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Agenda: Children and Families Commission 06-2018

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

Meeting date, time, and place June 6, 2018
Commission Meeting
3:30 to 5:00 p.m.
Commission Conference Center

Pledge of Allegiance Chair or designee will lead the Pledge of Allegiance

SPECIAL PRESENTATION Help Me Grow – Loma Linda University Children’s Hospital
Presenter: Dr. Marti Baum, Social Action Community Health System Medical Director and Loma Linda University Health Medical Director

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.

Report Legislative Report by Chekesha Gilliam
Government Relations Analyst, County Administrative Office

Report Advisory Committee Report by Alan H. Garrett, Chair

Report Executive Director’s Report by Karen E. Scott

Consent Items The following consent item is expected to be routine and non-controversial and will be acted upon by the Commission at one time unless any Commissioner directs that the item be removed from the Consent Agenda for discussion.

The agenda and supporting documents are available for review during regular business hours at First 5 San Bernardino, 735 East Carnegie Drive, Suite 150, San Bernardino, California 92408.

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours notice. Please call Commission staff (909) 386-7706 to request the service. This location is handicapped accessible.



**CHILDREN AND FAMILIES COMMISSION
for San Bernardino County
AGENDA: JUNE 6, 2018**

Subject: Information Relative to Possible Conflict of Interest

Instructions: Contractors, subcontractors, principals and agents are listed below for each applicable agenda item. Commissioners are asked to review the items for possible conflicts of interest and to notify the Commission secretary prior to the Commission meeting of conflicts concerning items on the meeting’s agenda. This procedure does not relieve the Commissioner of his or her obligations under the Political Reform Act.

Background: The Political Reform Act of 1974 (Government Code section 87100 et. Seq.) prohibits public officials from making, participating in making or in any way attempting to use their official position to influence a governmental decision in which they have reason to know they have a “financial interest.” Additionally, Government Code section 1090 et seq. prohibits public officers and employees from being financially interested in any contract made by them in their official capacity or by the board of which they are members. A limited exception is allowed for County Children’s and Families Commissions. (See Government Code section 1091.3)

Item No.	Contractor	Principals & Agents	Subcontractors; Principals & Agents	Commissioner Abstentions
1	N/A	N/A	N/A	N/A
2	County of San Bernardino Children’s Network	Robert A. Lovingood Chairman Board of Supervisors	Kathy Turnbull Network Officer	Supervisor James Ramos CaSonya Thomas
3	N/A	N/A	N/A	N/A
4	N/A	N/A	N/A	N/A
5	Family Service Agency	Veronica Dover Chief Operating Officer	N/A	N/A
6	County of San Bernardino Arrowhead Regional Medical Center	Robert A. Lovingood Chairman Board of Supervisors	Mark Connolly Respiratory Care Services Director	Supervisor James Ramos
7	Center for Oral Health	Conrado Barzaga Executive Director	N/A	N/A



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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** Commission Meeting
May 9, 2018 – 3:35 p.m.
First 5 San Bernardino

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

**SPECIAL
PRESENTATION** None

**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

- Margaret Hill
- Alan Garrett
- Maxwell Ohikhuare, M.D.
- CaSonya Thomas
- Elliot Weinstein, M.D.

Staff Present

- Karen Scott, Executive Director
- Cindy Faulkner, Operations Manager
- Scott McGrath, Supervisor
- Debora Dickerson-Sims, Administrative Supervisor II
- Staci Scranton, Supervising Office Assistant
- Sophie Akins, Commission Counsel
- Amanda Ferguson, Staff Analyst II
- Will Kariuki, Staff Analyst II
- Ronnie Thomas, Staff Analyst II

Changes to the Agenda

Walid Wahba, Staff Analyst II, will present agenda Item 10.

Report – Advisory Committee, Alan H. Garrett, Chair

Commissioner Garrett announced the date of May 17th as the next Advisory Committee meeting at First 5. The following topics slated for the agenda are as follows: Approving minutes of the last meeting (February 22); revising the current Strategic Plan; proposed budget overview; Local Outcomes Report update; Help Me Grow and Quality Start San Bernardino updates.

