are for population of children 0-5 served within San Bernardino County. The decision to highlight a particular campaign is driven by the data derived from CDRT and other meetings attended by Network Staff, as well as needs and gaps in services/campaigns that are identified through the Children's Policy Council strategic planning process.

Agency Rep Name: _____

Data Type: N/A

Agency Signature: _____

Reporting Period: Quarterly Due: On the 30th

Date Signed: _____

Program Cycle: July 2016 – June 2017; July 2017 – June 2018; July 2018 – June 2019



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kristry Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

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	Janki Naik CN Analyst	0.75	26.18	1,560	27%	40,841	11,027	51,868	69,157	75%	This position is for fiscal management of the First 5 contracts, data collection, analysis of data. Also provides support to SART and CAP programs. Produces the annual report and CART report. Assists in the implementation and planning of the Children's Network campaigns.
2	Lesford Duncan Child Abuse Prev Coordinator	0.75	24.82	1,560	27%	38,719	10,454	49,173	65,565	75%	Attendance at community events throughout county disseminating CAP and safety materials. Will assists First 5 contracted agencies with resource information. Assists in the implementation and planning of the Children's Network campaigns.
3	Kristy Loufek Community and Events Coord	0.50	32.64	1,040	32%	33,946	10,863	44,808	89,616	50%	Plans and implements major CN events including conference and breakfast. Will serve as lead staff in launching Shaken baby prevention pilot with ARMC.
Total Salaries & Benefits								\$ 145,849			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials/Supplies	7.69%	30,000	Purchase child abuse prevention literature, safe baby/toddler materials, and promotional items for dissemination in the community. Pay for fees associated with hosting collaborative meetings and participating in community fair/events. Purchase Safe Sleep Survival kits for parents of newborns. Pay for other child abuse prevention program materials as deemed necessary (i.e., post-partum campaign that children's network develop, domestic violence, and father engagement).
2	Staff Development	1.54%	6,000	Staff will attend 0-5 training and conferences, as well as conferences/training related to child abuse prevention, safe sleep, post-partum depression, domestic violence, and father engagement. The Network Officer and Associate Network Officer may also attend 0-5 specific training and conferences. The expenses associated with the training will include: conference registration, airfare, hotel, and meals, and automobile mileage; and are included on this line item to mirror budgeting practices of the Children's Network. Any out of State travel will be pre-approved by First 5 San Bernardino using the appropriate form and submitted as outlined in the contract.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

3	Advertising	32.04%	125,000	Advertising related to child abuse prevention, safe sleep for infants, post-partum depression campaigns, domestic violence, and father engagement. Type and location of advertising will be based on market analysis. Year round presence of advertising is the goal with placement of at least one item per quarter.
4	Printing	5.37%	20,956	Cost of printing brochures and posters, i.e. safe sleep, Post-partum depression, child abuse prevention, domestic violence, father engagement, and other 0-5 specific topics. Cost of printing materials related to Shaken Baby Syndrome prevention program. As well as the Annual Report and CDRT report.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

5	Professional Services/Consultant	2.56%	10,000	This amount will support the CE program, providers, and community partners by providing appropriate professional trainings and consultation through-out the year. The topics of the trainings will reflect the campaigns Children’s Network highlight in this fiscal year. The decision to highlight a particular campaign is driven by the data derived from CDRT and other meetings attended by Network Staff, as well as needs and gaps in services/campaigns that are identified through the Children’s Policy Council Strategic Planning process. Subject matter experts will be chosen to facilitate these trainings to community partners/providers, parents, families, or County employees. Children’s Network will continue to campaign child abuse prevention, Safe Sleep, Dial 211, Post-Partum Depression, Shaken Baby Program, and father enagement, and domestic violence and will work to highlight different campaigns through the year. These trainings are intended to increase skill and knowledge in working with children ages 0-5 and families. These trainings may take place at venues throughout the County. All dollars expended in this line item will require a sign in sheet for attendees and what programs the participants provide for the 0-5 children and their families. Also, the sign in sheet must indicate whether First 5 San Bernardino funds programs/activities for attending participants or their agency.
	Total Services & Supplies		\$ 191,956	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

III. FOOD			
	Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1	Collaboration Meetings	720	Light refreshment will be provided at the monthly Child Abuse Prevention Meetings (\$30/meeting = \$360)/ Children's Network will also provide light refreshments at the four collaborative meetings that take place bi-monthly (\$15/meeting, 4 meetings, every other month = \$360).
4	Training and Community Events	3,640	Food for County-wide trainings and community events. Specific trainings will be chosen through-out the year to reflect the campaigns that Children's Network highlights. Examples include, but are not limited to: Safe Sleep, Post-Partum Depression, Car seat safety, Dial 211, Shaken Baby Project, domestic violence, and father engagement. Actual cost of food may vary depending on the number of attendees and food chosen. All dollars expended in this line item will require a sign in sheet for attendees and what programs the participants provide for the 0-5 children and their families. Also, the sign in sheet must indicate whether First 5 San Bernardino funds programs/activities for attending participants or their agency.
Total Food		\$ 4,360	

IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

	Total Travel		-

V. SUBCONTRACTORS

	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1	National Orange show	10,000	This venue meets the needs of our conference base on our large attendance. The total fees cover rental, food , parking, and other fees for over 500 participants.
2	Ontario Convention Center	38,000	This venue meets the needs of our conference base on our large attendance. The total fees cover rental, food , parking, and other fees for over 500 participants.
	Total Subcontractors	48,000	

VI. INDIRECT COSTS

	Percent:		
	Basis:		
	Total Indirect Costs	\$	-

TOTAL FIRST 5 BUDGET	\$	390,165
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**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2017-2018
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kristry Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

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	Janki Naik CN Analyst	0.75	26.18	1,560	27%	40,841	11,027	51,868	69,157	75%	This position is for fiscal management of the First 5 contracts, data collection, analysis of data. Also provides support to SART and CAP programs. Produces the annual report and CART report. Assists in the implementation and planning of the Children's Network campaigns.
2	Lesford Duncan Child Abuse Prev Coordinator	0.75	24.82	1,560	27%	38,719	10,454	49,173	65,565	75%	Attendance at community events throughout county disseminating CAP and safety materials. Will assist First 5 contracted agencies with resource information. Assists in the implementation and planning of the Children's Network campaigns.
3	Kristy Loufek Community and Events Coord	0.50	32.64	1,040	32%	33,946	10,863	44,808	89,616	50%	Plans and implements major CN events including conference and breakfast. Will serve as lead staff in launching Shaken baby prevention pilot with ARMC.
Total Salaries & Benefits								\$ 145,849			



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

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2017-2018
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials/Supplies	7.69%	30,000	Purchase child abuse prevention literature, safe baby/toddler materials, and promotional items for dissemination in the community. Pay for fees associated with hosting collaborative meetings and participating in community fair/events. Purchase Safe Sleep Survival kits for parents of newborns. Pay for other child abuse prevention program materials as deemed necessary (i.e., post-partum campaign that children's network develop, domestic violence, and father engagement).
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**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2017-2018
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

3 Advertising	32.04%	125,000	Advertising related to child abuse prevention, safe sleep for infants, post-partum depression campaigns, domestic violence, and father engagement. Type and location of advertising will be based on market analysis. Year round presence of advertising is the goal with placement of at least one item per quarter.
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**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2017-2018
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

5	Professional Services/Consultant	2.56%	10,000	<p>This amount will support the CE program, providers, and community partners by providing appropriate professional trainings and consultation through-out the year. The topics of the trainings will reflect the campaigns Children’s Network highlights in this fiscal year. The decision to highlight a particular campaign is driven by the data derived from CDRT and other meetings attended by Network Staff, as well as needs and gaps in services/campaigns that are identified through the Children’s Policy Council Strategic Planning process. Subject matter experts will be chosen to facilitate these trainings to community partners/providers, parents, families, or County employees. Children’s Network will continue to campaign child abuse prevention, Safe Sleep, Dial 211, Post-Partum Depression, Shaken Baby Program, and father enagement, and domestic violence and will work to highlight different campaigns through the year. These trainings are intended to increase skill and knowledge in working with children ages 0-5 and families. These trainings may take place at venues throughout the County. All dollars expended in this line item will require a sign in sheet for attendees and what programs the participants provide for the 0-5 children and their families. Also, the sign in sheet must indicate whether First 5 San Bernardino funds programs/activities for attending participants or their agency.</p>
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**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2017-2018**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2017-2018
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

	Total Services & Supplies	\$ 191,956	
III.	FOOD		
	Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1	Collaboration Meetings	720	Light refreshment will be provided at the monthly Child Abuse Prevention Meetings (\$30/meeting = \$360)/ Children's Network will also provide light refreshments at the four collaborative meetings that take place bi-monthly (\$15/meeting, 4 meetings, every other month = \$360).
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	Total Food	\$ 4,360	
IV.	TRAVEL		



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

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2017-2018
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
Total Travel		-	
V. SUBCONTRACTORS			
Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1 National Orange show		10,000	This venue meets the needs of our conference base on our large attendance. The total fees cover rental, food , parking, and other fees for over 500 participants.
2 Ontario Convention Center		38,000	This venue meets the needs of our conference base on our large attendance. The total fees cover rental, food , parking, and other fees for over 500 participants.
Total Subcontractors		48,000	
VI. INDIRECT COSTS			
Percent:			
Basis:			
Total Indirect Costs		\$ -	
TOTAL FIRST 5 BUDGET		\$ 390,165	



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

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kristy Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

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3	Kristy Loufek Community and Events Coord	0.50	32.64	1,040	32%	33,946	10,863	44,808	89,616	50%	Plans and implements major CN events including conference and breakfast. Will serve as lead staff in launching Shaken baby prevention pilot with ARMC.
Total Salaries & Benefits								\$ 145,849			



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

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials/Supplies	7.69%	30,000	Purchase child abuse prevention literature, safe baby/toddler materials, and promotional items, for dissemination in the community. Pay for fees associated with hosting collaborative meetings and participating in community fair/events. Purchase Safe Sleep Survival kits for parents of newborns. Pay for other child abuse prevention program materials as deemed necessary (i.e., post-partum campaign that children's network develop, domestic violence, and father engagement).
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**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2018-2019**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

3	Advertising	32.04%	125,000	Advertising related to child abuse prevention, safe sleep for infants, post-partum depression campaigns, domestic violence, and father engagement. Type and location of advertising will be based on market analysis. Year round presence of advertising is the goal with placement of at least one item per quarter.
4	Printing	5.37%	20,956	Cost of printing brochures and posters, i.e. safe sleep, Post-partum depression, child abuse prevention, domestic violence, father engagement, and other 0-5 specific topic. Cost of printing materials related to Shaken Baby Syndrome prevention program. As well as the Annual Report and CDRT report.



