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Minutes: Children and Families Commission Meeting

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

Meeting Date and Location Commission Meeting
October 30, 2019
First 5 San Bernardino

Call to order, Swearing In Ceremony and Convene Meeting to Closed Session Chair Ohikhuare called the meeting to order at 3:09 p.m. New Commissioner Jorge E. Escalante was sworn in. Chair Ohikhuare then convened the meeting to the Closed Session.

Closed Session Executive Conference Room

Conference with Legal Counsel - Existing Litigation (Government Code section 54956.9(d)(1))
Mary L. Jaquish v. County of San Bernardino, et al., San Bernardino Superior Court Case No. CIVDS1819993

Reconvene Regular Meeting Chair Ohikhuare reconvened the regular meeting at 3:39 p.m. Chair Ohikhuare asked Legal Counsel whether she had anything to report out of Closed Session. Legal Counsel responded that there was nothing to report out of Closed Session.

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

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
- Margaret Hill
- Maxwell Ohikhuare, M.D.
- Elliot Weinstein, M.D.

Staff Present

- Karen Scott, Executive Director
 - Cindy Faulkner, Assistant Director
 - Scott McGrath, Deputy Director
 - Debora Dickerson-Sims, Chief Financial Officer
 - Staci Scranton, Business Support Manager
 - Sophie Akins, Commission Counsel
 - LuCretia Dowdy, Marketing Aide
 - Renee Jones, Staff Analyst II
 - Wendy Lee, Staff Analyst II
 - Ronnie Robinson, Section Manager-Systems and Communication
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Changes to the Agenda

Agenda Item 2 is pulled and will be presented at a future meeting.

**Report –
Legislative
Chekesha
Gilliam**

See attached legislative report.



10-2019 F5SB.pdf

**Report –
Executive
Director,
Karen Scott**

Ms. Scott welcomed Jorge Escalante to First 5 and looks forward to his contributions as a new Commissioner.

Ms. Scott announced Staci Scranton, Business Support Manager, will be leaving First 5 and joining the American Academy of Pediatrics as their coordinator for the Reach Out and Read program. She thanked Staci for her 10 years of service to First 5 and wished her well in her new position.

Consent

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

With Commissioners Gonzales, Ovitt and Thomas absent and without further comment or objection, motion carried by unanimous vote.

Item No.	CONSENT
1	Approve Minutes of September 11, 2019 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant 252-4252)
2	<p>A. Approve employment contracts between the County of San Bernardino and Children and Families Commission with the following individuals, effective November 23, 2019 through November 22, 2022:</p> <ul style="list-style-type: none"> a. Deanna Mitchell as Office Assistant II, for the total annual cost of \$44,685 (\$29,182 Salary, \$15,503 Benefits). b. Alejandro Gutierrez-Chavez as Staff Analyst II, for the total annual cost of \$84,643 (\$58,427 Salary, \$26,216 Benefits). c. Mercedes Logans as Staff Analyst II, for the total annual cost of \$84,643 (\$58,427 Salary, \$26,216 Benefits). <p>B. Approve Amendment No. 1, effective November 23, 2019, to Employment Contract No. 19-501 with Ronald S. McGrath as Deputy Director of Systems and Impact, updating salary language with no change to the contract term of August 3, 2019 through August 2, 2022 or the current annual cost of \$137,872 (\$88,524 Salary, \$49,348 Benefits).</p> <p>C. Authorize the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contracts for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.</p> <p>D. Direct the Assistant Executive Officer of Human Services to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution. (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> <p><i>Agenda Item 2 pulled from agenda. Will be presented at a future meeting.</i></p>
3	Approve Commission Meeting Schedule for Calendar Year 2020 (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)

Item No.	DISCUSSION
4	<p>Conduct Public Hearing for the Children and Families Commission for San Bernardino County's Annual Audit for Fiscal Year 2018-2019. (Presenter: Debora Dickerson-Sims, Chief Financial Officer, 252-4269)</p> <p>Public Hearing conducted. No public comments presented on this item.</p> <p>Ms. Dickerson-Sims introduced David Showalter from Eide Bailly (formerly known as Vavrinek, Trine, Day and Co., LLP) who presented to the Commission the following finding. Correction action for the finding and target date for implementation is listed below:</p> <p>Finding Number 2019-001:Salaries and Benefits Policies Criteria: Per Health and Safety Code sections 130151(b)(8) and 130140 (d)(6), county commission must adopt, in a public hearing, policies and procedures for establishing salaries and benefits for its employees. The employees' salaries and benefits policies must comply with those set forth in the commission policies or the county government policies. Additionally, per the First 5 San Bernardino Children and Families Commission's (Commission) Salary and Benefit Policy 16-02 A1, the Commission, in cooperation with the San Bernardino County Director of Human Resources or designated representative, and the San Bernardino County Division Chief for Human Resources or designated representative, along with the Commission's Appointing Authority (Assistant Executive Officer for Human Services),</p>