Report – Legislative

See attached legislative report presented by Chekesha Gilliam:



5-2018 F5SB.pdf

Report – Executive Director, Karen Scott

Happy Spring!

This issue is about the many things “blooming” these days by amazing and unified efforts to improve the lives of young children, to promote their optimal health and development and to ensure that all children have access to high quality care and early education.

Cover Page

Notes about the California Gubernatorial Debate entitled, *Decision 2018: The Race for Governor* that took place May 8th in San Jose.

May 2nd Advocacy Day, Sacramento

First 5 San Bernardino and our partners were a strong presence at this 20th Anniversary event. Partner logos were displayed on a huge banner recognizing the contributions of our many government, school, non-profit, faith and community based organizations from San Bernardino County. 16 people contributed to the success of the day, including representation from San Bernardino County Superintendent of Schools, San Bernardino County Preschool Services, San Bernardino County Child Care Resource Center, the nationally-acclaimed Footsteps 2 Brilliance Collaborative, Loma Linda University Children’s Hospital, Children’s Network, Center for Oral Health, Quality Start San Bernardino, First 5 San Bernardino Advisory Committee and dedicated First 5 San Bernardino staff.

I would especially like to thank two of F5 Riverside’s Commissioners, Lisa Larson and Jose Campos. They allowed some of our massive partnership to participate in their legislative visits for their districts, crediting the regional commitment these partners demonstrate. Once again, we realized the incredible benefits of First 5 San Bernardino and First 5 Riverside’s regional partnership and friendship.

May 10th Award for Excellence

George Potts is our 2018 department honoree for the Award for Excellence. Congratulations, George, and thank you for all you do!

May 18th Career Online High School Graduation

Steelworkers Auditorium at the Lewis Library and Technology Center in Fontana from 5:00 p.m. to 7:00 p.m.

County Preschool Services Department, First 5 and the County Library are proud to announce the first annual graduation ceremony for students who have completed our Career Online High School (COHS) program. This partnership has allowed parents with children participating in the County's preschool services the opportunity to obtain their high school diploma at no charge through this online program. COHS Career Online High School is an accredited program in which students are paired with a mentor who aids them in assessing any previous coursework and places them into courses that provide the student real-world skills in career areas such as Office Management, Childcare and Education, Retail Customer Service, Commercial Driving and much more.

We invite you to join us on May 18th to celebrate the tremendous accomplishment of these students as we recognize the first graduating class.

Consent

Motion by Commissioner Hill and seconded by Commissioner Weinstein to approve the Consent Items. With Commissioners Ramos and Vargas absent and without further comment or objection, motion carried by unanimous vote.

Item No.	CONSENT
1	Approve Minutes of March 7, 2018 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)
2	a. Ratify the approval (by the Chairman of the Board of Supervisors) of the employment contract between the County of San Bernardino and Children and Families Commission and Tania Offerrall as a Staff Analyst II, for an annual cost of \$85,347 (\$59,529 Salary, \$25,818 Benefits) for the period of April 28, 2018 through April 27, 2021. b. Authorize the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contract for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review. c. 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)

Item No.	DISCUSSION
3	Conduct Public Hearing on California Children and Families Commission Annual Report for Fiscal Year 2016-2017. (Presenter: Scott McGrath, Evaluation Supervisor, 252-4259) The Public Hearing was conducted highlighting the support and work of the State First 5 Commission related to Family Functioning, Improved Systems of Care, Developmental Screenings and Services, and also included reports on the First 5 Revenue, First 5 IMPACT and Tobacco Cessation resources Commissioners were directed to Page 43 for First 5 San Bernardino highlights. The Commission was also informed that First 5 California will continue to build on this year's successes and continue working toward the underlying Strategic Plan goal to ensure all children prenatal through age 5 have the resources, foundation, and systems of support they need to thrive. No public comments were presented on this item.

