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## Agenda: Children and Families Commission 05-2016

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

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**Meeting date, time, and place at First 5 San Bernardino**     **BUDGET WORKSHOP**  
May 4, 2016  
2:30 p.m. to 3:30 p.m.

**COMMISSION MEETING**  
May 4, 2016  
3:30 p.m. to 5:00 p.m.

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

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**SPECIAL PRESENTATION**     *Commissioner Swearing-Out Ceremony and Resolution Presentation: Dr. Ron Powell*  
*Commissioner Swearing-In Ceremony: Stacy Iverson*  
*Maternal Mental Health Presentation: Lesford H. Duncan MPH, Children's Network*

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

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

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

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

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

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

**Agenda: Children and Families Commission 05-2016**

**May 4, 2016**

**Page 2 of 2**

<b>Item No.</b>	<b>CONSENT</b>
1	Approve minutes of April 6, 2016 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)

<b>Item No.</b>	<b>DISCUSSION</b>
2	Authorize issuance of stipends from the IMPACT grant award to the following Operational Partners (OP), who are 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:  (a) San Bernardino County Superintendent of Schools (b) San Bernardino County Preschool Services Department (c) Child Care Resource Center (d) California State University San Bernardino  (Presenter: Chrystina Smith-Rasshan, Staff Analyst II, (252-4267)
3	Approve Amendment A3 to Contract HW034 for Health Services (RFP 11-02) with the American Lung Association in California in the amount of \$127,393 for Fiscal Year 2016-2017 for a cumulative total amount of \$626,216 for Fiscal Years 2012 through 2017 to provide asthma/bronchitis prevention services. (Presenter: Mary Alvarez, Staff Analyst II, 252-4258)

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

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

**Next Commission Meeting at First 5 San Bernardino**  
**June 1, 2016**  
**3:30 p.m. to 5:00 p.m.**

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

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**CHILDREN AND FAMILIES COMMISSION  
for San Bernardino County  
AGENDA: MAY 4, 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 a.	San Bernardino County Superintendent of Schools	Theodore Alejandre County Superintendent	N/A	Hill
2 b.	San Bernardino County Preschool Services Department	James Ramos Third District Supervisor and Chairman of the Board of Supervisors	N/A	Haugan
2 c.	Child Care Resource Center	Michael Olenick, PhD. President and CEO	N/A	N/A
2 d.	California State University San Bernardino	Jeffrey Thompson Associate Provost for Academic Research	N/A	N/A
3	American Lung	Olivia Gertz President and CEO	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**    April 6, 2016  
 1:30 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**                “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.

**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 next Advisory Committee meeting is scheduled for Thursday, April 28, 2016 at 11:30 a.m. at First 5 San Bernardino.

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

**Child Abuse Prevention Month**

The month of April has been established as Child Abuse Prevention Month. Declared by presidential proclamation in 1983.

During this month and throughout the year, First 5 San Bernardino (F5SB) is dedicated to supporting families to reduce the risk of child abuse and neglect. There are many activities supporting the organized efforts of child abuse prevention in our County such as:

- 18th Annual Shine-A-Light on Child Abuse Awards Breakfast on April 7
- 9th Annual Care 4 Kids Run sponsored by CASA on April 23
- Celebration of children with the “Children Are Our Future” event sponsored by Children's Fund, April 19 at the San Manuel/66er's Stadium.

Featured on page 4 of the ED report, in the month of April, Children's Network invites community, providers and partners to free training and discussion on the “Adverse Childhood Experiences” or (ACE) Study during their regional collaborative meeting series.

The consequences of abuse and neglect can be profound and can last long into the life cycle. San Bernardino County stands strong in ensuring our children are safe, healthy, nurtured and eager to learn and succeed in school and in life – certainly a goal of F5SB.

**Reminder**

Budget Workshop, May 4, 2016 from 1:00 p.m. to 3:00 p.m. Commission Meeting begins at 3:30 pm.

Today marks the last Commission meeting with Dr. Ron Powell. Dr. Powell is invited to return and attend the May 4, 2016 meeting for an official “swearing out” oath and resolution presentation for his service to the children of San Bernardino County. Also at the May 4<sup>th</sup> meeting, a “swearing in” will be held for Ms. Stacy Iverson as the newest First 5 San Bernardino Commissioner. Her appointment was approved by the Board of Supervisors on April 5, 2016. Stacy will fill the vacancy created by Dr. Powell.

**Advocacy Day, April 5, 2016**

First 5's across the State participated in Advocacy Day at the State Capitol. Thank you to two very valuable partners and collaborators, Diana Alexander from Preschool Services Department and James Moses from Child Care Resource Center who joined F5SB staff at the Capitol to spread the First 5 message to legislators.

Our collective message was about the impact of First 5 and our top priorities which include quality education, early identification and intervention, family strengthening and oral health initiatives. Because our vast county has some shared representatives, F5SB was able to coordinate with neighbors like First 5 Riverside, First 5 Kern and even First 5 Tulare, participating in team visits to some of our legislators and sharing a collective message.

We had no specific “ask” of our legislators other than recognizing that 1 in 3 children in our County is a “First 5 Kid”, touched in some way by our initiatives, our services, our contract providers and systems of support.