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

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

5	Professional Services/Consultant	2.56%	10,000	<p>This amount will support the CE program, providers, and community partners by providing appropriate professional trainings and consultation through-out the year. The topics of the trainings will reflect the campaigns Children’s Network highlights in this fiscal year. The decision to highlight a particular campaign is driven by the data derived from CDRT and other meetings attended by Network Staff, as well as needs and gaps in services/campaigns that are identified through the Children’s Policy Council Strategic Planning process. Subject matter experts will be chosen to facilitate these trainings to community partners/providers, parents, families, or County employees. Children’s Network will continue to campaign child abuse prevention, Safe Sleep, Dial 211, Post-Partum Depression, Shaken Baby Program, and father engagement, and domestic violence and will work to highlight different campaigns through the year. These trainings are intended to increase skill and knowledge in working with children ages 0-5 and families. These trainings may take place at venues throughout the County. All dollars expended in this line item will require a sign in sheet for attendees and what programs the participants provide for the 0-5 children and their families. Also, the sign in sheet must indicate whether First 5 San Bernardino funds programs/activities for attending participants or their agency.</p>
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**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2018-2019**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

	Total Services & Supplies	\$ 191,956	
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III. FOOD

Event(s):	TOTAL F5SB BUDGET	Description/Justification:
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1	Collaboration Meetings	720	Light refreshment will be provided at the monthly Child Abuse Prevention Meetings (\$30/meeting = \$360)/ Children's Network will also provide light refreshments at the four collaborative meetings that take place bi-monthly (\$15/meeting, 4 meetings, every other month = \$360).
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4	Training and Community Events	3,640	Food for County-wide trainings and community events. Specific trainings will be chosen through-out the year to reflect the campaigns that Children's Network highlights. Examples include, but are not limited to: Safe Sleep, Post-Partum Depression, Car seat safety, Dial 211, Shaken Baby Project, domestic violence, and father engagement. Actual cost of food may vary depending on the number of attendees and food chosen. All dollars expended in this line item will require a sign in sheet for attendees and what programs the participants provide for the 0-5 children and their families. Also, the sign in sheet must indicate whether First 5 San Bernardino funds programs/activities for attending participants or their agency.
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	Total Food	\$ 4,360	
--	------------	----------	--

IV. TRAVEL



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

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Community Engagement	PROGRAM DIRECTOR: Kirsty Loufek	TOTAL BUDGET: \$ 390,165
INITIATIVE:	FINANCE OFFICER: Janki Naik	RFP/CONTRACT #: CE010

Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
Total Travel		-	
V. SUBCONTRACTORS			
Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1 National Orange show		10,000	This venue meets the needs of our conference base on our large attendance. The total fees cover rental, food , parking, and other fees for over 500 participants.
2 Ontario Convention Center		38,000	This venue meets the needs of our conference base on our large attendance. The total fees cover rental, food , parking, and other fees for over 500 participants.
Total Subcontractors		48,000	
VI. INDIRECT COSTS			
Percent:			
Basis:			
Total Indirect Costs		\$ -	
TOTAL FIRST 5 BUDGET		\$ 390,165	



AGENDA ITEM 6
APRIL 6, 2016

Subject	Contract Amendments for Health Services (RFP 11-02)
Recommendations	<p>Approve Contract Amendments for Health Services (RFP 11-02) for Fiscal Year 2016-2017 in the amount of \$1,626,266 for a cumulative total amount for Fiscal Years 2012 through 2017 of \$8,068,075 with the following:</p> <ul style="list-style-type: none">A. County of San Bernardino Arrowhead Regional Medical Center, Contract HW043 A2 in the amount of \$222,038;B. County of San Bernardino Department of Public Health, Contract HW032 A3 in the amount of \$720,102;C. Loma Linda University Medical Center, Contract HW036 A2 in the amount of \$204,882; andD. Social Science Services, Inc., dba: Cedar House, Contract HW037 A3 in the amount of \$479,244 <p>(Presenter: Mary Alvarez, Staff Analyst II, (909) 252-4258)</p>
Financial Impact	\$7,863,193 for Fiscal Years 2012-2017.
Background Information	<p>In the Spring of 2012, the Commission approved multiple contractors under Health Services (RFP 11-02) to support programs under First 5 San Bernardino's (F5SB) health focus area for asthma and perinatal programming for a 3-year period. On April 1, 2015, the Commission approved extensions of these contracts to allow the F5SB Advisory Committee, Advisory Health Subcommittee, along with staff to convene, survey the health landscape, and discuss future health services investments.</p> <p>Taking inventory of what currently exists and acknowledging the challenges for opportunities to further support the systems and networks within the health sector, coupled with the evolving mandates of the Affordable Care Act (ACA), the Advisory Committee and F5SB staff recommend extending the four contracts listed above for another fiscal year, ending in July 2017. Extension to contract terms for additional years is allowable per Commission's standard contract language in Section VII – Term (C) and (D).</p> <p>The contractors/programs have been successful in meeting contract and target objectives in improving significant outcomes for children and families over the past four years. F5SB will use this additional year to reevaluate the objectives, identify, collaborate and build a solid network with health providers and resources to tighten alignment with the revised Strategic Plan. Recommendations will be made to ensure funding is appropriately aligned and allocated with the Commission's goals to operate and address child health on a systems level support for the following identified objectives:</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> <p>Objective 1.1.b – Families are knowledgeable of and utilize available resources to manage their health.</p>

Objective 1.1.c – Children are born healthy

Review

Sophie Akins, Commission Counsel

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



Program Outline Document 2016-2017

AGENCY INFORMATION

Contract #: HW043 A2

Legal Entity: County of San Bernardino

Dept./Division: Arrowhead Regional Medical Center

Project Name: ARMC Breathmobile

Address: 400 North Pepper Avenue
Colton, CA 92324

Phone #: 909-580-1000

Website: www.arrowheadmedcenter.org

Fax #: _____

Program Site Address: Mobile program with schedule varying monthly, see website or contact via phone for more information.

Client Referral Phone # 909-498-6277

CONTACT INFORMATION

CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

Name: James Ramos

Title: Third District Supervisor and Chairman of the Board of Supervisors

Address: County of San Bernardino Board of Supervisors
385 North Arrowhead Avenue, 5th Floor
San Bernardino, CA 92415-0130

Direct Phone #: (909) 387-4855

Fax #: (909) 383-9688

E-Mail: SupervisorRamos@sbcounty.gov

PROGRAM CONTACT

Name: Laura Ellers

Title: Respiratory Care Services Director

Address: 400 North Pepper Avenue
Colton, CA 92324

Direct Phone #: 909-580-3236

Fax #: 909-580-3235

E-Mail: ellersl@armc.sbcounty.gov

FISCAL CONTACT

Name: Clara Li

Title: Accountant II

Address: 400 North Pepper Avenue
Colton, CA 92324

Direct Phone #: 909-580-1212

Fax #: 909-580-1190

E-Mail: LiClara@armc.sbcounty.gov
ADDITIONAL CONTACT (Describe): Program
Name: John Cadavona **Title:** Mobile Clinic Manager
Address: 400 North Pepper Avenue **Direct Phone #:** 909-498-6277
Colton, CA 92324
E-Mail: cadavonaj@armc.sbcounty.gov **Fax #:** 909-580-3235

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"/> Early Screening and Intervention	<input type="checkbox"/> Health & Safety Education
	<input type="checkbox"/> Health Care Access	<input checked="" type="checkbox"/> Other:
	<input type="checkbox"/> Oral Health	<u>Asthma</u>
<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:
		<u></u>
<input type="checkbox"/> Family	<input type="checkbox"/> Parent Education	<input type="checkbox"/> Other:
	<input type="checkbox"/> Resource Center & Case Management	<u></u>
<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	<u></u>

PROGRAM DESCRIPTION

ARMC's Breathmobile® travels to participating sites to treat children with asthma, including the 0-5 population, covered by this contract. A complete evaluation, examination, care plan and extensive patient-family education session are completed on the initial visit. Follow-up visits take place to ensure that the treatment plan is effective.

SERVICE AREA (LOCATIONS)

Countywide

COMMISSION LEVEL OUTCOMES

SPA 1: Children and Families

Goal 1.1 Child Health

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

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

Expectations(s): Support improved health outcomes for children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services.

Outcome(s): 150 children will receive Care Coordination and Developmental Screenings (core). 400 children will receive asthma screenings and 240 parents will receive Asthma Education services (aggregate).

ASSIGNED ANALYST: Mary Alvarez

CONTRACT AMOUNT

Fiscal Year	Amount
2012-2013	\$ 222,038
2013-2014	\$ 222,038
2014-2015	\$ 222,038
2015-2016	\$ 222,038
2016-2017	\$ 222,038
Total	\$ 1,110,190

**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 ARROWHE748 A	SC	Dept. 903	A	Contract Number HW043 A2	
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 \$1,110,190	
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, 2012		Contract End Date June 30, 2017		Original Amount \$666,114
						Amendment Amount \$222,038
Fund RRC	Dept. 903	Organization PROG	Appr. 300	Obj/Rev Source 3357	GRC/PROJ/JOB No. CFHESY17	Amount \$222,038
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 Early Screening & Intervention- Asthma – Breathmobile			Estimated Payment Total by Fiscal Year			
			FY	Amount	I/D	FY
			16-17	\$222,038	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)
 County of San Bernardino
 Department/Division
 Arrowhead Regional Medical Center
 Address
 400 North Pepper Avenue
 Colton, CA 92324
 Phone
 (909) 580-1000
 Federal ID No.
 95-6002748

Program Address (if different from legal address):

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

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 \$1,110,190 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

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

Fiscal Year 2012-13	\$ <u>222,038</u>	July 1, 2012 through June 30, 2013
Fiscal Year 2013-14	\$ <u>222,038</u>	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	\$ <u>222,038</u>	July 1, 2014 through June 30, 2015
Fiscal Year 2015-16	\$ <u>222,038</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>222,038</u>	July 1, 2016 through June 30, 2017

Initial Here

SECTION VII. TERM

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

- A. This Contract is effective commencing July 1, 2012 and expires June 30, 2017, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for 2016-2017

Attachment B – Amended Program Budget for 2016-2017

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,
ARROWHEAD REGIONAL MEDICAL CENTER**
Legal Entity

▶ _____
Authorized Signature

Linda Haugan
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

James Ramos
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

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

**ATTACHMENT A
 WORKPLAN**



Agency Name: Arrowhead Regional Medical Center
 Program Name: Breathmobile
 Service Area: Countywide

Contract #: HW043A2
 Fiscal Year: 2016 - 2017

Expectation(s):	Support improved health outcomes for children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services.		
Outcome(s):	150 children will receive Care Coordination and Developmental Screenings (Core)	400 children will receive Asthma Screenings and 240 parents will receive Asthma Education services (Aggregate)	
	Objective	Activity	Dosage
	Children will be healthy well-nourished and physically fit	Care Coordination	Varies
	Early screening and intervention for special needs	Developmental Screening	1 per child
	Children will be healthy well-nourished and physically fit	Asthma Screening	1 per child
	Increased parent knowledge of asthma effects	Asthma Education	1 per family
			Verification
			Child Intake Asthma Assessment Pre – At program enrollment Post – At program completion
			ASQ-3 Completed within 30-45 calendar days of enrollment
			Screening Packet
			Education Packet

Program Description:

Breathmobile travels to participating sites to treat children with asthma, including the 0-5 population. Visits include complete evaluation, examination, care plan and extensive patient-family education sessions.

Agency Rep Name: _____

Data Type: Core and Aggregate

Agency Signature: _____

Reporting Period: Monthly **Due:** On the 15th

Date Signed: _____

Program Cycle: July 2016 – June 2017



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: FY 2016-2017**

ORGANIZATION:	Arrowhead Regional Medical Center	DIRECTOR:	Laura Ellers	PROGRAM YEAR:	2016-2017
PROGRAM TITLE:	Respiratory Care	PROGRAM DIRECTOR:	Webster Wong, MD (Program Director)	TOTAL BUDGET:	\$ 222,038
INITIATIVE:	Investing in Children Health	FINANCE OFFICER:	Frank Arambula	RFP/CONTRACT #:	(RFP 11-02) HW043 A2

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name: Position:										
1	Laura Ellers Director, Respiratory	0.25	48.13	520.00	0.54	25,027.60	13,514.90	38,542.50	154,170.02	25%	Represents, organizes and directs all clinical and administrative aspects of the Breathmobile. Oversees all regulatory and compliance matters.
2	John Cadavona Supervising RCP	0.25	32.02	520.00	0.54	16,650.40	8,991.22	25,641.62	102,566.46	25%	Oversee daily operations, staffing, staff development and evaluation of all patient care activities to include clinic schedules.
3	Karl Peterson RCP II	0.25	29.79	520.00	0.50	15,490.80	7,745.40	23,236.20	92,944.80	25%	Assess each patient's physical condition and evaluate all pertinent testing results in order to evaluate outcomes and adjust respiratory care to achieve patient care goals by providing treatment focused education.
4	Josie Mancillas RCP II	0.25	29.79	520.00	0.71	15,490.80	10,998.47	26,489.27	105,957.07	25%	Assess each patient's physical condition and evaluate all pertinent testing results in order to evaluate outcomes and adjust respiratory care to achieve patient care goals by providing treatment focused education.
5	Nancy Glaab LVN	0.25	22.50	520.00	0.69	11,700.00	8,073.00	19,773.00	79,092.00	25%	Assess each patient's physical condition and evaluate all pertinent testing results in order to evaluate outcomes and adjust respiratory care to achieve patient care goals by providing treatment focused education.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: FY 2016-2017**

ORGANIZATION: Arrowhead Regional Medical Center	DIRECTOR: Laura Ellers	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Respiratory Care	PROGRAM DIRECTOR: Webster Wong, MD (Program Director)	TOTAL BUDGET: \$ 222,038
INITIATIVE: Investing in Children Health	FINANCE OFFICER: Frank Arambula	RFP/CONTRACT #: (RFP 11-02) HW043 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
6	Mike Acevedo OA II	0.25	18.06	520.00	0.56	9,391.20	5,259.07	14,650.27	58,601.09	25%	Establish and promote positive interpersonal relations, greet, interact, offer assistance, answer questions. Register patients, update Asmatrax system.
Total Salaries & Benefits						\$ 93,751	\$ 54,582	\$ 148,333	\$ 593,331		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET**