<p>4</p>	<p>Approve CFC 18-01 Non-Public Personally Identifiable Information Policy for the Children and Families Commission (CFC) for San Bernardino County. (Presenter: Cindy Faulkner, Operations Manager, 252-4253)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Garrett and seconded by Commissioner Hill to approve Item 4. With Commissioners Ramos and Vargas absent and without further comment or objection, motion carried by unanimous vote.</p>
<p>5</p>	<p>Approve Contract HW057 with County of San Bernardino Department of Behavioral Health (DBH) in the amount of \$26,250,000 for a five year contract term from July 2018 through June 2023. This continued support from the Commission enables DBH to provide services to children ages 0 – 5 and families for the Screening, Assessment, Referral and Treatment (SART) and Early Identification and Intervention (EIS) programs. (Presenter: Ronnie S. Thomas, Staff Analyst II, 252-4255)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Commissioner Thomas abstained from Item 5 due to her position as Appointing Authority over Department of Behavioral Health.</p> <p>Motion made by Commissioner Weinstein and seconded by Commissioner Garrett to approve Item 5. With Commissioners Ramos and Vargas absent and without further comment or objection, motion carried by unanimous vote.</p>
<p>6</p>	<p>Approve Contract SI027 a five-year contract with County of San Bernardino Children’s Network in the amount of \$172,648 per year for Fiscal Years 2018-2023 for a cumulative total amount of \$863,240 for the coordination of services provided by the Early Childhood Mental Health Systems Coordinator. (Presenter: Ronnie Thomas, Staff Analyst II, 252-4255)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Commissioner Thomas abstained from Item 6 due to her position as Appointing Authority over Children’s Network.</p> <p>Motion made by Commissioner Hill and seconded by Commissioner Weinstein to approve Item 6. With Commissioners Ramos and Vargas absent and without further comment or objection, motion carried by unanimous vote.</p>

<p>7</p>	<p>Approve Contract SI028 with Inland Empire United Way for a cumulative total of \$1,200,000 for Fiscal Years 2018 - 2021 for systems support of the County 211 Information and Referral Services system. (Presenter: Scott McGrath, Supervisor, 252-4254)</p> <p><u>Discussion</u> Commission Hill inquired how calls to 211 from a mobile phone are directed since there are different 211 call centers in each county. Gary Madden, Interim President and CEO of Inland Empire United Way, clarified that calls are directed based on the cell phone tower the call comes through and that any call placed in San Bernardino County will be directed to SB211.</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Hill and seconded by Commissioner Thomas to approve Item 7. With Commissioners Ramos and Vargas absent and without further comment or objection, motion carried by unanimous vote.</p>
<p>8</p>	<p>Approve Contract Amendment SI020 A1 with Children’s Fund in the amount of \$552,990 for Fiscal Year 2018-2019 resulting in a cumulative total of \$2,211,960 for Fiscal Years 2015-2019 for the Emergency Needs Program. (Presenter: Scott McGrath, Supervisor (909) 252-4259)</p> <p><u>Discussion</u> Chair Ohikhuare inquired how many children are served through this contract. Betty Chambers, Director of Programs for Children’s Fund, informed the Commission that approximately 513 children are served through the Emergency Needs vouchers and 6,000 through the Annual Celebration of Giving. Commissioner Garrett asked for more information about the vouchers. Ms. Chambers explained that after Preschool Services Department workers go into the home to verify the need, parents are issued vouchers to use at particular vendors.</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Garrett and seconded by Commissioner Hill to approve Item 8. With Commissioners Ramos and Vargas absent and without further comment or objection, motion carried by unanimous vote.</p>
<p>9</p>	<p>Approve Contract Amendment SI021 A1 with Children’s Fund in the total amount of \$263,900 for Fiscal Year 2018-2019 resulting in a cumulative total of \$1,055,600 for Fiscal Years 2015-2019 to provide services to San Bernardino County children through the Children’s Assessment Center. (Presenter: Scott McGrath, Supervisor, 252-4259)</p> <p><u>Discussion</u> Chair Ohikhuare inquired whether there is other funding for the Children’s Assessment Center in addition to that provided through this contract with First 5 and about the sustainability of the Center. Chair Ohikhuare also inquired if the services of the Center are available to the uninsured. Commissioner Thomas explained that there is no charge to families using the Center and that all services can be charged to Medi-Cal.</p> <p>Commissioner Weinstein suggested that the location of the Center might be a hindrance for some families due to lack of transportation and to look into networking with local clinics. Commission Garrett commented that there is a need for more outreach in the High Desert to inform professionals about the Center. He also</p>