Legislators were asked to prioritize early childhood development and education policies to improve outcomes for children and families. Legislators were informed that although our funding is declining, First 5 is exploring new, data-informed, efficient and cost-effective ways to leverage and meet the needs of children in the most critical ages of 0-5. This includes eliminating duplication and the creation of “work arounds” by exploring resources that are already available such as with Denti-Cal for Oral Health Care. Legislators were asked to support maximizing and ensuring that families have “access” to the services that are currently funded and provided for through such sources as Local Control Funding, Health and Human Services, Affordable Care Act, etc. F5SB staff look forward to returning to share with legislators after the Governor’s May Revise is released.

**AAF Bronze Award – Leslie Fountain, F5SB Media Specialist**

Page 3 of the ED report features First 5 San Bernardino being recognized with a Bronze Award from the *American Advertising Federation (AAF) Inland Empire* at the 2016 American Advertising Awards in March for the Talk. Read. Sing.® Fest graphic design. Congratulations Leslie Fountain!

**Changes to the Agenda**

Ann Calkins, Executive Assistant, announced the following changes:

- Agenda Item 3 was pulled from the agenda and will be presented at the May Commission Meeting.

**Consent**

A motion was made by Commissioner Weinstein and seconded by Commissioner Hill to approve the Consent Item. Without further comment or objection, motion carried by unanimous vote.

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

Item No.	DISCUSSION
2	<p>Conduct Public Hearing of the California Children and Families Commission Annual Report for Fiscal Years 2014-2015. (Presenter: Scott McGrath, Supervisor, 252-4259)</p> <p>The Public Hearing was conducted highlighting the support and work of the State First 5 Commission related to Developmental Screenings and Services, and also included reports on the CARES Plus Program, Power of Preschool Program, Parent Education website, Smoking Cessation resources and the “Talk, Read, Sing” award-winning media campaign.</p> <p>Commissioners were directed to Page 45 for First 5 San Bernardino’s highlights. The Commission was also informed that First 5 California will continue to build on this year’s successes and continue working toward the underlying Strategic Plan goal to ensure all children prenatal through age 5 have the resources, foundation, and systems of support they need to thrive. No public comments were presented on this item.</p>

<p>3</p>	<p>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)</p> <p><b><i>Item 3 pulled from agenda – to be presented at the May Commission Meeting.</i></b></p>
<p>4</p>	<p>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 Screening, Assessment, Referral and Treatment (SART) Coordinator. (Presenter: Ronnie Thomas, Staff Analyst II, 252-4255)</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p> <p>Chair Haugan abstained due to her position as Appointing Authority over Children’s Network.</p> <p>A motion was made by Commissioner Hill and seconded by Commissioner Powell to approve Agenda Item 4. With Commissioner Gonzales absent, an abstention from Chair Haugan and without further comment or objection, the motion carried by unanimous vote.</p>
<p>5</p>	<p>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)</p> <p><b><u>Discussion</u></b> Commissioner Hill asked if there were any child abuse awareness campaigns among the elementary and middle schools. Kathy Turnbull, Children’s Network Officer, was called to the podium to answer the question. Ms. Turnbull responded no such campaign currently exists among these particular schools. Ms. Turnbull stated her office is open to suggestions to make this happen and said she can work with Dr. Kiti Randall-Frier, from the SART centers, as a guide on this matter since Dr. Randall-Frier currently works with children from the ages of 5 to 7 and would most likely recognize the need for this education and address it among that age group.</p> <p><b><u>Public Comment</u></b> None</p> <p>Chair Haugan abstained from Item 5 due to her position as Appointing Authority over Children’s Network.</p> <p>A motion was made by Commissioner Weinstein and seconded by Commissioner Vargas to approve Agenda Item 5. With Commissioner Gonzales absent, an</p>

	<p>abstention from Chair Haugan, and without further comment or objection, motion carried by unanimous vote.</p>
6	<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"> <li>A. County of San Bernardino Arrowhead Regional Medical Center, Contract HW043 A2 in the amount of \$222,038;</li> <li>B. County of San Bernardino Department of Public Health, Contract HW032 A3 in the amount of \$720,102;</li> <li>C. Loma Linda University Medical Center, Contract HW036 A2 in the amount of \$204,882; and</li> <li>D. Social Science Services, Inc., dba: Cedar House, Contract HW037 A3 in the amount of \$479,244.</li> </ul> <p>(Presenter: Mary Alvarez, Staff Analyst II, (909) 252-4258)</p> <p><b><u>Discussion</u></b> None</p> <p><b><u>Public Comment</u></b> None</p> <p>Chair Haugan abstained from Item 6B due to her position as Appointing Authority over the Department of Public Health. Vice Chair Ohikhuare abstained from Item 6B due to his position as Public Health Officer for the department.</p> <p>Vice Chair Ohikhuare abstained from Item 6D due to Public Health's contract with Social Science Services (Cedar House).</p> <p>A motion was made by Commissioner Weinstein and seconded by Commissioner Powell to approve Agenda Item 6. With Commissioner Gonzales absent, abstentions noted by Commissioners Haugan and Ohikhuare, and without further comment or objection, the motion carried by unanimous vote.</p>
7	<p>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)</p> <p><b><u>Discussion</u></b> Commissioner Hill stated she would like to see this program for teen mothers in the High Desert, as well.</p> <p><b><u>Public Comment</u></b> None</p> <p>A motion was made by Commissioner Powell and seconded by Commissioner Vargas to approve Agenda Item 7. With Commissioner Gonzales absent and without further comment or objection, the motion carried by unanimous vote.</p>
8	<p>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)</p> <p><b><u>Discussion</u></b> Commissioner Hill asked if an agency on this list (see list below) could apply for a future RFP if they paid their outstanding balance. Ms. Dickerson-Sims stated that if</p>