FISCAL YEAR: FY 2016-2017

ORGANIZATION: Arrowhead Regional Medical Center	DIRECTOR: Laura Ellers	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Respiratory Care	PROGRAM DIRECTOR: Webster Wong, MD (Program Director)	TOTAL BUDGET: \$ 222,038
INITIATIVE: Investing in Children Health	FINANCE OFFICER: Frank Arambula	RFP/CONTRACT #: (RFP 11-02) HW043 A2

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
1 PROGRAM MATERIALS / SUPPLIES	2%	5,500.00	Medical Supplies: Metered Dose Inhaler Spacers, Peak Flow Meters, Skin and Allergy Testing Materials, Filters for Spirometric Pulmonary Function Testing, Pharmaceuticals, Scales, Blood Pressure Cuffs.	
2 PRINTING	0%	800.00	Brochures and Fliers	
3 OFFICE SUPPLIES	0%	1,000.00	Office Supplies, forms, paper, printer, printer toner, envelopes needs.	
4 BUILDING/EQUIPMENT MAINTENANCE	3%	6,730.00	Minor Equipment, Equipment Repairs and Services, Motor pool: Office Equipment, Spirometer Repairs and Maintenance, Fuel, Annual Insurance Premiums, Repairs to Vehicle (Skylights, Moldings, Windows, Air Conditioner)	
5 UTILITIES	0%	1,000.00	Database Management, Statistical Reporting, Mobile Phone, Routers and VPN	
6 PROFESSIONAL SERVICES / CONSULTANTS	24%	53,675.00	Medical Direction and Staff for Clinic Operation: Arrowhead Pediatric Medical Group provides for the necessary medical staffing (Nurse Practitioners) to support Breathmobile services. Medical Director also provides medical oversight to the clinical Breathmobile staff.	
7 INDIRECT COSTS	2%	5,000.00	Fiscal services, grant oversight, grant reporting, and administrative functions which accounts for approximate 2.5% of the total grant funding.	
Total Services & Supplies		\$ 73,705.00		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: FY 2016-2017**

ORGANIZATION: Arrowhead Regional Medical Center	DIRECTOR: Laura Ellers	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Respiratory Care	PROGRAM DIRECTOR: Webster Wong, MD (Program Director)	TOTAL BUDGET: \$ 222,038
INITIATIVE: Investing in Children Health	FINANCE OFFICER: Frank Arambula	RFP/CONTRACT #: (RFP 11-02) HW043 A2

III. FOOD				
	Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1	N/A			
	Total Food		\$ -	
IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	N/A			
	Total Travel		-	
V. SUBCONTRACTORS				
	Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1	N/A			
	Total Subcontractors		-	
VI. INDIRECT COSTS				
	Percent:	N/A		
	Basis:	N/A		
	Total Indirect Costs		\$ -	
TOTAL FIRST 5 BUDGET			\$ 222,038	



Program Outline Document 2016-2017

AGENCY INFORMATION

		Contract #:	<u>HW032 A3</u>
Legal Entity:	<u>County of San Bernardino Department of Public Health</u>		
Dept./Division:	<u>Family Health Services Section</u>		
Project Name:	<u>Partnership for Healthy Mothers & Babies (PHMB)</u>		
Address:	<u>606 East Mill Street</u> <u>San Bernardino, CA 92415-0011</u>	Phone #:	<u>909-383-3022</u>
Website:	<u>www.sbcounty.gov/dph</u> <u>Search: Family Health Services</u>	Fax #:	<u>909-383-3030</u>
Program Site Address:	<u>606 East Mill Street</u> <u>San Bernardino, CA 92415-0011</u>	Client Referral Phone #	<u>909-383-3022,</u> <u>1-800-722-3777,</u> <u>1-800-227-3034</u>

CONTACT INFORMATION

CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

Name:	<u>James Ramos</u>	Title:	<u>Third 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>909-387-4855</u>
E-Mail:	<u>SupervisorRamos@sbcounty.gov</u>	Fax #:	<u>909-387-3018</u>

PROGRAM CONTACT

Name:	<u>Vanessa Long</u>	Title:	<u>Program Manager</u>
Address:	<u>606 East Mill Street</u> <u>San Bernardino, CA 92415-0011</u>	Direct Phone #:	<u>909-383-3026</u>
E-Mail:	<u>vlong@dph.sbcounty.gov</u>	Fax #:	<u>909-383-3030</u>

FISCAL CONTACT

Name:	<u>Stewart Hunter</u>	Title:	<u>Administrative Supervisor</u>
Address:	<u>606 East Mill Street</u> <u>San Bernardino, CA 92415-0011</u>	Direct Phone #:	<u>909-383-3044</u>
		Fax #:	<u>909-383-3030</u>

E-Mail: shunter@dph.sbcounty.gov

ADDITIONAL CONTACT (Describe): Program

Name: Loretta Schnaus

Title: Supervising Public Health Nurse

Address: 606 East Mill Street
San Bernardino, CA 92415-0011

Direct Phone #: 909-383-3025

Fax #: 909-383-3030

E-Mail: lschnaus@dph.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 checked="" type="checkbox"/> Health | <input checked="" 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 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

The objective of this initiative is that children are born healthy. This is a home visitation program with the goal of providing support to pregnant women who screen positive for substance abuse. With the Partnership for Healthy Mothers and Babies program, an approach has been developed to have the greatest possibility of assisting pregnant women to stop their substance abuse. They deliver a drug free baby and have improved medical, social and educational abilities if interventions are successful. The mission of this 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, and treatment.

SERVICE AREA (LOCATIONS)

Countywide

COMMISSION LEVEL OUTCOMES

SPA 1: Children and Families

Goal 1.1 Child Health

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

Objective 1.1.c: Children are born healthy

Expectations(s): Support improved health outcomes for pregnant women and children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services from the medical, behavioral, nutritional, and dental health systems.

Outcomes(s): 200 women will receive care coordination; 55 women will be followed up within the first year of the child’s life (core).

9,000 women will receive substance abuse screenings, 500 will receive prenatal education services, and 55 children will receive developmental screenings (aggregate).

ASSIGNED ANALYST: Ruth Ann Martinez

CONTRACT AMOUNT

Fiscal Year	Amount
2012-2013	\$ 688,084
2013-2014	\$ 703,873
2014-2015	\$ 720,102
2015-2016	\$ 720,102
2016-2017	\$ 720,102
Total	\$ 3,552,263

**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
<input checked="" type="checkbox"/>	Change	PUBLICHEAL			903	
<input type="checkbox"/>	Cancel					
Organization					Dept.	Orgn.
Children and Families Commission					903	PROG
Commission Representative					Telephone	
Cindy Faulkner, Operations Manager					909-386-7706	
					Contractor's License No.	
					HW032 A3	
					Total Contract Amount	
					\$3,552,263	
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, 2012		June 30, 2017		\$2,112,059
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amendment Amount
RRC	903	PROG	300	3357	CFHESY17	\$720,102
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		
ESI – Perinatal Care Services				FY	Amount	I/D
Partnership for Healthy Mothers				16-17	\$720,102	I
& Babies (PHMB)						

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 Public Health, Child and Family Health Services
 Address
 606 East Mill Street
 San Bernardino, CA 92415
 Phone
 (909) 383-3026
 Federal ID No.
 95-6002748

Program Address (if different from legal address):

**IT IS HEREBY AGREED AS FOLLOWS:
AMENDMENT NO. 3**

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 \$3,552,263 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

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

Fiscal Year 2012-13	\$ <u>688,084</u>	July 1, 2012 through June 30, 2013
Fiscal Year 2013-14	\$ <u>703,873</u>	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	\$ <u>720,102</u>	July 1, 2014 through June 30, 2015
Fiscal Year 2015-16	\$ <u>720,102</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>720,102</u>	July 1, 2016 through June 30, 2017

Initial Here

2. Paragraph A. of Section VII, TERM, is amended to read as follows:

- A. This Contract is effective commencing July 1, 2012 and expires June 30, 2017, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for 2016-2017

Attachment B – Amended Program Budget for 2016-2017

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
DEPARTMENT OF PUBLIC HEALTH**

Legal Entity

▶ _____
Authorized Signature

Linda Haugan
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

James Ramos
Printed Name

Chairman, Board of Supervisors
Title

Dated

Official Stamp

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

SPA 1: Children and Families
 Goal 1.1: Child Health
 Objective 1.1.a: Families have access to resources and environments that support the total wellness of the child
 Objective 1.1.c: Children are born healthy

**ATTACHMENT A
 WORKPLAN**



Agency Name: San Bernardino County Department of Public Health **Contract #:** HW032 A3
Program Name: Partnerships for Healthy Mothers and Babies **Fiscal Year:** 2016 - 2017
Service Area: Countywide

Expectation(s):	Support improved health outcomes for pregnant women and children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services from the medical, nutritional, and dental health systems		
Outcome(s):	200 women will receive care coordination services. 55 women will be followed up with within first year of child's birth (Core)	9,000 women will receive substance abuse screenings, 500 will receive prenatal education and 55 children will receive developmental screening (Aggregate)	
Objective	Activity	Dosage	Verification
Enrolled women will receive services from PHMB and follow up will occur within first year of child's life	Care Coordination	Varies according to enrollment date (period from enrollment date through delivery)	Parent Intake 4Ps Plus Assessment should only be entered for clients who screened positive on 4Ps
	Follow-up	Varies (period from delivery through infant's first birthday)	4Ps Follow up (Survey)
Substance abuse screening for pregnant women	Substance Abuse Screening	1 per client	4Ps Plus
Reduction of pregnant women abusing substances	Prenatal Education	Varies	Quarterly reports (referral source, edu activities, etc.)
Early screening and intervention for special needs	Developmental Screening	1 per child	Denver II (number and results reported quarterly)

Program Description:

Public Health Nurses provide in home support to women who screen positive on the 4P's Plus with the goal of children being born healthy.

Agency Rep Name: _____ **Data Type:** Core and Aggregate
Agency Signature: _____ **Reporting Period:** Monthly **Due:** On the 15th
Date Signed: _____ **Program Cycle:** July 2016 – June 2017



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: FY 2016-2017**

ORGANIZATION:	Arrowhead Regional Medical Center	DIRECTOR:	Laura Ellers	PROGRAM YEAR:	2016-2017
PROGRAM TITLE:	Respiratory Care	PROGRAM DIRECTOR:	Webster Wong, MD (Program Director)	TOTAL BUDGET:	\$ 222,038
INITIATIVE:	Investing in Children Health	FINANCE OFFICER:	Frank Arambula	RFP/CONTRACT #:	(RFP 11-02) HW043 A3

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	Laura Ellers Director, Respiratory	0.25	48.13	520.00	0.54	25,027.60	13,514.90	38,542.50	154,170.02	25%	Represents, organizes and directs all clinical and administrative aspects of the Breathmobile. Oversees all regulatory and compliance matters.
2	John Cadavona Supervising RCP	0.25	32.02	520.00	0.54	16,650.40	8,991.22	25,641.62	102,566.46	25%	Oversee daily operations, staffing, staff development and evaluation of all patient care activities to include clinic schedules.
3	Karl Peterson RCP II	0.25	29.79	520.00	0.50	15,490.80	7,745.40	23,236.20	92,944.80	25%	Assess each patient's physical condition and evaluate all pertinent testing results in order to evaluate outcomes and adjust respiratory care to achieve patient care goals by providing treatment focused education.
4	Josie Mancillas RCP II	0.25	29.79	520.00	0.71	15,490.80	10,998.47	26,489.27	105,957.07	25%	Assess each patient's physical condition and evaluate all pertinent testing results in order to evaluate outcomes and adjust respiratory care to achieve patient care goals by providing treatment focused education.
5	Nancy Glaab LVN	0.25	22.50	520.00	0.69	11,700.00	8,073.00	19,773.00	79,092.00	25%	Assess each patient's physical condition and evaluate all pertinent testing results in order to evaluate outcomes and adjust respiratory care to achieve patient care goals by providing treatment focused education.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: FY 2016-2017**

ORGANIZATION: Arrowhead Regional Medical Center	DIRECTOR: Laura Ellers	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Respiratory Care	PROGRAM DIRECTOR: Webster Wong, MD (Program Director)	TOTAL BUDGET: \$ 222,038
INITIATIVE: Investing in Children Health	FINANCE OFFICER: Frank Arambula	RFP/CONTRACT #: (RFP 11-02) HW043 A3