	<p>recommended to look for additional funding from IEHP and other commercial payers, and to consider expanding to an additional site in the High Desert or providing a bus service.</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Garrett and seconded by Commissioner Weinstein to approve Item 9. With Commissioners Ramos and Vargas absent and without further comment or objection, motion carried by unanimous vote.</p>
<p>10</p>	<p>Approve Contract Amendments for the Family and Community Support Partnerships (FCSP) - Family Support Services (FSS) Contracts (RFP 14-02) for Fiscal Year 2018-2020 in the amount of \$1,557,530 for a cumulative total amount for Fiscal Years 2015 through 2020 of \$3,949,359 with the following:</p> <p>A. Building a Generation, Contract FS065 A1, in the total amount of \$522,284</p> <p>B. Walden Environment DBA Walden Family Services, Contract FS074 A1, in the total amount of \$724,866.</p> <p>C. West Care Arizona Inc., Contract FS075 A1, in the total amount of \$310,380. (Presenter: Scott McGrath Supervisor, 252-4259)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Motion made by Commissioner Hill and seconded by Commissioner Thomas to approve Item 10. With Commissioners Ramos and Vargas absent and without further comment or objection, motion carried by unanimous vote.</p>

Public Comment None

Commissioner Roundtable

Commissioner Weinstein shared information about the American Academy of Pediatrics- Chapter 2 (AAP-C2) Town Hall Meeting that was hosted in partnership with First 5 San Bernardino on Thursday, April 19, 2018. The meeting addressed the topic of best practices in developmental screening and was well attended by over 50 medical professionals. There were great presentations by Dr. Edward Curry, President of the AAP-C2 and Dr. Marti Baum of Loma Linda University Children’s Hospital, among others. Commissioner Weinstein would like to see First 5 continue to collaborate with the AAP-C2 for additional town hall meetings, perhaps at other locations such as San Antonio Regional Hospital. Commissioner Garrett requested a town hall meeting in the High Desert area as well.

Commissioner Hill commended First 5 staff on receiving the Association of California School Administrators (ACSA) Region 12 Partners in Education Excellence award for the Footsteps2Brilliance Collaborative.

Adjournment Motion to adjourn by Commissioner Vargas and seconded by Commissioner Hill. . With Commissioners Ramos and Vargas absent and without further comment or

objection, motion carried by unanimous vote. Chair Ohikhuare adjourned the meeting at 4:32 p.m.

Next meeting at
First 5 San
Bernardino

Wednesday, June 6, 2018
3:30 p.m. to 5:00 p.m.