	<p>an agency were to do that the money would not go towards the debt, however, would count as a receivable (revenue) for First 5.</p> <p>Executive Director Karen Scott mentioned that discharging an agency's past due balance may preclude them from an opportunity to submit a proposal, however, an in-kind donation to First 5 would be welcomed.</p> <p>Chair Haugan offered that staff could review each agency's proposal on a case-by-case basis.</p> <p><b>DISCHARGE LIST</b></p> <table border="0"> <tr> <td>Boys &amp; Girls Club of San Bernardino</td> <td style="text-align: right;">\$ 10,664.45</td> </tr> <tr> <td>Brandon J DBA Serenity; debtor, Sylvia Rojas</td> <td style="text-align: right;">\$ 7,088.37</td> </tr> <tr> <td>Living Springs Fellowship; debtor, Roy Martinez</td> <td style="text-align: right;">\$ 985.00</td> </tr> <tr> <td>Lord's Holiness; debtor, Carol Hartwick</td> <td style="text-align: right;">\$ 3,137.00</td> </tr> <tr> <td>Pregnancy Support; debtor, Gail Mullennix</td> <td style="text-align: right;">\$ 2,802.88</td> </tr> <tr> <td>The F.A.C.T. Center; debtor, Sonia Rodriguez</td> <td style="text-align: right;">\$ 19,975.00</td> </tr> <tr> <td>Westside Brighter Vision; debtor, Danielle McKay</td> <td style="text-align: right;">\$ 3,391.63</td> </tr> </table> <p><b><u>Public Comment</u></b> 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, the motion carried by unanimous vote.</p>	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
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Westside Brighter Vision; debtor, Danielle McKay	\$ 3,391.63														
<p>9</p>	<p>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)</p> <p><b><u>Discussion</u></b></p> <p>Vice Chair Ohikhuare asked how First 5 San Bernardino's administrative cost compares to other First 5 Commissions. Ms. Dickerson-Sims said the range is anywhere from 8 percent to 25 percent, with the small commissions at 25 percent.</p> <p>Commissioner Powell asked how the administrative cost is calculated. Ms. Dickerson-Sims stated the admin cost is divided into the total budget (programs, community engagement, and contracts) to obtain the administrative percentage.</p> <p>Commissioner Powell asked why not calculate the admin cost by actual expenditures? The answer was approximately 90 percent of F5SB's budget is contracted. First 5 agencies spent about 85 percent of their contract. Calculating the admin percentage to actuals would decrease the stability and increase the percentage.</p> <p><b><u>Public Comment</u></b> None</p> <p>A motion was made by Commissioner Ohikhuare and seconded by Commissioner Weinstein to approve Agenda Item 9. With Commissioner Gonzales absent and without further comment or objection, the motion carried by unanimous vote.</p>														

April 6, 2016

Page 7 of 7

Public Comment      None

**Commissioner Roundtable**

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Commissioner Hill reported an event honoring Dr. Martin Luther King will be held on April 9, 2016 at Dr. Martin Luther King Jr., Middle School in San Bernardino. The Day of King celebration will focus on King’s legacy of education, service, passion, and creativity.

Commissioner Weinstein reported the American Academy of Pediatrics (AAP) has reached out to other First 5 Commissions such as Los Angeles and Ventura so they can establish their own “Reach Out and Read” program.

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**Adjournment**

With Commissioner Gonzales absent, the meeting adjourned at 2:20 p.m.

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**Next meeting at  
First 5 San  
Bernardino**

**MAY 4, 2016**

**2:30 p.m. to 3:30 p.m. Budget Workshop**

**3:30 p.m. to 5:00 p.m. Commission Meeting**

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**Attest**

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Linda Haugan, Chair

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Ann M. Calkins, Commission Clerk

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**AGENDA ITEM 2**  
**MAY 4, 2016**

<b>Subject</b>	Stipend Funding to Operational Partners from the First 5 California's Improve and Maximize Programs So All Children Thrive (IMPACT) Award - to Support Planning and Operationalizing the San Bernardino County Quality Rating Improvement System (QRIS) Strategic Plan.
<b>Recommendations</b>	<p>Authorize issuance of stipends from the IMPACT grant award to the following Operational Partners (OP), who are 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:</p> <ul style="list-style-type: none"><li>(a) San Bernardino County Superintendent of Schools</li><li>(b) San Bernardino County Preschool Services Department</li><li>(c) Child Care Resource Center</li><li>(d) California State University San Bernardino</li></ul> <p>(Presenter: Chrystina Smith-Rasshan, Staff Analyst II, (252-4267))</p>
<b>Financial Impact</b>	\$64,000 for Fiscal Years 2015-2016.
<b>Background Information</b>	<p>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. First 5 San Bernardino (F5SB) has adopted development of 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.</p> <p>At the July 8, 2015 meeting, specifics relating to the IMPACT program and its funding opportunity were presented to the Commission. F5SB applied as the Lead Agency on behalf of the County's QRIS Consortium and was approved and awarded \$2,241,758 over a five-year period in Phase 1 for "base-layer funding." This authorized F5SB to approve and distribute stipends from these funds, to the Operational Partners (OP) who have given countless hours from their regular positions to plan and build a comprehensive QRIS Strategic Plan. This work positioned the County Consortium to be eligible for Phase II funding in the amount of \$3,205,839, also over a 5-year period, to support and operationalize the plan.</p> <p>The Operational Partners named in the IMPACT application and eligible to receive the stipends are:</p> <ul style="list-style-type: none"><li>• San Bernardino County Superintendent of Schools</li><li>• San Bernardino County Preschool Services Department</li><li>• Child Care Resource Center</li><li>• California State University San Bernardino</li></ul>

