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Minutes: Children and Families Commission Meeting

Meeting Date and Location May 6, 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.

SPECIAL PRESENTATION "Maternal Health Network System Building Project"
Lisa Watson, Client Services Manager, Social Entrepreneurs, Inc.

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

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

Staff Present

- Karen Scott, Executive Director
- Traci Homan, Business Support Manager
- Sophie Akins, Commission Counsel

- Mercedes Logans, Staff Analyst II
- Renee Jones, Staff Analyst II
- Ronnie Robinson, Staff Analyst II

Changes to the Agenda

Agenda Item 3 Children's Fund Contract SI033, should read in the first line ..."for \$263,900 per year" for "Fiscal Years 2020-2023."

Agenda Item 4 Children's Fund Contract SI034 should read "Fiscal Years" instead of "Fiscal Year" in the first line.

Agenda Item 7 Contract Amendment SI031 A1 with Loma Linda University Children's Hospital will follow Item #5 the Cooperative Agreement with First 5 Riverside and Loma Linda Children's Hospital.

**Report –
Executive
Director,
Karen Scott**

Message to First 5 Contractors

A letter was sent to all First 5 Contractors on March 25, 2020 which provided guidance through April 30, 2020. It stated, in part, that contracted agencies will continue to be supported with funding for their budgeted administrative and operation costs if they remain in line with the approved fiscal year budget, verification requirements and reporting responsibilities. This continued funding is predicated on the business remaining open for service to children and families as described in the scope of work however now, that service can be delivered by alternative methods such as telephone, virtual/remote, teleconferencing, etc. and/or otherwise serving children and families in a collaborative approach.

The guidance specifically pointed out that:

- If **staff positions and subcontractor positions** that are funded by First 5 San Bernardino are not able to perform their work/contracted duties, their salaries and benefits **cannot be reimbursed** for hours not worked. This would be considered a prohibited gift of public funds. The fiscal reporting requirement to provide payroll register, time cards, payment slips, etc. as verification remains the same.
- Typically, First 5 funded organizations are limited to two budget revisions per fiscal year and those requests must be submitted by March 31. In this emergency event, the deadline for a 2nd budget revision was extended to April 30, 2020. In addition, agencies were allowed a **third budget revision** if needed, which must also have been submitted by April 30, 2020. Budget Revisions must adhere to all other restrictions normally applicable to such budget revision requests.
- Supporting documentation for administrative and operation costs remains the same for reimbursement. Paid receipts or invoices and proof of delivery are still required.

The First 5 San Bernardino Commission all expects that:

- No agency will have Out of State Travel during this period. Please consider that conferences will most likely be cancelled/postponed through at least late spring and funds budgeted in that line became unavailable to your operation.
- No agency should incur or bill for food expenses for classes and meetings that require participant sign-in sheets and agendas.
- Mileage costs will be reduced for staff working at home/remotely and the request for reimbursement process remains unchanged.
- Participant Transportation costs should be reduced or eliminated with the “stay at home” order. Verification process for reimbursement of these costs remains unchanged.
- No agency will make purchases of furniture and office equipment and/or supplies that cannot be justified for use in the remainder of this fiscal year. (See Narrative Reporting).

And finally, F5SB is requiring expanded reporting through our database system (Persimmony), to memorialize the actions taken by the agency, provide qualitative data and the impacts on contract deliverables.

A second very similar guidance was shared with the agencies on May 1st with direction through May 30th.

Approve Minutes of April 1, 2020 Commission Meeting.
(Presenter: Ann M. Calkins, Executive Assistant, 252-4252)

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


Consent

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

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

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

| Item No. | CONSENT |
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| 1 | Approve Minutes of April 1, 2020 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant 252-4252) |

| Item No. | DISCUSSION |
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| 2 | <p>Approve Contract IC040 with Social Entrepreneurs, Inc., for \$238,531 for Fiscal Years 2019-2021 for the implementation of a Maternal Health Network Strategic Plan specific to San Bernardino County. (Presenter: Renee Jones, Staff Analyst II, 252-4273)</p> <p><u>Discussion</u> Chair Thomas inquired about the funding history with SEI. Attached is a timeline and narrative of this contract to date.</p> <div style="text-align: center;">  <p>SEI-Contracts Status-YTD 2020.pdf</p> </div> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Gonzales and seconded by Commissioner Ovitt to approve Item 2.</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 Weinstein: Aye</p> <p>Without further comment or objection, motion carried by unanimous vote.</p> |
| 3 | <p>Approve Contract S1033 with Children’s Fund for \$263,900 for Fiscal Year 2020-2023 resulting in a cumulative total of \$791,700 to provide assessment center services to abused and neglected children. (Presenter: Mercedes Logans, Staff Analyst II, 252-4261)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Weinstein and seconded by Commissioner Hill to approve Item 3. Commissioner Ovitt abstained from this item due to his position on the Children’s Fund Board.</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 Weinstein: Aye</p> |