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
6	Mike Acevedo OA II	0.25	18.06	520.00	0.56	9,391.20	5,259.07	14,650.27	58,601.09	25%	Establish and promote positive interpersonal relations, greet, interact, offer assistance, answer questions. Register patients, update Asmatrax system.
Total Salaries & Benefits						\$ 93,751	\$ 54,582	\$ 148,333	\$ 593,331		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: FY 2016-2017**

ORGANIZATION: Arrowhead Regional Medical Center	DIRECTOR: Laura Ellers	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Respiratory Care	PROGRAM DIRECTOR: Webster Wong, MD (Program Director)	TOTAL BUDGET: \$ 222,038
INITIATIVE: Investing in Children Health	FINANCE OFFICER: Frank Arambula	RFP/CONTRACT #: (RFP 11-02) HW043 A3

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
1 PROGRAM MATERIALS / SUPPLIES	2%	5,500.00	Medical Supplies: Metered Dose Inhaler Spacers, Peak Flow Meters, Skin and Allergy Testing Materials, Filters for Spirometric Pulmonary Function Testing, Pharmaceuticals, Scales, Blood Pressure Cuffs.	
2 PRINTING	0%	800.00	Brochures and Fliers	
3 OFFICE SUPPLIES	0%	1,000.00	Office Supplies, forms, paper, printer, printer toner, envelopes needs.	
4 BUILDING/EQUIPMENT MAINTENANCE	3%	6,730.00	Minor Equipment, Equipment Repairs and Services, Motor pool: Office Equipment, Spirometer Repairs and Maintenance, Fuel, Annual Insurance Premiums, Repairs to Vehicle (Skylights, Moldings, Windows, Air Conditioner)	
5 UTILITIES	0%	1,000.00	Database Management, Statistical Reporting, Mobile Phone, Routers and VPN	
6 PROFESSIONAL SERVICES / CONSULTANTS	24%	53,675.00	Medical Direction and Staff for Clinic Operation: Arrowhead Pediatric Medical Group provides for the necessary medical staffing (Nurse Practitioners) to support Breathmobile services. Medical Director also provides medical oversight to the clinical Breathmobile staff.	
7 INDIRECT COSTS	2%	5,000.00	Fiscal services, grant oversight, grant reporting, and administrative functions which accounts for approximate 2.5% of the total grant funding.	
Total Services & Supplies		\$ 73,705.00		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: FY 2016-2017**

ORGANIZATION: Arrowhead Regional Medical Center	DIRECTOR: Laura Ellers	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Respiratory Care	PROGRAM DIRECTOR: Webster Wong, MD (Program Director)	TOTAL BUDGET: \$ 222,038
INITIATIVE: Investing in Children Health	FINANCE OFFICER: Frank Arambula	RFP/CONTRACT #: (RFP 11-02) HW043 A3

III. FOOD				
	Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1	N/A			
	Total Food		\$ -	
IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	N/A			
	Total Travel		-	
V. SUBCONTRACTORS				
	Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1	N/A			
	Total Subcontractors		-	
VI. INDIRECT COSTS				
	Percent:	N/A		
	Basis:	N/A		
	Total Indirect Costs		\$ -	
TOTAL FIRST 5 BUDGET			\$ 222,038	



Program Outline Document 2016-2017

AGENCY INFORMATION

Contract #: HW036 A2

Legal Entity: Loma Linda University Children's Hospital

Dept./Division: Regional Perinatal Programs

Project Name: Comprehensive Tobacco Treatment Program

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

Phone #: 909-558-3264

Website: www.lomalindababies.org

Fax #: 909-558-3935

Program Site Address: Loma Linda University Medical Center
11234 Anderson Street, Suite MC3410
Loma Linda, California 92354
(Administration Office)

Client Referral Phone # 909-558-3264

CONTACT INFORMATION

CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

Name: Kerry Heinrich

Title: Chief Executive Officer & Administrator

Address: 11234 Anderson Street, Suite MC3410
Loma Linda, CA 92354

Direct Phone #: 909-558-4308

Fax #: 909-558-7909

E-Mail: kheinrich@llu.edu

PROGRAM CONTACT

Name: Jill Howie

Title: Perinatal Service Line Director

Address: 11234 Anderson Street, Suite MC 3410
Loma Linda, CA 92354

Direct Phone #: 909-558-7496

Fax #: 909-558-0994

E-Mail: JHildesheimhowie@llu.edu

FISCAL CONTACT

Name: Maribel Muñoz

Title: CTT Program Coordinator

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

Direct Phone #: 909-558-3264

Fax #: 909-558-3935

E-Mail: mamunoz@llu.edu

ADDITIONAL CONTACT (Describe): Program

Name: Diana Shouman-Garcia **Title:** Perinatal Health Specialist

Address: 11215 Mountain View Avenue, Suite 179 **Direct Phone #:** 909-558-4000 x 34924
Loma Linda, CA 92354

Fax #: 909-558-3935

E-Mail: DShoumangarcia@llu.edu

PROGRAM INFORMATION

TYPE OF AGENCY

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

FIRST 5 FOCUS AREA

STRATEGY

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Health | <input checked="" 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 | <hr/> |
| <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: |
| | | <hr/> |
| <input type="checkbox"/> Family | <input type="checkbox"/> Parent Education | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Resource Center & Case Management | <hr/> |
| <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 | <hr/> |

PROGRAM DESCRIPTION

The Comprehensive Tobacco Treatment (CTT) Program serves pregnant women who have history of tobacco use. The objective of this initiative is that children are born healthy. Comprehensive Tobacco Treatment (CTT) program aims to help pregnant women quit tobacco and educate them about the effects of smoking and the impact of smoking to the unborn child. The Comprehensive Tobacco Treatment (CTT) Program serves pregnant women who have a history of tobacco use. Services also include screening, initial and periodic assessment, education, care coordination and follow-up at 2, 4 and 6 month from enrollment date. The program operates within 8 sessions that include screening for depression, reading materials, information on methods of smoking cessation, resource linkage and incentives for cessation success. Assessment includes tobacco use history, readiness to quit, barriers to quitting

SERVICE AREA (LOCATIONS)

Countywide

and ongoing confirmation of tobacco cessation through urine cotinine testing. Incentives such as Xylitol gum and infant diapers are given as incentives to participants remaining tobacco free.

COMMISSION LEVEL OUTCOMES

SPA 1: Children and Families

Goal 1.1 Child Health

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

Objective 1.1.c: Children are born healthy

Expectations(s): Support improved health outcomes for pregnant women and children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services from the medical, nutritional, and dental health systems.

Outcome(s): 240 women will receive Tobacco Cessation Treatment and Follow up (core).
450 women will receive Substance Abuse Screenings and 240 women will receive Substance Abuse Education services (aggregate).

ASSIGNED ANALYST: Ruth Ann Martinez

CONTRACT AMOUNT

2012-2013	2012-2013	\$	194,947
2013-2014	2013-2014	\$	199,809
2014-2015	2014-2015	\$	204,882
2015-2016	2015-2016	\$	204,882
2016-2017	2016-2017	\$	204,882
	Total	\$	1,009,402

**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
<input checked="" type="checkbox"/>	Change	LOMALI2679			903	
<input type="checkbox"/>	Cancel					
Organization				Dept.	Orgn.	Contract Number
Children and Families Commission				903	PROG	HW036 A2
Commission Representative				Telephone		Contractor's License No.
Cindy Faulkner, Operations Manager				909-386-7706		
				Contract Type		Total Contract Amount
<input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						\$1,009,402
If not encumbered or revenue contract type, provide reason: _____						
Commodity Code		Contract Start Date		Contract End Date		Original Amount
95200		July 1, 2012		June 30, 2017		\$599,638
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amendment Amount
RRC	903	PROG	300	3357	CFHESY17	\$204,882
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			
Early Screening & Intervention			FY	Amount	I/D	FY
Perinatal Care Services			16-17	204,882	I	

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

Legal Name (hereinafter called the Contractor)

Loma Linda University Medical Center

Department/Division

Regional Perinatal Program

Address

11215 Mountain View Avenue, Suite 179

Loma Linda, CA 92354

Phone

(909) 558-3996

Federal ID No.

95-3522679

Program Address (if different from legal address):

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

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 \$1,009,402 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

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

Fiscal Year 2012-13	\$ <u>194,947</u>	July 1, 2012 through June 30, 2013
Fiscal Year 2013-14	\$ <u>199,809</u>	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	\$ <u>204,882</u>	July 1, 2014 through June 30, 2015
Fiscal Year 2015-16	\$ <u>204,882</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>204,882</u>	July 1, 2016 through June 30, 2017

Initial Here

2. Paragraph A. of Section VII, TERM, is amended to read as follows:

A. This Contract is effective commencing July 1, 2012 and expires June 30, 2017, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for 2016-2017

Attachment B – Amended Program Budget for 2016-2017

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

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

LOMA LINDA UNIVERSITY MEDICAL CENTER

Legal Entity

▶

Authorized Signature

Linda Haugan
Printed Name

Commission Chair
Title

Dated

▶

Authorized Signature

Kerry Heinrich
Printed Name

CEO & Administrator
Title

Dated

Official Stamp

Reviewed for Processing

▶

Cindy Faulkner
Operations Manager

Date

Approved as to Legal Form

▶

Sophie Akins
Commission Counsel

Date

Presented to Commission for
Signature

▶

Karen E. Scott
Executive Director

Date

SPA 1: Children and Families
 Goal 1.1: Child Health
 Objective 1.1.a: Families have access to resources and environments that support the total wellness of the child
 Objective 1.1.c: Children are born healthy

**ATTACHMENT A
 WORKPLAN**



Agency Name: Loma Linda University Medical Center Contract #: HW036 A2
 Program Name: Comprehensive Tobacco Treatment Fiscal Year: 2016 - 2017
 Service Area: Countywide

Expectation(s):	Support improved health outcomes for pregnant women and children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services from the medical, nutritional, and dental health systems		
Outcome(s):	240 women will receive Tobacco Cessation Treatment and Follow up services (Core)	450 women will receive Substance Abuse Screenings and 240 women will receive Substance Abuse Education services (Aggregate)	
Objective	Activity	Dosage	Verification
Enrolled pregnant women will participate in Tobacco Cessation Program for 8 consecutive weeks and follow up will occur as part of program	Treatment	8 sessions 1 session per week	Parent Intake 4Ps Plus <i>Assessment should only be for clients who screened positive on 4Ps</i>
	4Ps Follow Up/ Follow-up/ Unreachable*	3 times 2; 4; 6 months from enrollment	4Ps Follow up (Survey) <i>*If unreachable, no follow up survey required</i>
Substance abuse screening for pregnant women	Substance Abuse Screening	1 per client	4Ps Plus
Reduction of pregnant women abusing substances	Prenatal Education	8 sessions 1 session per week	Quarterly reports (<i>referral source, edu activities, etc.</i>)

Program Description:

Comprehensive Tobacco Treatment (CTT) program aims to help pregnant women quit tobacco and educate them about the effects of smoking and the impact of smoking to the unborn child.

