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Minutes: Children and Families Commission Meeting

Meeting Date and Location April 1, 2020
3:30 p.m. to 5:00 p.m.

This meeting utilized the “ZOOM” conferencing platform pursuant to the provisions of the Governor’s Executive Order N-29-20 dated March 17, 2020, which suspends certain requirements of the Ralph M. Brown Act.

Zoom Meeting
<https://zoom.us/j/760038562>
Meeting ID: 760 038 562

Pledge of Allegiance The Pledge of Allegiance was led by Chair Thomas.

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 and abstain or recuse from that item, as appropriate. A Commission member may not participate in or influence the decision on a contract for which their abstention or recusal has been recorded. For conflicts requiring recusal, the Commissioner must leave the meeting room during discussion and vote on the item.

Attendees **Commissioners Present via Zoom Conference Call**

- Jorge E. Escalante
- Josie Gonzales
- Margaret Hill
- Gary Ovitt
- CaSonya Thomas (in person)
- Elliot Weinstein, M.D.

Staff Present

- Karen Scott, Executive Director
 - Traci Homan, Business Support Manager
 - Sophie Akins, Commission Counsel (via Zoom conference)
 - Alejandro Gutierrez-Chavez, Staff Analyst II (when item was presented)
 - Tania Offerrall, Staff Analyst II (when item was presented)
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Changes to the Agenda

None

Report – Executive Director, Karen Scott

COVID-19 Updates

The F5SB administrative office located at 735 E. Carnegie Drive in San Bernardino is currently closed to the public. No direct services are provided from this location. Staff consists of 20 positions. At least 4 days per week, 75% or 15 of those are working remotely telecommuting. The remaining staff are exercising social distancing and appropriate hand washing in accordance with the recent mandates. A virtual staff meeting was recently to inform and connect to one another.

F5SB Community Engagement Specialist, LuCretia Dowdy is working 3 days per week, which has included weekends, with the Joint Information Center (JIC) operated by the County of San Bernardino and the Department of Public Health.

Our AmeriCorps members are also working at home serving parents in the PATH Home Visitation program, through telephone and virtual platforms and are also completing certifications and training hours on line. Many of them volunteered hours with the JIC as well.

F5SB staff continues to work with and provide needed technical assistance to contracted agencies via telephone, ZOOM, teleconferencing, etc. supporting the \$20 million investment in services and programs for children and families in this fiscal year.

On March 17th, our partner agencies were contacted to survey their intent and ability to remain open and serve children and families as contracted and their alternative methods for operation. From those responses, we created a spreadsheet entitled “COVID-19 Agency Operational Response and Needs.”

None of our partners report being unable to operate. Although not 100%, contract agencies are providing services such as parent education, case management, and emergency resources, as possible with staffing and through alternate methods such as on-line, e-mail, phone and teleconferencing platforms.

F5SB Executive Leadership and staff are working directly with our contracted agencies to support their continued provision of services safely and minimize the impact of reduced services and programs on our children and families.

Sharing the message that there is no higher priority for First 5 San Bernardino than the safety and health of our staff, contract agencies, systems partners, children, families and our communities during this COVID-19 crisis, I, as Executive Director, sent a letter to our contract agencies on Friday, March 27th.

The goal of that communication was two-fold: **one**, to share that the First 5 San Bernardino Commission values our partnership and shared commitment and **two**, to share temporary modifications to some of our work policies and work related practices while completing this important work for the young children and families in our County.

Highlights of information shared in the letter to partner agencies included:

All meetings held at First 5 San Bernardino conference rooms are suspended through April 30 and the office is closed to the public to reduce the risk of community exposure and spread.

Most First 5 San Bernardino staff is working remotely in cooperation with the “stay at home” order and, where and when feasible, will hold telephone/web-based meetings rather than in-person meetings.

The executive leadership, staff analysts, accountants, and general support staff will remain in service to their organizations for technical assistance related to their contract and will do so by telephone, teleconference, etc.

