



## Minutes: Children and Families Commission Meeting

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**Date, time, location** Commission Meeting  
December 7, 2022 - 3:30 p.m. to 5:00 p.m.  
Commission Conference Center

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**Pledge of Allegiance** Pledge of Allegiance led by Chair Dr. Weinstein

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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.

**Attendees**

**Commissioners**

- Ted Alejandre
- Diana Alexander
- Supervisor Joe Baca, Jr.
- Dr. Gwendolyn Dowdy-Rodgers
- Joshua Dugas
- Gary Ovitt
- Elliot Weinstein, M.D.

**Staff**

- Cindy Faulkner, Assistant Director
- Traci Homan, Business Support Manager
- Lacy Hofmann, Office Assistant II
- Scott McGrath, Deputy Director of Systems and Impact
- LuCretia Dowdy, Community Engagement Specialist
- Kimberly VandenBosch, Communications Officer
- Wendy Lee, Section Manager, Evaluation and Impact
- Erika Willhite, Staff Analyst II
- Marian Fam, Accountant III
- Peter Tawadros, Staff Analyst II
- Ray Salamat, Staff Analyst II
- Alexandra Gutierrez, Staff Analyst II
- Renee Jones, Staff Analyst II
- Arminda Loewenstein, Accountant II
- Iffat Quazi, Staff Analyst II

Item No.	CONSENT
1	<p>Approve Minutes from December 7, 2022 Commission Meeting.                      (Presenter: Traci L. Homan, Business Support Manager, 252-4252)</p> <p>Motion by Commissioner Alexander and seconded by Commissioner Dugas to approve the Consent Items.</p> <p>Without further comment or objection, motion carried by unanimous vote.</p>
2	<p>Approve Commission Meeting Schedule for 2023.                      (Presenter: Traci L. Homan, Business Support Manager, 252-4282)</p>
3	<p>Approve Amendment A4 to Contract SI032 with Inland Empire Breastfeeding Coalition for an increase of \$13,893 for a total of \$115,967 for 2022-2023 resulting in a cumulative total not to exceed \$342,121 for 2019-2023.                      (Presenter: Ray Salamat, Staff Analyst II, 252-4258)</p>
4	<p>Ratify Amendment A3 for Contract IC041 with Social Entrepreneurs, Inc. in the amount of \$726,034 for 2022-2023 for a cumulative total not to exceed \$1,363,653 effective November 1, 2022, for the contract term to facilitate the implementation of the Maternal Health Network Strategic Plan and transition backbone support to a local entity.                      (Presenter: Ronnie Robinson, Section Manager, Systems and Communication, 252-4255)</p>
5	<p>Ratify a non-financial Memorandum of Understanding with the County of San Bernardino Children and Family Services and the Children and Families Commission for referrals to Family and Community Support Partnership Provider services for the term of January 1, 2023 to December 31, 2025.                      (Presenter: Scott McGrath, Deputy Director, Systems and Impact, 252-4259)</p>
6	<p>Approve Amendment No. 1 to Service Agreement SA-22-01 with Western Audio Visual &amp; Security to increase the contract amount by \$6,561, for a total amount not to exceed \$96,617 to upgrade audio/visual equipment.                      (Presenter: Traci L. Homan, Business Support Manager, 252-4282)</p>
7	<p>Approve Memorandum of Understanding and receive payment of \$144,000 from San Bernardino County Department of Children and Family Services for technical assistance in completing Children and Family Services portion of the Family First Prevention Services Act Readiness Assessment.                      (Presenter: Scott McGrath, Deputy Director, 242-4259)</p>

Item No.	DISCUSSION
8	<p>Ratify Amendment A1 to Contract IC047 with Eide Bailly, LLP to increase contract by \$49,334 for a cumulative total not to exceed \$217,744 for 2021-2026 for additional costs for the extended time needed to complete the 2021-2022 audit as well as the requirement to conduct single audits throughout the term of the contract.                      (Presenter: Debora Dickerson-Sims, Chief Financial Officer, 252-4269)</p> <p><b>Discussion</b>                      Marian Fam, Accountant III, presented Item 8 on behalf of Debora Dickerson-Sims.</p> <p>Ms. Fam stated that during the annual audit process, Eide Bailly determined that a single audit was necessary due to the level of federal funds received by First 5 San Bernardino. Due to a staffing shortage and the documentation pronouncement to the lease, First 5 requested and was granted additional time to complete the single audit and annual report for the California State Controller and First 5 California, with a completion date of</p>