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The OP's will continue to 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 and the QRIS Consortium meet on a monthly basis. 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 with the 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 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**

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Sophie Akins, Commission Counsel

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



CHILDREN AND FAMILIES COMMISSION FOR San Bernardino COUNTY

## SERVICE AGREEMENT

THIS AGREEMENT is entered into this day \_\_\_\_\_, 2016 (“Effective Date”) in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

San Bernardino County Superintendent of Schools Hereinafter called Operational Partner  
Name of Operational Partner

601 North E Street, San Bernardino, CA 92415 909-386-2704  
Address Phone Number

Randy Elphic Assistant Superintendent  
Contractor Representative Title  
95-6000931 randy\_elphic@sbcss.k12ca.us  
Federal ID No. E-Mail Address

### IT IS HEREBY AGREED AS FOLLOWS:

#### I. BACKGROUND

Successful County Early Learning and Development Systems, including a Quality Rating and Improvement System (QRIS), are built on broad-based stakeholder participation and effective governance structures.

The Commission has selected QRIS as a strategy to support the First 5 San Bernardino’s mission and vision for the purpose of promoting, supporting, and improving early development of children from the prenatal stage to 5 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. With a QRIS, communities have a new tool to increase access to quality early learning experiences for children 0 to 5 years of age. 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, the QRIS offers parents and caregivers a tool for recognizing quality settings and selecting programs that best fit the needs of their children.

As a member of the San Bernardino County QRIS Consortium (Consortium), the Commission has elected to provide stipends to QRIS Operational Partners who have been identified as required local consortium participants. The Operational Partners have selected Key Decision Makers (KDM) within their organization who acknowledge the process for regularly bringing together the local consortium and endorse the developed governance structure. This includes delineating the decision-making process, identifying and defining roles and responsibilities, and creating an alignment across the partnerships and QRIS efforts.

## 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 QRIS.

## 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 Commission Staff Analyst as the liaison to interact with Operational Partner staff regarding QRIS activities.

## IV. OPERATIONAL PARTNER RESPONSIBILITIES

Operational Partner shall:

- A. Identify a staff member within the agency as the liaison to interact with Commission 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:
  - Adherence to responsibilities outlined in Section IV, Operational Partner 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 May 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:** San Bernardino County Superintendent of Schools  
601 North E Street  
San Bernardino, CA. 92408

**Commission:** Children and Families Commission for San Bernardino  
County  
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 3 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

San Bernardino County  
Superintendent of Schools

\_\_\_\_\_  
Authorized Signature  
▶  
Linda Haugan  
Printed Name  
Commission Chair  
Title  
\_\_\_\_\_  
Dated

\_\_\_\_\_  
Legal Entity  
\_\_\_\_\_  
Authorized Signature  
▶  
Terrie S. Johnson  
Printed Name  
Purchasing/Bids Supervisor  
Purchasing/Contracts  
Title  
\_\_\_\_\_  
Dated



CHILDREN AND FAMILIES COMMISSION FOR San Bernardino COUNTY

## SERVICE AGREEMENT

THIS AGREEMENT is entered into this day \_\_\_\_\_, 2016 (“Effective Date”) in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

County of San Bernardino

Division: Preschool Services Department

Hereinafter called Operational Partner

Name of Operational Partner

662 South Tippecanoe Avenue  
San Bernardino, CA 92415-0630

Address

909-383-2005

Phone Number

Diana Alexander

Contractor Representative

95-6002748

Federal ID No.

Director

Title

[Diana.alexander@psd.sbcounty.gov](mailto:Diana.alexander@psd.sbcounty.gov)

E-Mail Address

### IT IS HEREBY AGREED AS FOLLOWS:

#### I. BACKGROUND

Successful County Early Learning and Development Systems, including a Quality Rating and Improvement System (QRIS), are built on broad-based stakeholder participation and effective governance structures.

The Commission has selected QRIS as a strategy to support the First 5 San Bernardino’s mission and vision for the purpose of promoting, supporting, and improving early development of children from the prenatal stage to 5 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. With a QRIS, communities have a new tool to increase access to quality early learning experiences for children 0 to 5 years of age. 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, the QRIS offers parents and caregivers a tool for recognizing quality settings and selecting programs that best fit the needs of their children.