Effective March 1, 2020 through April 30, 2020: Contracted agencies will continue to be supported with funding for budgeted Administrative and Operation Costs if, in line with approved fiscal year budget, the established verification requirements and reporting responsibilities.

This continued funding is predicated on the business remaining operative for service to children and families as described in the scope of work however now, by alternative methods such as telephone, virtual/remote, teleconferencing, etc. and/or serving children and families in a collaborative approach.

Contract agencies were asked to explore ways that they could coordinate with other appropriate agencies to enhance service provision and remain relevant to the mission, while working remotely, and supporting emergency needs of children birth to age 5 and their families throughout our County. This collaborative approach maximizes the usage of California Children and Families Trust Fund monies made available through their contract and continued funding of their Administrative and Operations Cost.

An overview of the Federal/State and local aid available such as the CARES Act and the Families First Coronavirus Response Act. In this, First 5 San Bernardino’s contingency plan, contracted agencies are responsible for determining the eligibility, applicability and application to any aid measures that affect their staff that are unable to work. Employees would not seek reimbursement from First 5 San Bernardino for hours not worked and where they have taken advantage of these Federal/State and/or local aid/relief opportunities.

Narrative Reporting - Responding and adhering to public health guidance may impact their contracted scope of work, deliverables, and/or expectations with First 5 San Bernardino and we do not wish this to affect their performance rating. Agencies are instructed to use the database system (Persimmony) as the vehicle to support clear understanding of their agency’s circumstances, actions taken, staffing impacts, collaborative responses, etc., where contract targets and expected deliverables may not be met and/or where they have been successful in addressing areas that support enhanced or alternate services to children prenatal through age 5 and their families.

All other fiscal, evaluation and reporting requirements as mandated by the Commission remain the same as contracted.

Media Campaign

Our Community Engagement Specialist is gearing up for a social media campaign through the F5SB website that offers helpful suggestions, tips and potential resources for parents and families during this “stay at home” order.

First 5 Network & Mission

Needless to say, there is a lot going on through the First 5 Network on responding to the COVID-19 pandemic with assistance to our young children and their families. Through the First 5 Association, we have an effective communication process to consult and share with one another and all of our Statewide partners, including the Governor’s office and the CA Dept. of Education. A special link has been created where Commissions can share COVID-19 Resources statewide.

3 major activities to share:

- 1) As part of the statewide First 5 Network and in partnership with our local Resource & Referral Agency- (CCRC), there are efforts underway to provide much needed emergency supplies to essential service workers and child care facilities throughout our County. These supplies include everything from hand sanitizers, disinfectant wipes, toilet paper, diapers, baby formula, etc. This resource is especially geared to our child care providers, where incidentally more than 700 providers are still operating and providing care for our children in San Bernardino County. The lead on this project is our Advisory Committee Vice Chair – James Moses.

On March 27th, a call was held between representatives of Supply Bank, CA Health and Human Services, the Resource & Referral Network, First 5 CA, First 5 Association and CAPP (representing Alternative Payment Program agencies), to discuss the status of the completed survey from all 58 counties identifying need and now to determine next steps. One important step was to share our survey with our County Emergency Operations Center who, in turn, will refer the request to State OES for fulfillment and possible funding. James Moses has begun that work and is keeping us connected.

- 2) The CA **Family Resource Center** Association is working with the Office of Child Abuse and Prevention (OCAP), embedded in the California Department of Social Services, to provide relief to Family Resource Centers (FRCs) through this COVID-19 pandemic. First 5s have been asked to check in with our network of funded FRCs to see if they would be interested in completing a survey related to their needs. First 5 San Bernardino does not currently have an initiative supporting “stand alone” resource centers, however, many of our services are provided through them. We are reaching out to these FRCs to support their efforts to serve families with additional resources.
- 3) **IMPACT:** First 5 CA recently sent out guidance to counties regarding flexibility in the use of IMPACT funds during this crisis. While counties appreciate the increased flexibility, we continue to struggle with using IMPACT funds in two major respects: 1) timeframe in which to spend the funds (all current IMPACT funding must be expended by June 30, 2020); and 2) the inability to use funding on consumable products (such as diapers, formula, wipes, cleaning supplies, etc. Both issues are being elevated with the Department of Education and First 5 CA and we hope to hear something helpful soon.