Attest

Maxwell Ohikhuare, M.D., Chair

Staci Scranton, Supervising Office Assistant



**AGENDA ITEM 2
JUNE 6, 2018**

Subject	Approve as modified Contract SI027 with County of San Bernardino Children's Network Early Childhood Mental Health System Coordination
Recommendations	Approved as modified Contract SI027 with County of San Bernardino Children's Network for \$172,648 per year for Fiscal Years 2018-2023 for a cumulative total amount of \$863,240 for the coordination of services provided by the Early Childhood Mental Health Systems Coordinator and to include the definition of said position in the contract. (Presenter: Ronnie Thomas, Staff Analyst II, 252-4255)
Financial Impact	\$172,648 for Fiscal Years 2018 through 2023.
Background Information	<p>Under the direction of the Children's Network Officer and in coordination with First 5 San Bernardino (F5SB) staff and the Department of Behavioral Health, the Early Childhood Mental Health System (ECMHS) Coordinator will assess the vast array of services offered countywide. The ECMHS Coordinator will develop a comprehensive assessment that will help to identify gaps, overlaps and distinctions in service delivery.</p> <p>This item was presented before the Commission and approved on May 9, 2018. It is presented today for approval as modified to include the definition of the ECMHS Coordinator as follows:</p> <p><i>Provides leadership within San Bernardino County in the development of a support system serving children prenatal through 5, their families, and communities that results in sustainable and collective impact. The ECMHS Coordinator will assess the vast array of services offered Countywide for the identified population. This comprehensive assessment will help to identify gaps, overlaps and distinctions in service delivery. Through a collaborative effort, the ECMHS Coordinator will identify training topics; plan trainings for the community service providers, partners and stakeholders relevant to the 0-5 high-risk population; provide resources specific to the high-risk 0-5 population; report/discuss outcome findings, challenges and successes. The ECMHS Coordinator will continue working with SART/EIIS providers and DBH staff to develop/refine the SART/EIIS fidelity model and to keep the county and community partners aware of other services and programs that are available for the 0-5 population.</i></p> <p>Approval of this investment supports the Commission's Strategic Plan:</p> <p>SPA 2: Systems and Networks Objective 2.1.a – Systems and services effectively support and engage children, families and communities.</p> <p>Objective 2.1.b – Families, providers and stakeholders collaborate effectively to improve the well-being of the child.</p>
Review	Sophie Akins, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY

STANDARD CONTRACT**

<i>FOR COMMISSION USE ONLY</i>				
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 50000460	SC	Dept. 903	A
Organization Children and Families Commission				Contract Number SI027
Commission Representative Cindy Faulkner, Operations Manager				Telephone 909-386-7706
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:				Contractor's License No.
If not encumbered or revenue contract type, provide reason:				Total Contract Amount \$863,240
Commodity Code 95200	Contract Start Date July 1, 2018	Contract End Date June 30, 2023	Original Amount	Amendment Amount
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1000734	Amount \$172,648
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use	FY	Estimated Payment Amount	I/D	Total by Fiscal Year FY Amount I/D
	18-19	\$172,648		22-23 \$172,648
	19-20	\$172,648		
	20-21	\$172,648		
	21-22	\$172,648		

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

County of San Bernardino

Department/Division

Children's Network

Address

825 E. Hospitality Lane, 2nd Floor

San Bernardino, CA 92415-0049

Phone

(909) 383-9696

Federal ID No.

95-6002748

Program Address (if different from legal address):

WHEREAS, the Commission has been authorized by the State of California under Section 130100 -130155 of the Health and Safety Code and Section 30131.2 of the Revenue and Taxation Code, in accordance with the Children and Families Act of 1998, to promote, support and improve the early development of children prenatal through age five, and

WHEREAS, the Commission has been authorized by these cited references and by County of San Bernardino Code under Sections 12.291 – 12.297 to contract with organizations for services to children prenatal through age five and their families in San Bernardino County, and

WHEREAS, the Commission desires that such services be provided by Contractor and Contractor agrees to provide the services as set forth in this Contract,

NOW THEREFORE, in accordance with the conditions stated herein, the Commission and Contractor mutually agree to the following terms and conditions:

Auditor-Controller/Treasurer Tax Collector Use Only

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

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I. DEFINITIONS

Accessibility: Ease of obtaining services, measured by addressing geographical, travel and other barriers.

Adult-Adolescent Parent Inventory (AAPI): An inventory designed to assess the parenting and child rearing attitudes of adult and adolescent parent and pre-parent populations. Based on the known parenting and child rearing behaviors, responses to the inventory provide an index of risk for practicing behaviors known to be attributable to child abuse and neglect.