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| <p>4</p> | <p>With the abstention noted and without further comment or objection, motion carried.</p> <p>Approve Contract SI034 with Children’s Fund for \$1,700,962 for Fiscal Year 2020-2023 to support the Daily Referral Program and Celebration of Giving campaign. (Presenter: Mercedes Logans, Staff Analyst II (252-4261))</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Escalante and seconded by Commissioner Hill to approve Item 3. Commissioner Ovitt abstained from this item due to his position on the Children’s Fund Board.</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 Weinstein: Aye</p> <p>With the abstention noted and without further comment or objection, motion carried.</p> |
| <p>5</p> | <p>A. Approve Cooperative Agreement No. SA-20-03 with First 5 Riverside and authorize the receipt of up to \$1,490,971 representing 50% of the total three-year contract amount (\$2,981,943) for reimbursement from First 5 Riverside to share in the expenses associated with the implementation of Help Me Grow Inland Empire with Loma Linda University Children’s Hospital for Fiscal Years 2020-2023.</p> <p>B. Authorize the Executive Director or delegatee to execute such agreement and take such actions as may be necessary to allow for the receipt of such reimbursement funds.</p> <p>(Presenter: Ronnie Robinson, Section Manager, Systems and Communication, 252-4255)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Weinstein and seconded by Commissioner Hill to approve Item 5.</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 Weinstein: Aye</p> |

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| <p>6</p> | <p>Without further comment or objection, motion carried by unanimous vote.</p> <p>A. Approve Cooperative Agreement No. SA-20-04 with First 5 Riverside and authorize the receipt of up to \$165,000 representing 50% of total contract amount (\$330,000) in reimbursement from First 5 Riverside to share in the expenses associated with consultant services identified in the Contract IC038A1 with VIVA.</p> <p>B. Authorize the Executive Director or delegatee to execute Cooperative Agreement No. SA-20-04 and take such actions as may be necessary to allow for the receipt of such reimbursement funds.</p> <p>(Presenter: Ronnie Robinson, Section Manager-Systems/Communication, 252-4255)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Hill and seconded by Commissioner Gonzales to approve Item 6.</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 Weinstein: Aye</p> <p>Without further comment or objection, motion carried by unanimous vote.</p> |
| <p>7</p> | <p>Approve Amendment A1 for Contract SI031 for \$983,258 for Fiscal Year 2020-2021, \$999,231 for Fiscal Year 2021-2022 and \$999,454 for Fiscal Year 2022-2023 for a cumulative total of \$2,981,943 with Loma Linda University Children’s Hospital for the Help Me Grow Inland Empire initiative with shared financial responsibility with First 5 Riverside.</p> <p>(Presenter: Renee Jones, Staff Analyst II, 252-4273)</p> <p><u>Discussion</u> In order to further understanding the concepts and program, Commissioner Hill requested additional information regarding the Help Me Grow program be presented to the Commission. Staff will schedule a presentation from the Help Me Grow team for the next Commission meeting.</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Hill and seconded by Commissioner Gonzales to approve Item 7.</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</p> |

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| | <p>Commissioner Hill: Aye Commissioner Ovitt: Aye Commissioner Weinstein: Aye</p> <p>Without further comment or objection, motion carried by unanimous vote.</p> |
| 8 | <p>Approve Amendment A1 for Contract IC038 with VIVA Strategy + Communications, LLC for \$330,000 for Fiscal Year 2020-2021 for consultation services and shared financial responsibility with First 5 Riverside. (Presenter: Ronnie Robinson, Section Manager, Systems/Communication, 252-425</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Hill and seconded by Commissioner Weinstein to approve Item 8.</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 Weinstein: Aye</p> <p>Without further comment or objection, motion carried by unanimous vote.</p> |

| Item No. | INFORMATION |
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| 9 | <p>Receive information on approval of employment contract entered into by the County of San Bernardino upon request by the Children and Families Commission Executive Director for Hon Sum Lai to provide services to the Children and Families Commission as an Accountant III, effective April 25, 2020 through April 24, 2023. (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> |
| 10 | <p>Receive information on First 5 San Bernardino's COVID-19 efforts (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> |

Public Comment None

Commissioner Roundtable No other comments received at this time.

Adjournment Chair Thomas adjourned the meeting at 5:24 p.m.

Next meeting *Wednesday, June 3, 2020 - 3:30 p.m. to 5:00 p.m.*

Attest

CaSonya Thomas, Chair

Ann M. Calkins, Commission Secretary