Agency Rep Name: _____ Data Type: Core and Aggregate
 Agency Signature: _____ Reporting Period: Monthly Due: On the 15th
 Date Signed: _____ Program Cycle: July 2016 – June 2017



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION:	Loma Linda University Medical Center/CH	DIRECTOR:	Jill Howie	PROGRAM YEAR:	2016-2017
PROGRAM TITLE:	Comprehensive Tobacco Treatment	PROGRAM DIRECTOR:	Maribel Muñoz	TOTAL BUDGET:	\$ 204,882
INITIATIVE:	Investing in Children - Health	FINANCE OFFICER:	Camille Eugenio	RFP/CONTRACT #:	11-02 HW036 A2

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
	Name: Position:										
1	Maribe Muñoz Program Coordinator	0.90	32.72	1862	35%	60,925	21,324	82,248	91,878	90%	Coordinates all CTT program activities. Establishes partner relationships with community agencies. Responsible for budget, personnel, program & financial audits, reports as required by First 5 & Loma Linda Medical Center. Provides direct services to participants. Collaborates with First 5 service agencies whose clients met the criteria. The Program Coordinator's salary is calculated at rate of \$32.72 hourly for 1862 hours.
2	Diana Shouman Garcia Perinatal Health Specialist	0.87	29.63	1819	35%	53,897	18,864	72,761	83,201	87%	Provided education, resources & follow up to CTT participants. Travel to various sites throughout San Bernardino County as assigned or needed to provide direct service. Perform mailing & phone contacts to participants. Complete data entry & other program related duties as assigned. Assists with outreach activities. The Perinatal Health Specialist salary is calculated at \$29.63 hourly for 1819 hours.
Total Salaries & Benefits								\$ 155,009			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Loma Linda University Medical Center	DIRECTOR: Jill Howie	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Comprehensive Tobacco Treatment	PROGRAM DIRECTOR: Maribel Muñoz	TOTAL BUDGET: \$ 204,882
INITIATIVE: Investing In Children - Health	FINANCE OFFICER: Camille Eugenio	RFP/CONTRACT #: 11-02 HW036 A2

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	Program Materials/Supplies	100%	1,165	Smoke check, urine test kits, exam gloves, urine cups, hand sanitizers for verification of smoking cessation. Facial tissues & paper goods. Supplies to make the holiday baskets. It will also include educational materials such as videos, pamphlets & booklets relating to smoking cessation, prenatal education & health improvement literatures.
2	Participant Support/Incentives	100%	6,195	As an incentive participants are offered infant diapers that range in sizes newborn to 4. This is to motivate participants to remain in program with improved ability to abstain from tobacco. Diaper incentives schedule will be 2 pack at 1 week, 2 packs at 2 weeks, 2 packs of diapers at 4, 6 & 8 weeks. Diapers will be dispensed at 2, 4, 6 months follow up appointments. Xylitol gum will be also used as an incentive.
3	Staff Development	100%	500	Loma Linda provides continuous staff development opportunities that are utilized throughout the by program staff. CTT program staff has benefited from additional training/education which supported the growth & career development of staff.
4	Advertisements	33%	500	Advertisement items will be through presentation, health and/or community fair events either in event agenda and/or as an exhibitor at the event. Advertisements materials will include flyers & CTT bags. Give away items such as pens, calendars, light key chains, etc. Baskets to the establish sites are given during Christmas. The program staff will collaborate with Loma Linda University Children's marketing department to plan promotional advertisement items.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Loma Linda University Medical Center	DIRECTOR: Jill Howie	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Comprehensive Tobacco Treatment	PROGRAM DIRECTOR: Maribel Muñoz	TOTAL BUDGET: \$ 204,882
INITIATIVE: Investing In Children - Health	FINANCE OFFICER: Camille Eugenio	RFP/CONTRACT #: 11-02 HW036 A2

5	Printing	100%	1,500	Program brochures, flyers, business cards as well as other printing materials related to the program such as enrollment packets, consent items, educational hand outs etc.
6	Postage	29%	125	Mailing any necessary resources, educational materials to participants & community partner agencies. Donated services are from Loma Linda University Children's Hospital.
7	Office Supplies	83%	2,500	Office Supplies include paper, pencils, pen, envelopes, labels, toners, cartridges, paper clips, tapes, dividers, tabs, folders, pocket protectors, note pads, clip boards, staples, highlighters, monthly agenda/calendars, telecommunication services (office/cell phones)etc. An institutional discount is available through LLUMC.
8	Professional Services/Consultants: Neonatologist & Perinatology	89%	1,600	Neonatologist-provides expertise in infant behavioral development, infant health risks with maternal tobacco use. The Neonatologist will assist regarding the impact of the program on infant health. The Neonatologist is the primary coordinator of neonatology activities with CTT grant and the liaison between CTT and patient education programs. The total estimated cost for Neonatologist is \$1,000. Perinatologist: - provides expertise in reaching & educating pregnant women on the risk of tobacco use in pregnancy & health benefits of smoking cessation. It also provides staff with current research on the best practice regarding smoking cessation as well as depression during pregnancy and postpartum. The estimated cost is \$600.
Total Services & Supplies			14,085	

III. FOOD

Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1 Food Expense for classes and meetings	1,800	Provision of food, snacks & beverages for participants during program meetings/sessions. Provision of food for presentations & events hosted by CTT program.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Loma Linda University Medical Center	DIRECTOR: Jill Howie	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Comprehensive Tobacco Treatment	PROGRAM DIRECTOR: Maribel Muñoz	TOTAL BUDGET: \$ 204,882
INITIATIVE: Investing In Children - Health	FINANCE OFFICER: Camille Eugenio	RFP/CONTRACT #: 11-02 HW036 A2

2	Holiday Food Baskets	600	Holiday food baskets are provided to CTPP participants during Easter, Thanksgiving and Christmas season.
	Total Food	2,400	

IV. TRAVEL

	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	CTPP sites throughout San Bdn.	To perform tobacco cessation education	14,562	CTTP staff are having to utilize their personal vehicle to outreach meetings, network events, training & daily sites that include low served areas such as San Bernardino region, Joshua Tree Yucca Valley, Barstow, Apple Valley & Victorville. CTPP staff travel to various sites to provide tobacco cessation education to program's participants. Staff will attend network/outreach meetings to collaborate with partner agencies. As of January 1, 2015 the reimbursed mileage rate is at 57.5 per IRS guidelines. Staff is reimbursed per IRS guidelines when their own vehicle is used.
2	Travel	To training and seminars	200	Meals including tax and tips during staff development trainings and conferences.
	Total Travel		14,762	

V. SUBCONTRACTORS

	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1	Not Applicable		
	Total Subcontractors	-	

VI. INDIRECT COSTS



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET**

FISCAL YEAR: 2016-2017

ORGANIZATION: Loma Linda University Medical Center		DIRECTOR: Jill Howie		PROGRAM YEAR: 2016-2017	
PROGRAM TITLE: Comprehensive Tobacco Treatment		PROGRAM DIRECTOR: Maribel Muñoz		TOTAL BUDGET: \$ 204,882	
INITIATIVE: Investing In Children - Health		FINANCE OFFICER: Camille Eugenio		RFP/CONTRACT #: 11-02 HW036 A2	
	Percent:	10%		Indirect costs include services from departments including: Hospital Administration, Human Resources, Payroll, Environmental Services, Finance, Computer Information Services, Mail Services, Employee Health Services, Staff Development, General Counsel, Security Department, Compliance Operations and Insurance. LLUCH Department has approved the Indirect Allocation Plan.	
	Basis:	Total First 5 costs - \$186,256	18,626		
	Total Indirect Costs		18,626		
TOTAL FIRST 5 BUDGET			\$ 204,882		



Program Outline Document 2016-2017

AGENCY INFORMATION

		Contract #:	<u>HW037 A3</u>
Legal Entity:	<u>Social Science Services, Inc. DBA Cedar House Life Change Center</u>		
Dept./Division:	<u>N/A</u>		
Project Name:	<u>Before You Were Born Program</u>		
Address:	<u>18612 Santa Ana Avenue</u> <u>Bloomington, CA 92316</u>	Phone #:	<u>909-421-7120</u>
Website:	<u>www.cedarhouse.org</u>	Fax #:	<u>909-421-7128</u>
Program Site Address:	<u>18612 Santa Ana Avenue</u> <u>Bloomington, CA 92316</u>	Client Referral Phone #	<u>1-800-246-HELP</u> <u>(4357)</u>

CONTACT INFORMATION

CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

Name:	<u>Greg Dorst</u>	Title:	<u>Interim Chief Executive Officer</u>
Address:	<u>18612 Santa Ana Avenue</u> <u>Bloomington, CA 92316</u>	Direct Phone #:	<u>909-421-7120</u>
E-Mail:	<u>dchagolla@cedarhouse.org</u>	Fax #:	<u>909-421-7128</u>

PROGRAM CONTACT

Name:	<u>Jamie Vergilio</u>	Title:	<u>Administrative Assistant</u>
Address:	<u>18612 Santa Ana Avenue</u> <u>Bloomington, CA 92316</u>	Direct Phone #:	<u>909-421-7120 x 143</u>
E-Mail:	<u>jvergilio@cedarhouse.org</u>	Fax #:	<u>909-421-7128</u>

FISCAL CONTACT

Name:	<u>Michele Shutters</u>	Title:	<u>Finance Director</u>
Address:	<u>18612 Santa Ana Avenue</u> <u>Bloomington, CA 92316</u>	Direct Phone #:	<u>909-421-7120 x 102</u>
E-Mail:	<u>mshutters@cedarhouse.org</u>	Fax #:	<u>909-421-7128</u>

ADDITIONAL CONTACT (Describe): Program

Name: Buni Beck

Title: Admissions Coordinator

Address: 18612 Santa Ana Avenue
Bloomington, CA 92316

Direct Phone #: 909-421-7120 x 100

Fax #: 909-421-7128

E-Mail: c.bunibeck@cedarhouse.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

- Health
- Education
- Family
- Systems

STRATEGY

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

- Health & Safety Education
- Other: _____
- Quality Provider Programs
- Other: _____
- Other: _____
- Community Outreach
- Other: _____

PROGRAM DESCRIPTION

The Before You Were Born Program offers a safe and supportive residential treatment environment for pregnant or parenting women and their young children seeking treatment from the effects of drug and alcohol use to improve their lives and lives of their unborn child. The objective being children are born healthy.

SERVICE AREA (LOCATIONS)

Bloomington

COMMISSION LEVEL OUTCOMES

SPA 1: Children and Families

Goal 1.1 Child Health

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

Objective 1.1.c: Children are born healthy

Expectations(s): Support improved health outcomes for pregnant women and children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services from the medical, nutritional, and dental health systems.

Outcome(s): 40 women will receive substance abuse screenings, prenatal education, care coordination, 4P's follow up, follow up and/or unreachable (core).

ASSIGNED ANALYST: Ruth Ann Martinez

CONTRACT AMOUNT

Fiscal Year	Amount
2012-2013	\$ 479,244
2013-2014	\$ 479,244
2014-2015	\$ 479,244
2015-2016	\$ 479,244
2016-2017	\$ 479,244
Total	\$ 2,396,220

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

<i>FOR COMMISSION USE ONLY</i>						
<input type="checkbox"/>	New	Vendor Code CEDARHO237		SC	Dept. 903	A
<input checked="" type="checkbox"/>	Change					Contract Number HW037 A3
<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 \$2,396,220
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, 2012		Contract End Date June 30, 2017		Original Amount \$1,437,732
Amendment Amount \$479,244						
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
RRC	903	PROG	300	3357	CFHESY17	\$479,244
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 Perinatal Care Services			Estimated Payment Total by Fiscal Year			
			FY	Amount	I/D	FY
			16-17	\$479,244	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)
 Social Science Services, Inc.
 Department/Division
 Cedar House
 Address
 18612 Santa Ana Avenue
 Bloomington, CA 92316
 Phone
 (909) 421-7120
 Federal ID No.
 95-2914237

Program Address (if different from legal address):

**IT IS HEREBY AGREED AS FOLLOWS:
AMENDMENT NO. 3**

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 \$2,396,220 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

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

Fiscal Year 2012-13	\$ <u>479,244</u>	July 1, 2012 through June 30, 2013
Fiscal Year 2013-14	\$ <u>479,244</u>	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	\$ <u>479,244</u>	July 1, 2014 through June 30, 2015
Fiscal Year 2015-16	\$ <u>479,244</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>479,244</u>	July 1, 2016 through June 30, 2017

Initial Here

2. Paragraph A. of Section VII, TERM, is amended to read as follows:

A. This Contract is effective commencing July 1, 2012 and expires June 30, 2017, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for 2016-2017

Attachment B – Amended Program Budget for 2016-2017

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

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

SOCIAL SCIENCE SERVICES, INC.

Legal Entity

▶ _____
Authorized Signature

Linda Haugan
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

Greg Dorst
Printed Name

Interim Chief Executive Officer
Title

Dated

Official Stamp

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

SPA 1: Children and Families
 Goal 1.1: Child Health
 Objective 1.1.a: Families have access to resources and environments that support the total wellness of the child
 Objective 1.1.c: Children are born healthy

**ATTACHMENT A
 WORKPLAN**



Agency Name: Social Science Services, Inc (Cedar House) Contract #: HW037A3
 Program Name: Before You Were Born (BYWB) Fiscal Year: 2016 - 2017
 Service Area: Countywide

Expectation(s):	Support improved health outcomes for pregnant women and children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services from the medical, nutritional, and dental health systems		
Outcome(s):	40 women will receive substance abuse screenings, prenatal education, care coordination, 4ps follow-up, follow-up and/or unreachable services (Core)		
Objective	Activity	Dosage	Verification
Substance abuse screening for pregnant women	Substance Abuse Screening	1 per client (at intake)	Parent Intake 4Ps Plus <i>Assessment should only be for clients who screened positive on 4Ps</i>
Prenatal education services (e.g. group classes, therapy sessions, etc.)	Prenatal Education	Varies	Sign in sheets, progress notes, BYWB Psycho-Social Clinical Assessment
Case management, short term/long term treatment planning	Care Coordination	Varies	Progress notes, treatment planning, addiction severity Index (pre/post), and exit planning
Follow up with client(s) for sobriety verification	4Ps Follow-up, Follow-up, Unreachable*	Varies	4Ps Follow-Up (Survey) <i>*After 3 attempts If unreachable, no follow up survey required</i>

Program Description:

Offers a safe and supportive residential treatment environment for pregnant or parenting women and their young children seeking treatment from the effects of drug and alcohol use.