As a member of the San Bernardino County QRIS Consortium (Consortium), the Commission has elected to provide stipends to QRIS Operational Partners who have been identified as required local consortium participants. The Operational Partners have selected Key Decision Makers (KDM) within their organization who acknowledge the process for regularly bringing together the local consortium and endorse the developed governance structure. This includes delineating the decision-making process, identifying and defining roles and responsibilities, and creating an alignment across the partnerships and QRIS efforts.



## 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 QRIS.

## 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 Commission Staff Analyst as the liaison to interact with Operational Partner staff regarding QRIS activities.

## IV. OPERATIONAL PARTNER RESPONSIBILITIES

Operational Partner shall:

- A. Identify a staff member within the agency as the liaison to interact with Commission 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:
  - Adherence to responsibilities outlined in Section IV, Operational Partner 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 May 25, 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. The Assistant Executive Officer, Human Services, has the authority and discretion to exercise this right on behalf of the Operational Partner.

**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:** Children and Families Commission for San Bernardino  
County  
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.

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CHILDREN & FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY

COUNTY OF SAN BERNARDINO

\_\_\_\_\_  
Authorized Signature  
Linda Haugan  
Printed Name  
Commission Chair  
Title  
\_\_\_\_\_  
Dated

\_\_\_\_\_  
Legal Entity  
Authorized Signature  
James Ramos  
Printed Name  
Chairman, Board of Supervisors  
Title  
\_\_\_\_\_  
Dated



CHILDREN AND FAMILIES COMMISSION FOR San Bernardino COUNTY

## SERVICE AGREEMENT

THIS AGREEMENT is entered into this day \_\_\_\_\_, 2016 (“Effective Date”) in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Child Care Resource Center, Inc. Hereinafter called Operational Partner  
Name of Operational Partner

20001 Prairie Street, Chatsworth, CA 91311 909-384-8031  
Address Phone Number

James Moses Regional Director, San Bernardino County  
Contractor Representative Title  
95-3081695 jmoses@ccrcca.org  
Federal ID No. E-Mail Address

### IT IS HEREBY AGREED AS FOLLOWS:

#### I. BACKGROUND

Successful County Early Learning and Development Systems, including a Quality Rating and Improvement System (QRIS), are built on broad-based stakeholder participation and effective governance structures.

The Commission has selected QRIS as a strategy to support the First 5 San Bernardino’s mission and vision for the purpose of promoting, supporting, and improving early development of children from the prenatal stage to 5 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. With a QRIS, communities have a new tool to increase access to quality early learning experiences for children 0 to 5 years of age. 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, the QRIS offers parents and caregivers a tool for recognizing quality settings and selecting programs that best fit the needs of their children.

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## **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 QRIS.

## **III. COMMISSION RESPONSIBILITIES**

Commission shall:

- A. Provide assistance and facilitate, as applicable, the planning, development, and implementation of a QRIS.
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- C. Identify a Commission Staff Analyst as the liaison to interact with Operational Partner staff regarding QRIS activities.

## **IV. OPERATIONAL PARTNER RESPONSIBILITIES**

Operational Partner shall:

- A. Identify a staff member within the agency as the liaison to interact with Commission staff regarding QRIS activities to ensure engagement as an Operational Partner by their organization to the Consortium.
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- 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.
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## **V. FISCAL PROVISIONS**

- A. The maximum amount of funds under this Agreement shall not exceed \$16,000 per agency subject to the following:
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**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:** Child Care Resource Center, Inc.  
Attention: Michael Olenick, Ph.D.  
20001 Prairie Street  
Chatsworth, CA 91311

**Commission:** Children and Families Commission for San Bernardino  
County  
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.

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CHILDREN & FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY

Child Care Resource Center, Inc.

\_\_\_\_\_  
Authorized Signature  
Linda Haugan  
Printed Name  
Commission Chair  
Title  
\_\_\_\_\_  
Dated

\_\_\_\_\_  
Legal Entity  
Authorized Signature  
Michael Olenick, Ph.D.  
Printed Name  
President and CEO  
Title  
\_\_\_\_\_  
Dated



CHILDREN AND FAMILIES COMMISSION FOR San Bernardino COUNTY

## SERVICE AGREEMENT

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University Enterprises Corporation at CSUSB Hereinafter called Operational Partner  
Name of Operational Partner

5500 University Parkway  
San Bernardino Ca. 92407 Address 909-537-5929 Phone Number

Jeffrey Thompson Associate Provost for Academic Research  
Contractor Representative Title  
95-6067343 jthomps@csusb.edu or Spon\_Fdn@csusb.edu E-Mail Address  
Federal ID No.

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**VIII. GENERAL PROVISIONS**

A. Notices

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**Operational Partner:** University Enterprises Corporation at CSUSB  
500 University Parkway  
San Bernardino, CA 92407

**Commission:** Children and Families Commission for San Bernardino  
County  
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.