Advocacy Day

The First 5 Advocacy Day event planned for April 21st has been cancelled for “in-person” participation, however, some of our legislators have expressed interest and we are currently looking into virtual ways we can still conduct our advocacy work and relationship building with our policymakers.

Census 2020

Although today is touted as Census Day in our campaigns, the response period actually began March 12th and is now extended to August 14th. As we all practice social distancing and making adjustments to our work, please continue to remind our communities that the census allows us to self-respond in the comfort of our own homes. During this time, remind folks that they can self-respond online, by phone, or by mail. While we can't be out and about in the community distributing materials and books for children, First 5 San Bernardino continues to support a Complete Count 2020 through Facebook, Instagram and Twitter feeds.

Motion by Commissioner Weinstein and seconded by Commissioner Ovitt to approve the Consent Items.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Consent

- Commissioner Escalante: Aye
- Commissioner Gonzales: Aye
- Commissioner Hill: Aye
- Commissioner Ovitt: Aye
- Commissioner Thomas: Aye
- Commissioner Weinstein: Aye

Without further comment or objection, motion carried by unanimous vote.

Item No.	CONSENT
1	Approve Minutes of March 4, 2020 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant 252-4252)
2	Approve Amendment A8 of CFC SB Policy 04-02 Conflict of Interest Code Appendix B. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)

Item No.	DISCUSSION
3	A. Authorize First 5 San Bernardino (F5SB) to enter into a contract with California Department of Education (CDE) for the Quality Counts California Equitable Learning Opportunities (QCC ELO) grant award of \$267,010 for Fiscal Year 2019 – 2020 to support the local Quality Rating Improvement System (QRIS). B. Approve Amendment A1 for Contract EC033 with Child Care Resource Center for \$2,068,827 for Fiscal Year 2019-2020 resulting in an increase of \$267,010 for a cumulative total of \$3,870,644 for Fiscal Years 2018-2020 for coordination of quality improvement services, program evaluation and professional development. (Presenter: Tania Offerrall, Staff Analyst II, 252-4262)

	<p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Escalante and seconded by Commissioner Gonzales to approve Item 3.</p> <p>Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</p> <p>Commissioner Escalante: Aye Commissioner Gonzales: Aye Commissioner Hill: Aye Commissioner Ovitt: Aye Commissioner Thomas: Aye Commissioner Weinstein: Aye</p> <p>Without further comment or objection, motion carried by unanimous vote.</p>
4	<p>Approve and authorize issuance of Request for Qualification (RFQ) for Evaluation and Technical Support Services. (Presenter: Alejandro Gutierrez-Chavez, Staff Analyst II, 252-4258)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Weinstein and seconded by Commissioner Ovitt to approve Item 4.</p> <p>Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:</p> <p>Commissioner Escalante: Aye Commissioner Gonzales: Aye Commissioner Hill: Aye Commissioner Ovitt: Aye Commissioner Thomas: Aye Commissioner Weinstein: Aye</p> <p>Without further comment or objection, motion carried by unanimous vote.</p>

Item No.	INFORMATION
	None

Public Comment

None

Commissioner Roundtable Supervisor Gonzales excused herself from the meeting. No other comments received at this time.

Adjournment Chair Thomas adjourned the meeting at 4:02 p.m.

Next meeting **Wednesday, May 6, 2020**
3:30 p.m. to 5:00 p.m.

Attest

CaSonya Thomas, Chair

Ann M. Calkins, Commission Secretary