Agency Rep Name: _____

Data Type: Core

Agency Signature: _____

Reporting Period: Monthly Due: On the 15th

Date Signed: _____

Program Cycle: July 2016 – June 2017



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION:	Social Science Services, Inc.	DIRECTOR:	Greg Dorst, Interim Chief Executive Officer	PROGRAM YEAR:	2016-2017
PROGRAM TITLE:	Before You Were Born	PROGRAM DIRECTOR:	Greg Dorst, Interim Chief Executive Officer	TOTAL BUDGET:	\$ 479,244
INITIATIVE:	Investing in Children - Health	FINANCE OFFICER:	Michelle Shutters	RFP/CONTRACT #:	11-02 HW037 A3

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	Yvonne Carillo Case Manager	1.00	23.538	2080	23%	48,959	11,261	60,220	60,220	100%	The Case Manager provides direct services to the participants by providing comprehensive needs, assessments, treatment planning, group & individual counseling & crisis intervention as needed. Each Case Manager must document all participant progress & social interactions in the participant file, perform treatment, plan reviews & collaborate with medical providers & pharmacies to ensure that medical appointments are calendared & medication refills are completed at appropriate times. Each Case Manager carries a caseload of 10 participants & must connect them with resources to fulfill their needs in areas such as medical, legal, employment, transportation, family reunification & housing upon completion of treatment & must connect the participant with social service providers who can help with these needs. The Case Manager advocates for the participant & is instrumental in helping family members to participate in the process of recovery.
2	Robert Criss Transportation	1.00	20.769	2080	23%	43,200	9,936	53,135	53,135	100%	1 FTE driver, responsible for transporting First 5 participants to and from all necessary social services, legal & medical appointments.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION:	Social Science Services, Inc.	DIRECTOR:	Greg Dorst, Interim Chief Executive Officer	PROGRAM YEAR:	2016-2017
PROGRAM TITLE:	Before You Were Born	PROGRAM DIRECTOR:	Greg Dorst, Interim Chief Executive Officer	TOTAL BUDGET:	\$ 479,244
INITIATIVE:	Investing in Children - Health	FINANCE OFFICER:	Michelle Shutters	RFP/CONTRACT #:	11-02 HW037 A3

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	Anthony Diaz Medical Assistant	1.00	16.616	2080	23%	34,561	7,949	42,510	42,510	100%	Working directly under the supervision of the LVN & Medical Director. Medical Assistant assists with TB testing including administering TB skin tests & text control logging. The MA also assists with daily sick calls 3 times daily, monitoring of vital signs, making over the counter medications available, physical exams, minor medical procedures, medical supplies, inventory, stocking, medication logging & storage. In addition the MA assists in emergency response, administering injections as ordered by Medical Director reconciling medication distribution logs & bedside care as directed.
4	Sandy Madrid Intake Personnel	0.15	13.292	312	23%	4,147	954	5,101	34,006	15%	Responsible for the intake procedure with new clients, are knowledgeable with confidentiality laws, must have an understanding of the nature of drug & alcohol addiction and recovery. Will have a minimum of (1) year of work related experience. Will be registered or certified with one of the approved licensing agencies.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION:	Social Science Services, Inc.	DIRECTOR:	Greg Dorst, Interim Chief Executive Officer	PROGRAM YEAR:	2016-2017
PROGRAM TITLE:	Before You Were Born	PROGRAM DIRECTOR:	Greg Dorst, Interim Chief Executive Officer	TOTAL BUDGET:	\$ 479,244
INITIATIVE:	Investing in Children - Health	FINANCE OFFICER:	Michelle Shutters	RFP/CONTRACT #:	11-02 HW037 A3

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
5	Chanta Walls Intake Personnel	0.15	13.292	312	23%	4,147	954	5,101	34,006	15%	Responsible for the intake procedure with new clients, are knowledgeable with confidentiality laws, must have an understanding of the nature of drug & alcohol addiction and recovery. Will have a minimum of (1) year of work related experience. Will be registered or certified with one of the approved licensing agencies.
6	Sandra Rios Intake Personnel	0.15	13.292	312	23%	4,147	954	5,101	34,006	15%	Responsible for the intake procedure with new clients, are knowledgeable with confidentiality laws, must have an understanding of the nature of drug & alcohol addiction and recovery. Will have a minimum of (1) year of work related experience. Will be registered or certified with one of the approved licensing agencies.
7	Josie Morales Intake Personnel	0.15	13.292	312	23%	4,147	954	5,101	34,006	15%	Responsible for the intake procedure with new clients, are knowledgeable with confidentiality laws, must have an understanding of the nature of drug & alcohol addiction and recovery. Will have a minimum of (1) year of work related experience. Will be registered or certified with one of the approved licensing agencies.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION:	Social Science Services, Inc.	DIRECTOR:	Greg Dorst, Interim Chief Executive Officer	PROGRAM YEAR:	2016-2017
PROGRAM TITLE:	Before You Were Born	PROGRAM DIRECTOR:	Greg Dorst, Interim Chief Executive Officer	TOTAL BUDGET:	\$ 479,244
INITIATIVE:	Investing in Children - Health	FINANCE OFFICER:	Michelle Shutters	RFP/CONTRACT #:	11-02 HW037 A3

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
8	Theresa Halcon Intake Personnel	0.15	13.292	312	23%	4,147	954	5,101	34,006	15%	Responsible for the intake procedure with new clients, are knowledgeable with confidentiality laws, must have an understanding of the nature of drug & alcohol addiction and recovery. Will have a minimum of (1) year of work related experience. Will be registered or certified with one of the approved licensing agencies.
9	Jamie Vergilio Administrative Assistant	0.03	30.461	62.4	23%	1,901	437	2,338	77,931	3%	Responsible for all areas connected to Human Resources Department.
10	Michelle Shutters Finance Director	0.04	31.153	83.2	23%	2,592	596	3,188	79,702	4%	Responsible for all accounting functions for Cedar House Life Change Center.
11	Daniel Chagolla Chief executive Officer	0.02	103.846	41.6	23%	4,320	994	5,314	265,680	2%	Responsible for overall agency administration & program management, under the supervision of the Cedar House Life Change Center Board of Directors. Serves as a member of the board & all committees & as corporation's CEO and legal agent.
12	Emma Pintado Medical Coordinator (LVN)	0.24	32.538	499.2	23%	16,243	3,736	19,979	83,245	24%	The key position is responsible for the immediate needs of participants & children housed with participants. The LVN is on call 24 hours a day, 7 days a week. The LVN is trained & specialized in critical care, maternity, labor & delivery and emergency nursing. The LVN, on as needed basis will provide participants medical review that includes issues of overall well being through the use of health & nutrition assessments. The LVN facilitates the Medical Aspect Group.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION:	Social Science Services, Inc.	DIRECTOR:	Greg Dorst, Interim Chief Executive Officer	PROGRAM YEAR:	2016-2017
PROGRAM TITLE:	Before You Were Born	PROGRAM DIRECTOR:	Greg Dorst, Interim Chief Executive Officer	TOTAL BUDGET:	\$ 479,244
INITIATIVE:	Investing in Children - Health	FINANCE OFFICER:	Michelle Shutters	RFP/CONTRACT #:	11-02 HW037 A3

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
13	Deserie Perez	Med Clerk	0.08	20.423	166.4	23%	3,398	782	4,180	52,250	8%	Responsible for making medications available to clients as scheduled. Copies & files all appropriate paper works as directed by Nurse LVN. Makes prescribe medications available to clients t self-administer. Logs in all medications distributed to clients. Tracts medication counts & notifies NurseLVN when counts need to be refilled.
14	Carlota Beck	Admissions Coordinator	0.04	\$ 27.00	83.2	23%	2,246	517	2,763	69,077	4%	Oversees operation of the Receptionist, Admissions & Intake personnel.
15	Rudolph Ramirez	Food Service Manager	0.04	29.076	83.2	23%	2,419	556	2,976	74,388	4%	Responsible for Kitchen staff, prepares work schedule for cooks. Prepares menus two weeks in advance & maintains files. Purchase food, facilitates weekly Kitchen staff meeting. Keeps inventory. Helps implement & enforce policies in the kitchen. Prepares 3 well-balanced meals daily.
Total Salaries & Benefits									\$ 222,107			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Social Science Services, Inc.	DIRECTOR: Greg Dorst	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Before You Were Born	PROGRAM DIRECTOR: Greg Dorst	TOTAL BUDGET: \$ 479,244
INITIATIVE: Investing in Children - Health	FINANCE OFFICER: Michelle Shutters	RFP/CONTRACT #: 11-02 HW037 A3

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
1 Program Materials and Supplies	13%	29,123	Program related supplies that include educational supplies for participants & their child i.e. curriculum, art therapy, baby supplies, medication and/or items necessary for the mother & child. The "Before You Were Born" program costs consist of the purchase of all assessment tools & the printing of course curriculum. Upon completion of the program, invitations are created & mailed out. Also inclusive of the purchase of graduation materials.	
2 Advertisements	13%	6,000	Includes program advertisements on radio, internet, publications & yellow pages. Advertisements will be used for the of outreach & recruitment of potential participants for this program.	
3 Robert Criss	13%	2,640	Includes all mailings, bulk, individual & special delivery of materials related to program & promotion of program. Participants are also provided stamps.	
4 &	13%	1,148	Subscription relate to website & social media monthly/yearly invoices allocated out to 13% of Cedar House total Subscriptions.	
5 Office Supplies	13%	7,187	Includes administrative & program supplies including but not limited to paper, pens, pencils, paper clips, notebooks, printer cartridge & copier toner.	
6 Rent	13%	12,919	13% of Board approved allocation plan.	
7 Building/Equipment Maintenance	13%	20,980	Includes general over all maintenance, as well as vehicle repairs maintenance & IT services for our leased copiers & fax machines. IT services for our computers & maintenance for our program facilities.	
8 Josie Morales	13%	22,597	13% of Board approved allocation plan.	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Social Science Services, Inc.	DIRECTOR: Greg Dorst	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Before You Were Born	PROGRAM DIRECTOR: Greg Dorst	TOTAL BUDGET: \$ 479,244
INITIATIVE: Investing in Children - Health	FINANCE OFFICER: Michelle Shutters	RFP/CONTRACT #: 11-02 HW037 A3

9	Theresa Halcon	13%	1,677	13% of Board approved allocation plan.
10	Professional Services/Consultants	13%	13,962	The medical team consists of Medical Director who oversees LVN & Medical Assistant. This team helps to ensure a safety & healthy treatment environment capable of providing an interdisciplinary program of medical services in conjunction with substance abuse treatment. The medical team provides comprehensive & individualized treatment approaches for prenatal & post partum care for mothers & their child. Routine follow up care with medical team will provide intensive, coordinated & structured clinical services within a stable therapeutic environment. Each participant will have access to the medical on a 24-hour basis. MFT Supervisor oversees Cedar House's MFT Intern/Trainee program, provides as needed one-on-one counseling for participants in need of additional therapy. MFT Supervisor is also consultant for Cedar House Life Change Center. Dr. Valdez total budget is \$5,945 & Patrick McAfee total budget is \$8,017.
11				
	Total Services & Supplies		118,233	
III.	Emma Pintado			
	Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1	Food Expense		36,040	Includes (3) meals and (2) snacks per day for participants
	Total Food		36,040	
IV.	TRAVEL			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Social Science Services, Inc.	DIRECTOR: Greg Dorst	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Before You Were Born	PROGRAM DIRECTOR: Greg Dorst	TOTAL BUDGET: \$ 479,244
INITIATIVE: Investing in Children - Health	FINANCE OFFICER: Michelle Shutters	RFP/CONTRACT #: 11-02 HW037 A3