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CHILDREN & FAMILIES COMMISSION FOR  
SAN BERNARDINO COUNTY

University Enterprises Corporation at CSUSB

\_\_\_\_\_  
Authorized Signature  
▶  
Linda Haugan  
Printed Name  
Commission Chair  
Title  
\_\_\_\_\_  
Dated

\_\_\_\_\_  
Legal Entity  
▶  
\_\_\_\_\_  
Authorized Signature  
Jeffrey Thompson  
Printed Name  
Associate Provost for Academic Research  
Title  
\_\_\_\_\_  
Dated





**AGENDA ITEM 3  
MAY 4, 2016**

<b>Subject</b>	Contract Amendment for Health Services (RFP 11-02)
<b>Recommendations</b>	Approve Amendment A3 to Contract HW034 for Health Services (RFP 11-02) with the American Lung Association in California in the amount of \$127,393 for Fiscal Year 2016-2017 for a cumulative total amount of \$626,216 for Fiscal Years 2012 through 2017 to provide asthma/bronchitis prevention services. (Presenter: Mary Alvarez, Staff Analyst II, 252-4258)
<b>Financial Impact</b>	\$626,216 for Fiscal Years 2012-2017.
<b>Background Information</b>	<p>On May 16, 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 three-year period.</p> <p>On April 1, 2015, the Commission approved extensions of these contracts to allow staff, the F5SB Advisory Committee, and Advisory Health Subcommittee to convene, survey the health landscape, and discuss future health services investments.</p> <p>On April 6, 2016, per the recommendations of staff and the Advisory Committee, the Commission approved to extend four Health Services contracts. The American Lung Association in California's contract was not presented at the April Commission meeting but was included in the Advisory Committee's recommendation. Extension to contract terms for additional years is allowable per Commission's standard contract language in Section VII – Term (C) and (D). This Contract with the American Lung Association in California is the final amendment of contract extensions from Health Services (RFP 11-02).</p> <p>The American Lung Association in California has been successful in meeting contract and target objectives in improving significant outcomes for children and families over the past four years. This one year extension will avoid gaps in services addressing asthma prevention. In addition, 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. Pending Commission approval, this amendment aligns with the Commission's goals to operate and address child health on a systems level support for the following identified objectives:</p> <p><b>SPA 1: Child Health</b></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> <p>Objective 1.1.c – Children are born healthy</p>

**Review**

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Sophie Akins, Commission Counsel

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



## Program Outline Document 2016-2017

### AGENCY INFORMATION

**Contract #:** HW034 A3

**Legal Entity:** American Lung Association in California

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

**Project Name:** Parent and Provider Asthma Education Program

**Address:** 333 Hegenberger Road, Suite 450  
Oakland, CA 94621

**Phone #:** 510-638-5864

**Website:** www.lung.org/california

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

**Program Site Address:** 441 MacKay Drive  
San Bernardino, CA 92408

**Client Referral Phone #** 909-321-3288

### CONTACT INFORMATION

#### CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

**Name:** Olivia J. Gertz

**Title:** President & Chief Executive Officer

**Address:** 333 Hegenberger Road, Suite 450  
Oakland, CA 94621

**Direct Phone #:** 310-359-6385

**Fax #:** 866-518-2054

**E-Mail:** Olivia.Gertz@lung.org

#### PROGRAM CONTACT

**Name:** Terry Roberts

**Title:** Executive Director

**Address:** 441 MacKay Drive  
San Bernardino, CA 92408

**Direct Phone #:** 909-321-3290

**Fax #:** 909-884-6249

**E-Mail:** Terry.Roberts@lung.org

#### FISCAL CONTACT

**Name:** Terry Roberts

**Title:** Executive Director

**Address:** 441 MacKay Drive  
San Bernardino, CA 92408

**Direct Phone #:** 909-321-3290

**Fax #:** 909-884-6249

**E-Mail:** Terry.Roberts@lung.org

**ADDITIONAL CONTACT (Describe):** Program

**Name:** Gisselle Fuentes **Title:** Program Coordinator  
**Address:** 441 MacKay Drive **Direct Phone #:** 909-321-3288  
San Bernardino, CA 92408  
**Fax #:** 909-884-6249  
**E-Mail:** Gisselle.Fuentes@lung.org

**PROGRAM INFORMATION**

**TYPE OF AGENCY**

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

**FIRST 5 FOCUS AREA**

**STRATEGY**

- |  |   |  |
|--|---|--|
| <input 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: <u>Asthma</u> |
|  | <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 Parent and Provider Asthma Education project provides an Asthma Home Visitation program to provide help to families with asthmatic children 0-5 years of age. Over a period of 9-12 months, families will be given asthma education about topics such as triggers, working with their physician, schools, etc. and receive household items to help reduce/eliminate environmental asthma triggers.

The Parent and Provider Asthma Education project provides the Physician Asthma Care Education (PACE) training to physicians and other medical practitioners practicing in San Bernardino County to increase the number of physicians following the National Guidelines for the Treatment of Asthma.

**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 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):** 75 children will receive Care Coordination and Developmental Screenings (Core).

200 children will receive Asthma Screenings, 75 parents will receive Asthma Education services and 85 providers will receive professional development (aggregate).