Affordable Care Act (ACA): Health care reform law enacted in March 2010. Affordable Care Act (ACA) refers to the final amended version of the law.

Ages and Stages Questionnaire (ASQ-3): A developmental screening tool to screen young children to easily identify potential delays as early as possible and determine which children need further assessment or ongoing monitoring. The ASQ:Social Emotional (ASQ-SE) tool measures the social and emotional competence of children.

Asthma: Is a disease/condition that affects the lungs. It causes repeated episodes of wheezing, breathlessness, chest tightness, and nighttime or early morning coughing and is one of the most common long-term diseases of children although adults may also have this condition.

Basic Needs: Necessities to meet the food, shelter, and immediate safety needs of a parent and/or child. These resources are meant to address an immediate need.

Behavioral Assessment: This assessment is a structured evaluation of a child's behavior by a behavioral assessment specialist, or a team of professionals that can include a Public Health Nurse, child psychologist, mental health rehabilitation specialist, case manager, TBS worker or other clinical staff. May also utilize standardized assessment instruments as determined by the staff providing the assessment.

Behavioral Screening: A Procedure designed to identify children who should receive more intensive assessment or diagnosis for potential behavioral problems or challenges. Utilizes a standard screening instrument such as the ASQ:SE.

C4Yourself: A Component to the C-IV System that allows customers to apply for Food Stamps, Medi-Cal, CalWORKS, and CMSP via the internet. Customers enter information to apply online and the data transfers to the C-IV System automatically. Customers have the ability to complete and submit their annual redeterminations/recertifications, access their quarterly/mid-year status reports and have the ability to view the status of their cash/benefits.

Capital Expenses: Costs of construction projects, including but not limited to; brick and mortar type projects, demolition, room expansion, carpet installation, air-conditioner or water heater installation/replacement, wheel-chair access ramps, stationary playgrounds or vehicle purchases.

Care Coordination: A service deliverable that includes the following activities: implementing an active outreach system to underserved populations, establishing a family's eligibility for services or funding, providing information, answering questions and helping people make decisions about services, helping families complete paperwork to obtain services, making and following up on referrals to health care providers, helping families find interpreters, determining potential barriers for parents and problem-solving to reduce the barriers, arranging for transportation for medical appointments, scheduling appointments and coordinating with other health care appointments if possible, explaining the importance of health care and answering some common health questions, reviewing responsibilities and rights of patients and of health care providers, coordinating with families to facilitate follow-up on recommendations and routine care, and providing re-enrollment assistance.

Caries: A biofilm (plaque)-induced acid demineralization of enamel or dentin, mediated by saliva.

Case Management: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan not to exceed one (1) year in duration. Characterized by advocacy, communication, resource management, quality cost-effective interventions and outcomes, and linking the client with systems.

Child Mental Health/Therapy Session: Mental health services (usually provided by a recognized mental health professional) including therapy or counseling. If indicating a Child Mental Health/Therapy Session, the child is both the identified client and the person identified on a treatment plan

Carryover Clients: A client receiving services across multiple fiscal years. This scenario can only occur relative to the FDM only.

Child Care Licensing: Managed by the State of California. This agency licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure they provide a safe and healthy environment for children who are in day care.

Child Development Permit Matrix: Issued through the California Commission on Teacher Credentialing who authorize multiple permit levels for a variety of services in child care and child development programs.

Cost Effectiveness: Achieving the desired goal with the minimum of expenditure.

Demonstrated Outcomes: Data supported evidence that indicators addressed through the program demonstrate marked improvement.

Dental Home: Ongoing relationship between the dentist and the patient, inclusive of all aspects of oral health care delivered in a comprehensive, continuously accessible, coordinated, and family-centered way.

Dental Screening: A visual assessment of the child's oral health, done without instrumentation or the use of x-rays or any other diagnostic equipment. The provider observes, provides fluoride varnish and notes the condition of the teeth, surrounding soft tissues, simple jaw relationships and overall oral hygiene.