	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1				
	Total Travel		-	
V. SUBCONTRACTORS:				
	Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1	Bergin Family Counseling Service		102,864	Educates pregnant women on topics of preventive care toward the health of newborn & infants as well as specific medical issues pertaining to pregnant women. Dr.Bergin facilitates 4 groups per week & performs clinical assessments & keep record of milestone completed.
	Total Subcontractors		102,864	
VI. INDIRECT COSTS				
	Percent:			
	Basis:			
	Total Indirect Costs		\$ -	
TOTAL FIRST 5 BUDGET			\$ 479,244	



AGENDA ITEM 7
APRIL 6, 2016

Subject	Amendment A3 for Contract EC005 with Easter Seals of Southern California
Recommendations	Approve Amendment A3 to Contract EC005 with Easter Seals Southern California under the Investing in Children Early Care and Education (RFP 11-03) - Access to Quality Child Care for Fiscal Year 2016-2017 in the amount of \$242,143 for a cumulative total amount of \$1,179,486 for Fiscal Years 2012 through 2017. (Presenter: Ruth Ann Martinez, Staff Analyst II, 252-4264)
Financial Impact	\$1,179,486 for Fiscal Years 2012-2017.
Background Information	<p>In November of 2011, the Commission approved a funding cycle for First 5 San Bernardino's (F5SB's) Early Care and Education (ECE) an Early Learning initiative. The Investing in Children RFP 11-03, among other goals, implemented school-based Infant /Toddler care for teen parents to facilitate their obtaining a high school diploma/GED. In Fiscal Year 2013-2014, the Commission approved an extension of the Infant/Toddler investment of \$230,624 in order that there would be no gap in services for teen parents who were enrolled in high school to receive their diploma/GED.</p> <p>On April 1, 2015, the Commission approved an additional year of funding of \$242,143 under this investment that would then end effective June 30, 2016 with Easter Seals of Southern California. This additional one year period allowed the Commission time to reevaluate the objectives, identify and collaborate with other providers and resources, tighten alignment with the revised Strategic Plan and make recommendations to ensure funding is appropriately aligned and allocated with the Commission's goals to operate more from a systems level.</p> <p>The F5SB Advisory Committee and Advisory Education Subcommittee met on numerous occasions, discussing, researching and evaluating the Commission's overall Early Learning investments, outcomes and opportunities. Taking inventory of what currently exists and acknowledging opportunities to further support the systems and networks, the Commission has selected a Quality Rating Improvement System (QRIS) as a strategy to support F5SB's ECE early learning initiative. QRIS is a system that defines quality standards for early care and education programs, measures programs against these standards, offers and connects educators to professional development opportunities and helps parents and caregivers find quality programs.</p> <p>In order to include Infant /Toddler care for teen parents to facilitate their obtaining a high school diploma/GED into the QRIS efforts, it is the recommendation of the Advisory Committee and F5SB staff to continue funding the school-based Infant /Toddler care program (Easter Seals Contract EC005) for an additional year. Extension to contract terms for additional years is allowable per Commission's standard contract language in Section VII – Term (C) and (D).</p> <p>Unlike the other ECE contracts under RFP 11-03 slated to end June 30, 2016, ECE 005 with Easter Seals of Southern California does not focus on Early Education for 4 year olds and is not duplicative of mandated transitional kindergarten programs.</p>

Maintaining support of Infant/Toddler programs is important at this time to avoid not only gaps in service, but also to promote and support the County's ability to leverage additional State funding, with the release of the California Department of Education's (CDE's) Request for Applications (RFA) for Fiscal Year 2015-2016 Infant/Toddler (I/T) QRIS Block Grant. This opportunity allocates state-wide \$24,163,000 of one-time funding through June 30, 2017 for QRIS work. The funding allows for a base award of \$25,000 for each county QRIS and additional funding prorated based on the number of infants and toddlers in Early Education and Support Division's (EESD) contracted programs. San Bernardino County is eligible to receive about \$700,000 and has applied for this funding as a qualified "existing" QRIS local consortium with F5SB serving as the lead agency.

This is an excellent opportunity for F5SB, San Bernardino County Superintendent of Schools, County of San Bernardino Preschool Services Department, Child Care Resource Center and others to realize the power of strategic leveraging for funds to support program objectives. F5SB continues to support and enhance high quality and developmentally appropriate early education for Infant/Toddler care for children in San Bernardino County through strengthening existing systems, supporting programs and services with demonstrated records of success achieving impact, and evaluating potential resources for sustainability.

Approval of this contract amendment supports the Commission's Strategic Plan:

SPA1: Children and Families - support children prenatal through 5 by providing culturally and linguistically effective resources, knowledge, and opportunities for them to develop the skills needed to achieve their optimal potential in school and life.

- Objective Activity 1.2.a - Families have access to quality early childhood care and education.
- Objective Activity 1.2.b - Parents and caregivers are knowledgeable of and utilize quality early childhood care and education resources.
- Objective Activity 1.2.c - Parents and caregivers are engaged in children's learning.

Review

Sophie Akins, Commission Counsel

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



Program Outline Document 2016-2017

AGENCY INFORMATION

Contract #: EC005 A3

Legal Entity: Easter Seals

Dept./Division: Child Development Services

Project Name: Easter Seals – Valley View CDC

Address: 601 S. Milliken Avenue, Suite K-140
Ontario, CA 91716

Phone #: 909-946-9136

Website: www.southernca.easterseals.com

Fax #: 909-605-1802

Program Site Address: Valley View Continuation High School
1801 East 6th Street
Ontario, CA 91764
No additional sites

Client Referral Phone #: 909-946-9430

CONTACT INFORMATION

CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

Name: Betty Reckard

Title: Vice President, Child Development Services

Address: 601 South Milliken Avenue, Suite K-140
Ontario, CA 91716

Direct Phone #: 909-605-2709 ext. 201

Fax #: 909-605-1802

E-Mail: Betty.Reckard@essc.org

PROGRAM CONTACT

Name: Betty Reckard

Title: Vice President, Child Development Services

Address: 601 South Milliken Avenue, Suite K-140
Ontario, CA 91716

Direct Phone #: 909-605-2709 ext. 201

Fax #: 909-605-1802

E-Mail: Betty.Reckard@essc.org

FISCAL CONTACT

Name: Susan Berglund **Title:** Chief Financial Officer
Address: 1570 East 17th Street **Direct Phone #:** 714-834-1111 ext. 201
Santa Ana, CA 92705 **Fax #:** 714-834-1128
E-Mail: Susan.Berglund@essc.org

ADDITIONAL CONTACT (Describe): Contract Representative

Name: Carlene Holden **Title:** Executive Vice President
Address: 1570 East 17th Street **Direct Phone #:** 714-834-1111
Santa Ana, CA 92705 **Fax #:** 714-834-1128
E-Mail: Carlene.Holden@essc.org

PROGRAM INFORMATION

TYPE OF AGENCY

- Educational Institution** **Describe:** Choose an item.
- Government Agency** **Describe:** Choose an item.
- Private Entity/Institution** **Describe:** Non 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 & Safety Education |
| | <input type="checkbox"/> Health Care Access | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Oral Health | <hr/> |
| <input checked="" type="checkbox"/> Education | <input type="checkbox"/> Early Education Programs | <input type="checkbox"/> Quality Provider Programs |
| | <input checked="" type="checkbox"/> Access to Quality Child Care | <input type="checkbox"/> Other: |
| | | <u>Infant/Toddler</u> |
| <input type="checkbox"/> Family | <input type="checkbox"/> Parent Education | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Resource Center & Case Management | <hr/> |
| <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 | <hr/> |

PROGRAM DESCRIPTION

Early Care and Education-Infant and Toddler Care and includes a parent component to foster a home supportive of learning. This program provides a learning environment for children in support of young mothers as they complete the requirements for their high school diploma or GED.

SERVICE AREA (LOCATIONS)

Chino-91710
Fontana-92335, 92336, 92337
Fontana-91763
Ontario-91761, 91762, 91764
Rancho Cucamonga-91730, 91739
Upland-91784, 91786

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

Objective 1.2b: Parents and caregivers are knowledgeable of and utilize quality early childhood care and education resources

Objective 1.2c: Parents and caregivers are engaged in children’s learning

Expectation(s): 25 children will enroll in early care and education-infant and toddler care

Outcome(s): 25 children will show age appropriate development as determined in DRDP-IT

ASSIGNED ANALYST: Ruth Ann Martinez

CONTRACT AMOUNT

Fiscal Year	Amount
2012-2013	\$ 222,433
2013-2014	\$ 230,624
2014-2015	\$ 242,143
2015-2016	\$ 242,143
2016-2017	\$ 242,143
Total	\$ 1,179,486

**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
<input checked="" type="checkbox"/>	Change	EASTERS149			903	
<input type="checkbox"/>	Cancel					
Organization				Dept.	Orgn.	Contract Number
Children and Families Commission				903	PROG	EC005 A3
Commission Representative				Telephone		Contractor's License No.
Cindy Faulkner, Operations Manager				909-386-7706		Total Contract Amount
						\$1,179,486
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, 2012		June 30, 2017		\$695,200
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amendment Amount
RRC	903	PROG	300	3357	CFEAQY17	\$242,143
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			
Early Care & Education-			FY	Amount	I/D	FY
Infant -Toddler Care			16-17	\$242,143	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)
 Easter Seals Southern California
 Department/Division

 Address
 601 South Milliken Avenue, Suite K-140
 Ontario, CA 91761
 Phone
 (909) 605-2709
 Federal ID No.
 94-3068149

Program Address (if different from legal address):
 1801 East 6th Street
 Ontario, CA 91764

**IT IS HEREBY AGREED AS FOLLOWS:
AMENDMENT NO. 3**

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 \$1,179,486 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

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

Fiscal Year 2012-13	\$ <u>222,433</u>	July 1, 2012 through June 30, 2013
Fiscal Year 2013-14	\$ <u>230,624</u>	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	\$ <u>242,143</u>	July 1, 2014 through June 30, 2015
Fiscal Year 2015-16	\$ <u>242,143</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>242,143</u>	July 1, 2016 through June 30, 2017

Initial Here

2. Paragraph A. of Section VII, TERM, is amended to read as follows:

A. This Contract is effective commencing July 1, 2012 and expires June 30, 2017, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for 2016-2017

Attachment B – Amended Program Budget for 2016-2017

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

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

EASTER SEALS SOUTHERN CALIFORNIA

Legal Entity

▶ _____
Authorized Signature

Linda Haugan
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

Betty Reckard
Printed Name

Vice President Child Development Services
Title

Dated

Official Stamp

Reviewed for Processing

▶ _____
Cindy Faulkner
Operations Manager

Date

Approved as to Legal Form

▶ _____
Sophie Akins
Commission Counsel

Date

Presented to Commission for
Signature

▶ _____
Karen E. Scott
Executive Director

Date

SPA 1: Children and Families
 Goal 1.2: Early Learning
 Objective 1.2.a: Families have access to quality early childhood care and education
 Objective 1.2.b: Parents and caregivers are knowledgeable of and utilize quality early childhood care and education resources
 Objective 1.2.c: Parents and caregivers are engaged in children’s learning



Agency Name: Easter Seals SC Contract #: EC005 A3
 Program Name: Easter Seals Southern California Fiscal Year: 2016 - 2017
 Service Area: West End

Expectations(s):	25 children will enroll in Infant-Toddler program		
Outcome(s):	25 children will show age appropriate development as determined by DRDP-IT		
Objective	Activity	Dosage	Verification
Children will develop within normal ranges in all domains	Child Development Session	8 hrs/day 5 days/week	Parent Survey <i>Pre – At program enrollment</i> <i>Post – At program completion</i> DRDP-IT <i>Pre – Administered within 60 calendar days of child’s enrollment</i> <i>Post – Administered 6 months after Pre</i>
Screen children for early developmental delays and refer accordingly	Developmental Screening	1 per child	ASQ-3 <i>Completed – within 30-45 calendar days of enrollment</i>

Program Description:

Early Care and Education-Infant and Toddler Care and includes a parent component to foster a home supportive of learning. This program provides a learning environment for children in support of young mothers as they complete the requirements for their high school diploma or GED.