	<p>December 7, 2022, increasing the contract by \$49,384 for a total of \$217,744.</p> <p><b><u>Public Comment</u></b>                  None.</p> <p>Motion made by Commissioner Baca, Jr. and seconded by Commissioner Dowdy-Rodgers to approve Item 8.</p> <p>Without further comment or objection and with no public comments noted, motion carried by unanimous vote.</p>
<p>9</p>	<p>1. Conduct Public Hearing for the Children and Families Commission for San Bernardino County Annual Audit for 2021-2022.                  2. Adopt the Children and Families Commission for San Bernardino County's Annual Audit for 2021-2022.                  (Presenter: Debora Dickerson-Sims, Chief Financial Officer, 252-4269)</p> <p><b><u>Discussion</u></b>                  Marian Fam, Accountant III, presented Item 9 on behalf of Debora Dickerson-Sims and introduced Rodger Alfaro, partner with Eide Bailly, LLP to present the audit report.</p> <p>Mr. Alfaro gave a brief presentation on the fiscal year audit report ending June 30, 2022. Mr. Alfaro pointed out that an audit provides reasonable assurance, not absolute assurance and, therefore, is not a guarantee that the audit conducted in professional standards will always detect a material misstatement if it exists. During the course of the audit they considered internal control over financial auditing as well as internal control compliance in determining their procedures for the audit process. There were two adjustments that were brought to management's attention which management corrected related to revenue recognition and receivables. Based on their evidence during the audit, Eide Bailly issued an unmodified opinion on the financial statements and referred to a clean opinion and highest level of assurance the Commission can achieve in the financial statement process.</p> <p>The report mentioned the Commission's adoption of a new accounting pronouncement pertaining to accounting and recognition of leases. This is a change in accounting policy from prior financial statements that was required to be adopted during the current year. No material weaknesses were identified in the internal control of financial reporting and nothing came to their attention as a result of their procedures.</p> <p>During the current fiscal year, the Commission expended more than \$750,000 in Federal awards, requiring completion of a single audit, which is a federal compliance audit. For the single audit which is the audit of federal compliance with the major federal program for the fiscal year they did modify their opinion pertaining to an instance of non-compliance with a Federal grant provision referred to as subrecipient monitoring as it related to the Child Care Development Block Grant this year, referenced as finding 2022-002 within the draft report. They also issued a significant deficiency internal control as it relates to written procedures related specifically to the Federal grant audit and that is finding 2022-001.</p> <p>Chair Weinstein asked what effect the issues had on the single audit. Mr. Alfaro explained in terms of their reports, identified instances of noncompliance, and will work with management on correcting those especially in subsequent audits, they will revisit to ensure its implemented. Eide Bailly worked with First 5 management and a corrective action plan is in place.</p> <p>Ms. Cindy Faulkner, Assistant Director commented that First 5 is in the process of</p>

	<p>making the corrections and will modify three contracts for the Commissioners review at the next meeting.</p> <p><b><u>Public Comment</u></b> None</p> <p>Motion made by Commissioner Alejandre and seconded by Commissioner Baca, Jr. to approve Item 9.</p> <p>Without further comment or objection and with no public comments noted, motion carried by unanimous vote.</p>
10	<ol style="list-style-type: none"> <li>1. Conduct Public Hearing of the Children and Families Commission for San Bernardino County's Annual Report for 2021-2022.</li> <li>2. Adopt the Children and Families Commission for San Bernardino County's Annual Report for 2021-2022. (Presenter: Wendy Lee, Psy.D., Section Manager, Evaluation and Impact, 252-4259)</li> </ol> <p><b><u>Discussion</u></b>                  Relating to the number of providers (4,720), Commissioner Alexander asked if the number of children, parent and providers, etc are all unduplicated and are staff included. Wendy Lee responded that this includes pediatricians, childcare staff, nurse practitioners, ACE's aware providers, CCRC and training sessions that are impacted by First 5 funding. Commissioner Dowdy-Rodgers asked how the ethnic collection breakdown is determined and how the percentage of 'unknown' is recorded. Ms. Lee responded that First 5 follows the California Ethnicity and Language Grid. For example, the Help Me Grow system is a very comprehensive ethnic collection and has to figure out what fits into what the State is asking for and that is why this percentage is bigger.</p> <p>Ms. Faulkner commented that perhaps in the future footnotes will be included to state why the percentage is so high.</p> <p><b><u>Public Comment</u></b> None.</p> <p>Motion made by Commissioner Alexander seconded by Commissioner Dugas to approve Item 10.</p> <p>Without further comment or objection and with no public comments noted, motion carried by unanimous vote.</p>

Item No.	INFORMATION
11	Receive information on approval of employment contract entered into by San Bernardino County upon request by the Children and Families Commission Executive Director for Iffat Quazi to provide services as a Staff Analyst II effective October 8, 2022 through October 7, 2025. (Presenter: Cindy Faulkner, Assistant Director, 252-4252)
12	Receive information on First 5 San Bernardino's public awareness campaign promoting children's literacy. (Presenter: Kimberly VandenBosch, Communications Officer, 252-4283)

**Happy Retirement to Ann Calkins**

**Special Presentation** Commissioner Baca, Jr., presented Ann Calkins with a Resolution recognizing her for 36 years of outstanding service to San Bernardino County, which included 15 years with First 5 San Bernardino as an Executive Assistant.

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**Public Comment** None

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**Commissioner Roundtable** Commissioners collectively thanked staff for doing an excellent job on the audit report as well as literacy efforts. Commissioner Alejandro emphasized the importance of how important early learning in students' success. Commissioner Alexander stated she was interviewed by EVALCORP and proud to speak about the First 5 Strategic Plan and its successful initiatives. Chair Weinstein stated underprivileged children are playing catchup. The typical household in a fluent home has about 300 age-appropriate books per child. The typical underprivileged home has two to three books.

Commissioners commented on how much they appreciated Ann Calkins for her outstanding work with First 5 and wished her the best in retirement. We will miss her! The Commissioners wished everyone a happy holiday.

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**Next Meeting** **Wednesday, January 11, 2022**  
**3:30 p.m. to 5:00 p.m.**

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**Attest**



Elliot Weinstein, M.D., Chair



Traci L. Homan, Business Support Manager

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