**ASSIGNED ANALYST:**  Mary Alvarez

---

**CONTRACT AMOUNT**

<b>Fiscal Year</b>	<b>Amount</b>
2012-2013	\$ 120,321
2013-2014	\$ 123,716
2014-2015	\$ 127,393
2015-2016	\$ 127,393
2016-2017	\$ 127,393
<b>Total</b>	<b>\$ 626,216</b>

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

<i>FOR COMMISSION USE ONLY</i>						
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code AMERICA387	<b>SC</b>	Dept. 903	<b>A</b>	Contract Number HW034 A3	
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 \$626,216	
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 \$371,430
						Amendment Amount \$127,393
Fund RRC	Dept. 903	Organization PROG	Appr. 300	Obj/Rev Source 3357	GRC/PROJ/JOB No. CFHESY17	Amount \$127,393
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				Estimated Payment Total by Fiscal Year		
				FY	Amount	I/D
				16-17	\$127,393	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)

American Lung Association in California

Department/Division

Address

333 Hegenberger Road., Suite 450

Oakland, CA 94621

Phone

(510) 638-5864

Federal ID No.

94-0362650

Program Address (if different from legal address):

441 MacKay Drive

San Bernardino, CA 92408

**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 \$626,216 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>120,321</u>	July 1, 2012 through June 30, 2013
Fiscal Year 2013-14	\$ <u>123,716</u>	July 1, 2013 through June 30, 2014
Fiscal Year 2014-15	\$ <u>127,393</u>	July 1, 2014 through June 30, 2015
Fiscal Year 2015-16	\$ <u>127,393</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>127,393</u>	July 1, 2016 through June 30, 2017

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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.

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*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**

**AMERICAN LUNG ASSOCIATION IN  
CALIFORNIA**

Legal Entity

▶ \_\_\_\_\_  
Authorized Signature

Linda Haugan  
Printed Name

Commission Chair  
Title

\_\_\_\_\_  
Dated

▶ \_\_\_\_\_  
Authorized Signature

Olivia J. Gertz  
Printed Name

President & CEO  
Title

\_\_\_\_\_  
Dated

Official Stamp

Reviewed for Processing

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

\_\_\_\_\_  
Date

Approved as to Legal Form

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

\_\_\_\_\_  
Date

Presented to Commission for  
Signature

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

\_\_\_\_\_  
Date



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



Agency Name: American Lung Association in California Contract #: HW034A3  
 Program Name: Parent and Provider Asthma Education Fiscal Year: 2016 - 2017  
 Service Area: Countywide

<b>Expectation(s):</b>	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		
<b>Outcome(s):</b>	75 children will receive Care Coordination and Developmental Screenings ( <b>Core</b> )	200 children will receive Asthma Screenings, 75 parents will receive Asthma Education and 85 providers will receive professional development ( <b>Aggregate</b> )	
	<b>Objective</b>	<b>Activity</b>	<b>Dosage</b>
	Children will be healthy well-nourished and physically fit	Care Coordination	3 home visits
	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
	Medical staff attendance of PACE training	Professional Development	3 trainings p/year
			<b>Verification</b>
			<b>Child Intake Asthma Assessment</b> <i>Pre – At program enrollment Post – At program completion</i>
			<b>ASQ-3</b> <i>Completed within 30-45 calendar days of enrollment</i>
			Program Referral
			Home Action Plan
			Sign in Sheets

**Program Description:**

Provides an Asthma Home Visitation and Education program to help families with asthmatic children 0-5 years of age.  
 PACE: Physician Asthma Care Education training for physicians and other medical practitioners.

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**

<b>ORGANIZATION:</b> American Lung Association in California	<b>DIRECTOR:</b> Terry M. Roberts	<b>PROGRAM YEAR:</b> 2016-2017
<b>PROGRAM TITLE:</b> Parent and Provider Asthma Education	<b>PROGRAM DIRECTOR:</b> Devin Arias	<b>TOTAL BUDGET:</b> \$ 127,393.00
<b>INITIATIVE:</b> Investing in Children - Health	<b>FINANCE OFFICER:</b> Terry M. Roberts	<b>RFP/CONTRACT #:</b> 11-02 Health/HW034 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	Gisselle Fuentes	0.94	19.49	1,950.00	24%	38,000.00	9,120.00	47,120.00	50,261.33	94%	This FTE (37.5 hours per week) employee provides in-home visits that will include education on asthma/bronchitis, asthma medications and environmental triggers and provide resources to eliminate/reduce these triggers. Benefits include Medical, Dental and Vision Insurance and Disability.
2	Devin Arias	0.47	22.56	975.00	22%	22,000.00	4,840.00	26,840.00	57,258.67	47%	This FTE (37.5 hours per week) 10% of this employees time for this project is funded by other sources/in-kind, employees will spend 1170 hours per year (975 covered under First 5) of her time on these project activities which will include the PACE and MA trainings and other asthma education and outreach activities to achieve grant objectives. Benefits include Medical, Dental and Vision Insurance and Disability.
3	Terry Roberts	0.05	43.59	97.50	16%	4,250.00	680.00	4,930.00	105,173.33	5%	This FTE (37.5 hours per week) 5% of employees time is funded by other sources/ in-kind and the employee will spend her time to provide administrative and fiscal oversight of this project. Benefits include Medical, Dental and Vision Insurance and Disability.
<b>Total Salaries &amp; Benefits</b>						<b>\$ 64,250</b>	<b>\$ 14,640</b>	<b>\$ 78,890</b>	<b>\$ 212,693</b>		