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

Data Type: Core
 Reporting Period: Monthly Due: On the 15th
 Program Cycle: July 2016 – June 2017



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION:	Easter Seals of Southern California	DIRECTOR:	Betty Reckard	PROGRAM YEAR:	2016-2017
PROGRAM TITLE:	Infant/Toddler Care	PROGRAM DIRECTOR:	Melanie Felix	TOTAL BUDGET:	\$ 242,143
INITIATIVE:	Investing in Children-Education Services	FINANCE OFFICER:	Susan Berglund	RFP/CONTRACT #:	11-03 EC005 A3

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	Melanie Felix Site Director	0.080	24.13	167.04	30%	4,031	1,209	5,240	59,767	9%	Administer services directly at site.
2	Miriam Restiffo Teacher	1.000	12.41	2088	30%	25,912	7,774	33,686	33,686	100%	Plan and implement developmentally appropriate educational curriculum.
3	Cynthia Iraheta Teacher	1.000	12.17	2088	30%	25,411	7,623	33,034	33,034	100%	Plan and implement developmentally appropriate educational curriculum.
4	Roxana Castaneda Teacher	1.000	11.84	2088	30%	24,722	7,417	32,138	32,138	100%	Plan and implement developmentally appropriate educational curriculum.
5	Jessica Garcia Teacher	1.000	12.17	2088	30%	25,411	7,623	33,034	33,034	100%	Plan and implement developmentally appropriate educational curriculum.
6	Recruiting in progress Teacher	0.400	11.35	835.2	30%	9,480	2,844	12,323	30,808	40%	Plan and implement developmentally appropriate educational curriculum.
7	Damia Gates Family Support Worker	0.220	11.12	459.36	30%	5,108	1,532	6,641	30,184	22%	Recruit and enroll families into program.
8	Candace Cooke Human Resources Director	0.005	40.23	10.44	30%	420	126	546	99,803	0.5%	Oversee recruitment/hiring/termination of staff.
9	Betty Reckard VP, CDS	0.005	66.09	10.44	30%	690	207	897	165,566	0.5%	Plan/develop/administer delivery of services.
10	Rosa Tejada Aide	0.500	10.33	1044	30%	10,785	3,235	14,020	28,040	50%	Assist teachers with implementing curriculum.
11	Lori Jose Family Support Assistant	0.080	11.14	167.04	30%	1,861	558	2,419	30,238	8%	Assist FSW's and provide attendance processing support.
12	Elizabeth Mulligan Area Director	0.020	35.20	41.76	30%	1,470	441	1,911	87,705	2%	Provide supervision and programmatic support to all Inland Empire centers.
13	Michelle Althiser Financial Analyst	0.380	28.12	793.44	30%	22,312	6,693.46	29,005	78,416	37%	Provide fiscal, billing, budget and financial reporting support.
	Total Salaries & Benefits							\$ 204,894			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Easter Seals	DIRECTOR: Betty Reckard	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Infant/Toddler Care	PROGRAM DIRECTOR: Melanie Felix	TOTAL BUDGET: \$ 242,143
INITIATIVE: Investing in Children-Education Services	FINANCE OFFICER: Susan Berglund	RFP/CONTRACT #: 11-03 EC005 A3

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
1 Program Materials/Supplies	1.20%	2,900	Costs for classroom learning supplies including consumable supplies.	
2 Staff Development/Training	0.88%	2,125	Costs for classes and training for staff/professional development	
3 Printing	0.08%	200	Costs for flyers, pamphlets, brochures and program forms.	
4 Office Supplies	0.50%	1,200	Costs for general office supplies (paper, pens, note pads, post it notes, binder clips)	
5 Building/Equipment Maintenance	1.38%	3,350	Building repairs and maintenance costs (janitorial services)	
6 Utilities	1.65%	4,002	Utility costs including electricity, telephone/internet, water, natural gas	
7 Insurance/Taxes/Licenses	0.25%	600	Cost for insurance coverage of building/umbrella coverage and license	
8 Shipping/Mailing/Courier	0.10%	250	Costs for frieght, shipping, and courier charges related to program operations.	
Total Services & Supplies		\$ 14,627		

III. FOOD			
Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1 Food Expense		1,800	Cost of food for parent meetings and teacher meals.
2			
Total Food		1,800	

IV. TRAVEL			
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**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Easter Seals	DIRECTOR: Betty Reckard	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Infant/Toddler Care	PROGRAM DIRECTOR: Melanie Felix	TOTAL BUDGET: \$ 242,143
INITIATIVE: Investing in Children-Education Services	FINANCE OFFICER: Susan Berglund	RFP/CONTRACT #: 11-03 EC005 A3

	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	Service Area	Participant Transportation	200	Costs for bus passes for teens that do not have transportation.
2	Service Area	Employee Mileage/Travel	350	Costs for mileage for staff travel to and from other centers/local agencies or for program training/conferences
3				
	Total Travel		550	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2016-2017**

ORGANIZATION: Easter Seals	DIRECTOR: Betty Reckard	PROGRAM YEAR: 2016-2017
PROGRAM TITLE: Infant/Toddler Care	PROGRAM DIRECTOR: Melanie Felix	TOTAL BUDGET: \$ 242,143
INITIATIVE: Investing in Children-Education Services	FINANCE OFFICER: Susan Berglund	RFP/CONTRACT #: 11-03 EC005 A3

V. SUBCONTRACTORS			
	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1	Dr. Susan Bergin	900	Costs to provide mental health services to program recipients or families and workshops for teen parents at the rate of \$75/hr. Initial budget set to cover 1 workshops (8 hrs incl prep) plus 4 direct service hours. Contract max is \$10K.
2	Temporary teachers or other program staff as needed to cover leaves or vacancies.	707	Temp rates range from \$14 to \$25 depending on qualifications and vacancy being covered.
Total Subcontractors		1,607	
VI. INDIRECT COSTS			
	Percent:		
	Basis:	18,665	Calculated as a percentage of number of children served in this program divided by the total number of individuals served throughout the agency but may be allocated differently should a cost only apply to selected programs rather than to a pro-rata share of all CDC programs. Costs for accounting, human resources, information systems, payroll, administration support.
Total Indirect Costs		18,665	
TOTAL FIRST 5 BUDGET		\$ 242,143	



AGENDA ITEM 8
APRIL 6, 2016

Subject	Discharge from Accountability
Recommendations	Approve Discharge from Accountability for outstanding balances on overpayments and advances to contracted agencies in the amount of \$48,044.33. (Presenter: Debora Dickerson-Sims, Administrative Supervisor II, 252-4269)
Financial Impact	None

Background Information First 5 San Bernardino's (F5SB) due diligence process and improvements to contracts and sponsored events policy have produced wise investments with viable contracted agencies. However, there were incidents where agencies owed F5SB money due to overpayments that occurred through the advance payment process.

On April 7, 2010, the Commission approved an amendment to the MOU between F5SB and the County of San Bernardino to add the services of Central Collections to assist with collecting monies owed to First 5. These overpayments were confirmed during contract closeouts. In Fiscal Year 2010-2011, staff implemented a reimbursement payment process to avoid future overpayments.

Staff has made significant efforts to recoup monies owed. However, a few outstanding debts still remain by contracted agencies who did not respond to requests for repayment. In Fiscal Year 2012-2013, County Central Collections cancelled the following accounts:

- "Vista Guidance Centers" in the amount of \$8,473 after this organization declared bankruptcy and ceased operations
- "Brothers and Sisters in Action (BASIA)" in the amount of \$785.39 after the organization ceased operations due to the death of the Executive Director (Patricia Green-Lee).

In Fiscal Year 2013-2014, the Commission approved the Discharge from Accountability for the two accounts above and for "A Special Place Children's Museum" in the amount of \$45,593 after the closure of the agency and unsuccessful attempts to locate the responsible party, T. Joset Mason. The total discharged in Fiscal Year 2013-2014 was \$54,851.39.

As of March 31, 2016, the following accounts remain uncollectable:

- Boys & Girls Club of San Bernardino \$ 10,664.45
- Brandon J DBA Serenity; debtor, Sylvia Rojas \$ 7,088.37
- Living Springs Fellowship; debtor, Roy Martinez \$ 985.00
- Lord's Holiness; debtor, Carol Hartwick \$ 3,137.00
- Pregnancy Support; debtor, Gail Mullennix \$ 2,802.88
- The F.A.C.T. Center; debtor, Sonia Rodriguez \$ 19,975.00
- Westside Brighter Vision; debtor, Danielle McKay \$ 3,391.63

Due to the inability to collect these funds we are seeking the Commission's approval to discharge the debt owed to F5SB in the amount of \$48,044.33. This

action is consistent with generally accepted accounting principles (GAAP) contained in Governmental Accounting Standards Board (GASB) Statements, GASB Technical Bulletins; GASB Implementation Guides; and literature of the American Institute of Certified Public Accountants (AICPA) cleared by the GASB.

Review

Sophie Akins, Commission Counsel

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



**AGENDA ITEM 9
APRIL 6, 2016**

Subject	Administrative Costs Policy
Recommendations	Approve Amendment A3 to CFC 06-01 Administrative Costs Policy to increase administrative costs limitations to 15 percent per approved operating budget. (Presenter: Debora Dickerson-Sims, Administrative Supervisor, 252-4269)
Financial Impact	None
Background Information	<p>The purpose of the First 5 San Bernardino (F5SB) Administrative Costs policy is to ensure clarity regarding administrative costs. This policy is based on the administrative costs definition as established by the First 5 Management Guide and ensures that a level of administrative expenditures is transparent, receives appropriate discussion in a public setting and receives approval by the Commission.</p> <p>The current policy calls for a nine percent limitation on administrative expenditures and has been at this level since 2006. F5SB has always maintained its administrative costs at or below nine percent due to reduction in staff, realignment of expenses, and cutting overall cost. As presented in the Commission workshop on February 3, 2016, business costs continue to increase, such as salaries and benefits, lease, insurance, County services, etc. In order to maintain the level in which F5SB operates, the current nine percent administrative limitation must be increased.</p> <p>F5SB recommends amending the Administrative Costs Policy in which the maximum percentage of administrative costs will be raised from nine to fifteen percent and read as follows: "The maximum percentage of administrative costs for First 5 San Bernardino will be 15% of the annual operating budget for the fiscal year, which is calculated based on the total administrative costs (as defined below) for the fiscal year, divided by the total annual operating budget." The administrative percentage is monitored quarterly by the Commission's fiscal staff and reported to the Executive Director. The Executive Director provides a report of administrative costs to the Commission annually, for Commission review and consideration.</p> <p>Pending Commission approval, this amendment will go into effect immediately.</p>
Review	Sophie Akins, Commission Counsel

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



Number	06-01 A3
Effective	04-06-16
Page	<u>1</u> of <u>2</u>
Approved:	

Chair	

Administrative Costs Policy

PURPOSE	It is the purpose and intent of First 5 San Bernardino to establish a policy that limits the percentage of First 5 San Bernardino's operating budget that may be spent on administrative functions; to define the Commission's administrative costs in accordance with the California First 5 Commission's guidelines; and to establish procedures to monitor the Commission's administrative expenditures and to report any significant variances.
POLICY	It is the policy of First 5 San Bernardino to consistently identify administrative costs following guidelines outlined in this policy and monitor the actual administrative costs as a percentage of total operating budget.
GUIDELINES	<p>First 5 San Bernardino shall allocate in a responsible manner the funds necessary for the proper control and administration of the Commission's operations and activities. The maximum percentage of administrative costs for First 5 San Bernardino will be 15% of the annual operating budget for the fiscal year, which is calculated based on the total administrative costs (as defined below) for the fiscal year, divided by the total annual operating budget.</p> <p>Administrative costs, as defined by the First 5 Financial Management Guide Chapter 6 issued March 2006, are costs incurred in support of the general management and administration of a First 5 commission, for a common or joint purpose that benefits more than one cost objective and/or those costs that are readily assignable to a specifically benefited cost objective.</p> <p>For First 5 San Bernardino, administrative costs include the Commission's labor and benefits costs, and all services and supplies costs not readily identifiable as costs of the Commission's evaluation or programmatic activities. First 5 San Bernardino staff will adhere to the above definition in its budgeting, accounting, and financial reporting processes. Staff utilizes certain codes in its reporting processes to identify costs as program, administrative, and evaluation according to their nature.</p>

continued on next page

ADMINISTRATIVE COSTS POLICY	Number	06-01
	Page	<u>2</u> of <u>2</u>

continued from previous page

**GUIDELINES
CONT'D**

The percentage of administrative costs will be monitored quarterly by the Commission's fiscal staff and reported to the Executive Director. In the event that administrative expenditures exceed **15%** of the operating budget, the Executive Director will inform the Commission in open session. The Commission will review the administrative costs and determine appropriate action. The Commission may increase or decrease the maximum allowable administration percentage based on changing fiscal or legislative circumstances.

On an annual basis, the First 5 staff will review this policy, including the definition of administrative costs and the maximum rate of those costs.