Dental Treatment: Includes a thorough dental examination with the use of x-rays and proper instruments to diagnose the condition of the teeth and other oral structures. A full scope of treatment may include preventative services, such as cleaning and oral hygiene instruction for parent and/or child, as well as restoration or removal of damaged teeth and proper space maintenance. Complete treatment results in the proper function and comfort of the child's mouth in a developmentally appropriate way. It anticipates the best possible outcome for healthy permanent teeth.

Department of Behavioral Health (DBH) – DBH, under state law, provides mental health, substance use disorder treatment and prevention services to County residents. In order to maintain a continuum of care, DBH operates, or contracts for the provision of 24-hour care, day treatment, outpatient services, case management, and crisis and referral services. Community services are provided in all major county metropolitan areas and are readily accessible to most County residents. Additionally, DBH assists individuals utilizing a Wellness, Recovery and Resilience approach to help the individual to live a healthy, satisfying, and hopeful life despite limitation and/or continuing effects caused by his/her mental illness and/or substance use disorder in the least restrictive setting possible.

Department of Public Health (DPH) – DPH provides a foundation for success for children by giving them the highest quality child development and family support services while offering community and preventive health services that promote and improve the health, safety, well-being and quality of life in the County.

Developmental Assessment: This assessment is a structured evaluation of a child's development (physical, language, intellectual, social and/or emotional) by a developmental assessment specialist, or a team of professionals that can include a pediatrician, language specialist, audiologist, occupational therapist, child psychologist, and child psychiatrist, among others. May also utilize standardized assessment instruments as determined by the staff providing the assessment.

Developmental Screening: A Procedure designed to identify children who should receive more intensive assessment or diagnosis for potential developmental problems or challenges. Utilizes a standard screening instrument such as the ASQ.

Developmental Treatment Session: Services provided to child and/or parent to provide intervention and treatment to address child's developmental needs.

Direct Costs: Costs that can be identified specifically with a particular final cost objective, such as a particular project, service, or other direct activity of an organization.

Dosage: The frequency and level of exposure to services offered to the participant.

Early Identification and Intervention Services: Services to young children who do not qualify for SART services, but display some type of developmental, behavioral concern or who are at risk for disabilities or special needs provided through a variety of activities, both clinical and non-clinical, to ensure that these children grow to their greatest potential.

Early and Periodic Screening, Diagnosis, and Treatment Program (EPSDT) Medi-Cal – A federally-mandated Medicaid option that requires states to provide screening, diagnostic and treatment services to persons under age 21 who have unrestricted Medi-Cal and also meet necessary medical criteria by having a qualifying mental health diagnosis and functional impairment that is not responsive to treatment by a healthcare-based provider. In addition, services are generally acceptable for the purpose of correcting or ameliorating the mental disorder. For the purposes of this proposal, EPSDT Medi-Cal Rehabilitative Mental Health Services activities may include Assessment, Collateral, Crisis Intervention, Medication Support Services, Plan Development, Rehabilitation and Therapy.

Early Childhood Mental Health Systems (ECMHS) Coordinator: Early Childhood Mental Health Systems Coordinator provides leadership within San Bernardino County in the development of a support system serving children prenatal through 5, their families, and communities that results in sustainable and collective impact. The ECMHS Coordinator will assess the vast array of services offered Countywide for the identified population. This comprehensive assessment will help to identify gaps, overlaps and distinctions in service delivery. Through a collaborative effort, the ECMHS Coordinator will identify training topics; plan trainings for the community service providers, partners and stakeholders relevant to the 0-5 high-risk population; provide resources specific to the high-risk 0-5 population; report/discuss outcome findings, challenges and successes. The ECMHS Coordinator will continue working with SART/EIIS providers and DBH staff to develop/refine the SART/EIIS fidelity model and to keep the county and community partners aware of other services and programs that are available for the 0-5 population.

