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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 July 8, 2015
3:30 p.m.
Chair Haugan called the meeting to order at 3:32 p.m.

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

Special Presentation *AmeriCorps Acknowledgements* by Mary Alvarez, Staff Analyst II
Early Child Learning Initiative for Zero to 36-month Children by Dr. Albert Karnig, California State University, San Bernardino
Chair Haugan advised Dr. Karnig that the Commission cannot discuss or vote on items not on the agenda and recommended that his proposal should be reviewed by the Advisory Committee. Commission Hill agreed with Chair Haugan's recommendation.

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

Staff Present

- Karen E. Scott, Executive Director
- Cindy Faulkner, Operations Manager
- Debora Dickerson-Sims, Administrative Supervisor II
- Leslie Fountain, Media Specialist II
- Mary Alvarez, Staff Analyst II

- Mary Jaquish, Supervisor
 - Ronnie Thomas, Staff Analyst II
 - Ruth Ann Martinez, Staff Analyst II
 - Scott McGrath, Supervisor
 - Sophie Akins, Commission Counsel
 - Staci Scranton, Supervising Office Assistant
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**Report -
Margaret Hill
Advisory
Committee
Chair**

Due to meeting conflicts, the Advisory Committee meeting previously scheduled for July 16, 2015 has been rescheduled to August 20, 2015 at the First 5 Office.

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

Thank you

With the start of the new fiscal year for 2015-2016, Ms. Scott conveyed her thanks and appreciation to the Commission, First 5 staff, all of its collaborative partners, stakeholders and funded agencies for their contributions to First 5's success. She stated that through the Commission's work and partnership, First 5 builds a better tomorrow for children. Over the next several months, First 5 will be working on further defining its strategic plan to support systems rather than individual programs to achieve the best possible outcomes for children.

First 5 San Bernardino's focused investment in "systems" ensures "collective impact" and support of the Countywide Vision. Through this approach, the Commission will be better positioned to help build community assets, develop better designs and decisions, spread what works, mobilize action and overcome fragmentation – important elements in catalyzing systems for social change that are sustainable and successfully meet the needs of children and families.

F5SB Annual Swimfest Water Safety

The event was held on June 5th at the Jerry Lewis Swim Center in San Bernardino. Pictures from the event are in this month's Executive Director's Report.

Annual Audit

Provided to the Commissioners is a letter of engagement from the First 5 auditors, Vavrinek, Trine, Day and Co., LLP, outlining the procedures for the First 5 annual audit. This will be First 5's second year completing its own financial statements due to the competent administrative/fiscal team which includes Jennie Randolph, Delia Barreto, and their supervisor, Debora Sims.

The first part of the annual audit was completed on July 6, 2015. The auditors will finish the audit in September and the results will be presented to the Commission at the October Commission Meeting.

**Changes to
the Agenda**

No changes to report.

Consent

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

Item No.	CONSENT
1	Approve minutes of June 3, 2015 Commission Meeting (Presenter: Staci Scranton, Supervising Office Assistant, 252-4282)

Item No.	DISCUSSION
2	<p>Authorize Executive Director to submit Letter of Intent to participate in the First 5 IMPACT (Improve and Maximize Programs so All Children Thrive) Program, a First 5 California Quality Rating and Improvement System collaborative and funding opportunity for Fiscal Years 2015-2016 through 2019-2020. (Presenter: Karen E. Scott, Executive Director, 387-1502)</p> <p>Discussion: Commissioner Hill asked if the matching funds for the IMPACT Program could be in-kind. Ms. Scott answered yes; existing contracts, such as First 5's contract with Child Care Resource Center (CCRC) and Preschool Services Department (PSD) for the Early Headstart Child Care Partnership (EHS/CCP), and even components of the Screening, Assessment, Referral and Treatment (SART) contract with Department of Behavioral Health, count towards the required match. Also, CARES Plus or any portion of a contract that includes QRIS activities can be counted towards the match. Along with the consultant, First 5 staff and the QRIS Consortium members, the action plan is being developed, as well as the formulas for calculating direct and indirect costs, and determining agency roles.</p> <p>Commissioner Hill also asked when the Commission will know the results of the Letter of Intent. The letter of intent is just the first step in the process of applying to the F5 IMPACT Request for Application (RFA) and all that apply are in. Phase 1 Application would be the next step, which secures the Base Layer Funding and that application is due to the State August 10, 2015. Scott clarified that First 5 staff is in the process of working with consultants to determine agency roles, such as fiscal lead, and what role First 5 will play.</p> <p>Commissioner Ohikhuare asked whether the Impact Program is a competitive grant. Ms. Scott answered no. This funding opportunity is awarded on the basis of the number of childcare slots in the county, the feasibility of the proposed plan, and the collaborations in place to support the initiative.</p> <p>Commissioner Powell asked if the action plan will be completed prior to the August deadline. Cindy Faulkner answered that the action plan is part of the Phase 2 Application not due until November 20, 2015. Ms. Scott explained that staff has already been working for months on developing the action plan with leadership from James Moses of CCRC and Diana Alexander of PSD, and with the collaboration of school districts and San Bernardino County Superintendent of Schools staff from LCAP, and our consultant.</p> <p>Commissioner Powell asked how the awarded funds will be allocated. Ms. Scott replied that there are guidelines and a matrix outlining that the funds will be for rating classrooms, establishing qualified raters, rating classroom environments, and improving the credentials of teachers.</p>

	<p>Commissioner Powell asked when the Commission will see the plan. Ms. Scott answered that the completed plan will be presented to the Commission before November 10, 2015 and the Phase 1 Application will be presented at the August Commission Meeting.</p> <p><u>Public Comment:</u> None</p> <p>A motion was made by Commissioner Vargas and seconded by Commissioner Hill to approve Agenda Item 2. Without further comment or objection, motion carried by unanimous vote.</p>
3	<p>Receive information on the addendum that extends the formal review period for the Healthy Communities Initiative (HCI) Request for Proposals (RFP 15-02) for 30 days from July 10, 2015 to August 10, 2015. (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> <p><u>Discussion:</u> None</p> <p><u>Public Comment:</u> None</p>
4	<p>Receive information on Children’s Fund Emergency Needs Program. (Presenter: Mary Jaquish, Supervisor, 252-4254)</p> <p><u>Discussion:</u> Chair Haugan noted that many Human Services departments have had contracts with Children’s Fund for years and that Children’s Fund has helped many families in San Bernardino County, especially those with foster kids. Commissioner Hill commented that the greatest need is in the central area of San Bernardino. Commissioner Hill asked Ms. Jaquish if the Greyhound bus station in downtown San Bernardino is the only bus station and if one way tickets into San Bernardino are being tracked. Ms. Jaquish answered that First 5 does not track that information through our Resource Centers, but that clients are required to provide their residence zip code to access services. Commissioner Hill asked for the location of the next closest Greyhound bus station. Ms. Scott answered the next closest station is in Riverside. Commissioner Powell stated that there are stops in Beaumont and Banning.</p> <p><u>Public Comment:</u> None</p>
5	<p>Receive summary of First 5 San Bernardino (F5SB) funded contracts 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>

Public Comment None

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**Commissioner
Roundtable**

None

Adjournment

Without further comment or objection, the meeting adjourned at 4:24 p.m.

**Next Commission
Meeting at First 5
San Bernardino**

*August 5, 2015
3:30 p.m.*

Attest

Linda Haugan, Chair

Staci Scranton, Supervising Office Assistant