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

<b>ORGANIZATION:</b> American Lung Association in California	<b>DIRECTOR:</b> Terry M. Roberts	<b>PROGRAM YEAR:</b> 2016-2017
<b>PROGRAM TITLE:</b> Parent and Provider Asthma Education	<b>PROGRAM DIRECTOR:</b> Devin Arias	<b>TOTAL BUDGET:</b> \$ 127,393.00
<b>INITIATIVE:</b> Investing in Children - Health	<b>FINANCE OFFICER:</b> Terry M. Roberts	<b>RFP/CONTRACT #:</b> HW034 A3

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
1 Program Materials/Supplies	10%	13,100.00	Asthma/bronchitis education materials for parents, materials for PACE and MA trainings. Materials for home visitations include education materials, spacers/peak flow meters, pillow/mattress encasements and materials/supplies that reduce/eliminate environmental triggers. May include air purifiers, vacuums and other identified items that will reduce asthma triggers.	
2 Participant Support/Incentives	4%	4,800.00	Program promotion materials that may include, pens, pencils, crayons, bags, hand sanitizers, stress relieve balls or other identified appropriate items for outreach activities. Costs for CME's for physicians attending PACE trainings. Thank you gifts/appropriate items for community partners and volunteers who help us complete our mission and program goals.	
3 Staff Development and Training	1%	800.00	Training cost for staff to attend trainings/conference to learn more about home visitation programs, increase staff knowledge about asthma and case management. Other trainings may include safety for home visitation programs and promoting programs.	
4 Advertisements	1%	1,000.00	May include event display, outdoor banner, EZ-up, brochure racks and tablecloth.	
5 Printing	2%	2,823.00	Printing and design/translation costs for flyer or other print materials needed for programs. Other items include Helpline cards, calendar, business cards and stationary, nametags, agency shirts/apparel, magnets and asthma/bronchitis educational materials.	
6 Postage	1%	800.00	Postage associated with program implement.	



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

<b>ORGANIZATION:</b> American Lung Association in California	<b>DIRECTOR:</b> Terry M. Roberts	<b>PROGRAM YEAR:</b> 2016-2017
<b>PROGRAM TITLE:</b> Parent and Provider Asthma Education	<b>PROGRAM DIRECTOR:</b> Devin Arias	<b>TOTAL BUDGET:</b> \$ 127,393.00
<b>INITIATIVE:</b> Investing in Children - Health	<b>FINANCE OFFICER:</b> Terry M. Roberts	<b>RFP/CONTRACT #:</b> HW034 A3

7	Office Supplies	1%	1,600.00	Office supplies for staff working on program implementation.
8	Office Equipment	2%	2,020.00	Equipment for delivery of program, may include computer, printer, projector, phone/computer headsets. Also covers expense for use of the leased colored copier in our office, \$100 per month charged to contract.
9	Building Equipment/Maintenance	0%	450.00	Office maintenance/cleaning costs. Calculated at \$21.25 per person.
10	Utilities	2%	2,600.00	Costs for computer service for Cross the Divide/Citrix at \$96 per person per month, all employees have an account. Cost for share of office (calculated at 25% of total monthly office bill) for phone usage for staff, including Verizon and AT & T phone lines for security and fax and Intelpeer (VOIP) costs.
Total Services & Supplies			\$ 29,993.00	

**III. FOOD**

Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1 Food Expenses for PACE Trainings	500.00	Based on 3 PACE trainings per year
2 Food for MA Trainings	800.00	Approximately 12 trainings per year
Total Food	\$ 1,300.00	

**IV. TRAVEL**

Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1 Travel for Asthma Home	Home visits and outreach activities	3,800.00	Mileage will be charged at the IRS reimbursable rate
2 Travel for PACE?MA	Travel for organizaing and implementing trainings	700.00	Mileage will be charged at the IRS reimbursable rate



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

<b>ORGANIZATION:</b> American Lung Association in California		<b>DIRECTOR:</b> Terry M. Roberts		<b>PROGRAM YEAR:</b> 2016-2017	
<b>PROGRAM TITLE:</b> Parent and Provider Asthma Education		<b>PROGRAM DIRECTOR:</b> Devin Arias		<b>TOTAL BUDGET:</b> \$ 127,393.00	
<b>INITIATIVE:</b> Investing in Children - Health		<b>FINANCE OFFICER:</b> Terry M. Roberts		<b>RFP/CONTRACT #:</b> HW034 A3	
3	Travel for Staff Develop	Staff Development	800.00	Travel may include costs for hotel and/or airline travel for staff development opportunities.	
	Total Travel		5,300.00		
<b>V. SUBCONTRACTORS</b>					
	Organization Name:		<b>TOTAL F5SB BUDGET</b>	Description/Justification:	
1					
	Total Subcontractors		-		
<b>VI. INDIRECT COSTS</b>					
	Percent:	15% of total personnel cost	11,910.00	Indirect cost will include: a portion of the total ALAC audit and single audit expenses, portion of ALAC CEO, human resources and general accounting staff time including bookkeeping and payroll services, portion of accounting and CEO benefits, postage for accounting and payroll for mailing check, invoices, paystubs and financial reports, share CITRIX cost for accounting staff and CEO, that are not included indirect cost, share of supplies (checks, paper, pens, etc.) printing, share of facility cost including rent, space maintenance, utilities, janitorial services, equipment repair for accounting staff and general liability insurance.	
	Basis:				
	Total Indirect Costs		11,910.00		
<b>TOTAL FIRST 5 BUDGET</b>			\$ 127,393.00		