	<p>has the authority to recommend and approve new employee classes and structure, employee reclassifications, employee recruitment/retention salary adjustments for increased compensation in situations where such a need exists. Such actions are subject to agreement by Human Resources and the Board of Commissioner’s review and approval.</p> <p>Condition: The actual salaries and benefits paid for two employees were not consistent with the salaries and benefits policies adopted by the Commission. As a result, a total amount of \$1,252 was over paid to these two employees during the fiscal year.</p> <p>Corrective Action: The Commission will implement policies and procedures designed to ensure salary changes approved by the Commission Board are communicated to the County in a timely basis, and verify the changes for accuracy and completeness. The Commission will also periodically review salary rates reported through the County Payroll System and compare to Commission approved salaries for accuracy.</p> <p>Target Date for Implementation: Immediate.</p>
5	<p>Conduct Public Hearing of the Children and Families Commission for San Bernardino County’s Annual Report for Fiscal Year 2018-2019. (Presenter: William Kariuki, Section Manager, Evaluation/Impact, 252-4260)</p> <p>Public Hearing conducted. No public comments presented on this item.</p>
6	<p>Approve Amendment A1 for Contract IC033 with Social Entrepreneurs, Inc., for an increase of \$45,331 for Fiscal Years 2019-2021 for a cumulative total of \$966,661 for Fiscal Years 2017-2021 to provide capacity building. (Presenter: Ronnie Robinson, Section Manager, Systems/Communication, 252-4255)</p> <p>Discussion None</p> <p>Public Comment None</p> <p>Motion made by Commissioner Hill and seconded by Commissioner Weinstein to approve Item 6. With Commissioners Gonzales, Ovitt and Thomas absent and without further comment or objection, motion carried by unanimous vote.</p>
7	<p>Approve Contract SI032 with Inland Empire Breastfeeding Coalition (IEBC) for \$43,780 for Fiscal Year 2019-2020 to improve breastfeeding rates within San Bernardino County. (Presenter: Renee Jones, Staff Analyst II, 252-4273)</p> <p>Discussion Commissioner Hill asked how many non-baby friendly hospitals are in San Bernardino County. The answer was six. Are mothers aware of the IEBC when they leave the hospital and the importance of breastfeeding? If they are in a baby-friendly hospital, mothers are made aware of the coalition and are educated on the importance of breastfeeding. Laurie Hasley, IEBC Board Treasurer, came to the podium and explained there are 10 steps (policies and procedures) which need to be implemented within hospitals to be designated as “baby-friendly”, with certification every five years. 10 hospitals are currently baby-friendly. In the last two years, there has been discussion about the cost of the baby-friendly initiative through Baby Friendly USA, which is a part of the World Health Organization and the fair market cost they have to</p>

	<p>pay for baby formula. The State of California has passed a bill that all hospitals must be baby- friendly certified or baby friendly-like by 2025. There are 13 hospitals in San Bernardino County and most of them are in some path in meeting all the policies and procedures. The IEBC mission is to help hospitals keep their momentum going and not back out of being a baby-friendly institution. The goal is to build infrastructure (i.e., regular network meetings on a monthly basis with hospital staff) and get all 13 hospitals on board.</p> <p>Dr. Weinstein concurred that becoming a baby-friendly hospital is a rigorous process and not just a simple ask. It involves participation by the nursing staff, physicians, pediatricians, and obstetricians. The physicians need to do their part of the training, as well.</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Hill and seconded by Commissioner Weinstein to approve Item 7. With Commissioners Gonzales, Ovitt and Thomas absent and without further comment or objection, motion carried by unanimous vote.</p>
8	<p>Approve Family and Community Support and Partnerships-Expansion (FCSP-E) Request for Proposal (RFP) 19-02 for Fiscal Year 2020-2023 in an amount not to exceed \$4 million per year and \$12 million for the three year funding cycle. (Presenter: Dr. Wendy Lee, Staff Analyst II, 252-4254)</p> <p><u>Discussion</u> Commissioner Hill asked about the steps to First 5's review process. First 5 staff responded giving a description of the process which includes administrative review, internal and external review, fiscal review negotiations, executive review and final Commission approval.</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Escalante and seconded by Commissioner Hill to approve Item 8. With Commissioners Gonzales, Ovitt and Thomas absent and without further comment or objection, motion carried by unanimous vote.</p>

Public Comment

None

Commissioner Roundtable

Vice Chair Weinstein stated the Southern California Medical Museum has closed and is still actively seeking a new location (around 1500 sq. ft.) in the Inland Empire area after 37 years in existence. Dr. Weinstein stated the museum will continue to offer Boy Scout merit badges in Medicine. Once a new location is secured, Dr. Weinstein will notify the Commission and public.

Commissioner Escalante thanked the Commission for the opportunity to serve and looks forward to contributing to the First 5 mission.

Adjournment

Motion to adjourn by Commissioner Weinstein and seconded by Commissioner Escalante. With Commissioners Gonzales, Ovitt, and Thomas absent and without further comment or objection, motion carried by unanimous vote. Chair Ohikhuare adjourned the meeting at 4:36 p.m.

**Next meeting at
First 5 San
Bernardino**

***Wednesday, January 8, 2020
3:30 p.m. to 5:00 p.m.***

Attest

Maxwell Ohikhuare, M.D., Chair

Ann M. Calkins, Executive Assistant