Evidence-Based: Refers to the use of research and scientific studies as a base for determining best practices.

Family Development Matrix (FDM): Tool that is used in partnership with families to assess their strengths and issues of concerns and guides the Family Empowerment Plan; facilitates participation by the family and the provider. It measures over time the progress of family outcomes and the effectiveness of interventions.

Family Empowerment Plan: A collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's needs in a limited time frame based on a service plan and appropriately aligned with the Nurturing Parenting Program session. Characterized by advocacy, communication, resource navigation, quality cost-effective interventions and outcomes, and linking the client with systems.

Full Time Equivalent (FTE): A measurement equal to one staff person employed in a full-time work schedule and which is, for purposes relating to this contract, calculated at 2,080 hours in a year. FTEs provide a common unit of measurement for positions budgeted. The number of FTEs is the cumulative value expressed, using the full-time equivalent measurement as a baseline, as a total percentage of time or as a total percentage of funds related to a particular classification.

Federally Qualified Health Center (FQHC): Entities as defined by the Social Security Act at section 1905(l)(2) which, "(i) is receiving a grant under section 330 of the Public Health Service Act, or (ii)(I) is receiving funding from such a grant under a contract with the recipient of such a grant and (II) meets the requirements to receive a grant under section 330 of the Public Health Service Act, (iii) based on the recommendation of the Health Resources and Services Administration within the Public Health Service, and is determined by the Secretary to meet the requirements for receiving such a grant including requirements of the Secretary that an entity may not be owned, controlled, or operated by another entity; or (iv) was treated by the Secretary, for purposes of Part B of title XVIII, as a comprehensive Federally-funded health center as of January 1, 1990, and includes an outpatient health program or facility operated by a tribe or tribal organization under the Indian Self-Determination Act or by an urban Indian organization

receiving funds under Title V of the Indian Health Care Improvement Act for the provision of primary health services." In considering these definitions, it should be noted that programs meeting the FQHC requirements commonly include the following (but must be certified and meet all requirements stated above): Community Health Centers, Migrant Health Centers, Healthcare for the Homeless Programs, Public Housing Primary Care Programs, Federally Qualified Health Center Look-Alikes, and Tribal Health Centers.

Health Insurance Assistance: This includes health insurance enrollment assistance, strategies to retain health insurance, and insurance premium payments or subsidies.

Health Insurance Enrollment: This service is provided once a client is enrolled in health insurance. Proof of insurance should be provided.

Indirect Costs: Costs that have been incurred for the benefit of multiple projects or activities and cannot be readily identified with a particular final cost objective. An organization having several major functions may need to accumulate the indirect costs into separate groupings and then allocate proportionally to the benefiting functions by means of a base which best measures the relative degree of benefit. The indirect cost rate would be used to distribute the proportional amount of indirect costs to the individual projects or activities based on a Board approved cost allocation plan.

Inland Empire Autism Assessment Center of Excellence (AACE): AACE will be designed to provide a comprehensive assessment for all children referred as potentially being diagnosed with Autism Spectrum Disorder ASD. The center will be designed around the child to be child-centric rather than agency-centric.

Nurturing Parenting: Family-centered initiative designed to build nurturing parenting skills as an alternative to abusive and neglectful parenting and child-rearing practices. The long-term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.

Nurturing Parenting™: Evidence/research based curriculum that is a family-centered and trauma-informed initiative designed parenting and child-rearing practices. The programs feature activities to foster positive parenting skills and self-nurturing, home practice exercises, family nurturing time, and activities to promote positive brain development in children birth to 18 years.

Nurturing Skills Competency Scale (NSCS): A comprehensive criterion referenced measure designed to gather demographic data of the family, as well as knowledge and utilization of Nurturing Parenting Practices. The data generated from the pre-post administration and NSCS allows parents and staff an opportunity to measure changes in family life, knowledge and utilization of Nurturing Parenting practices.

Outcome: The result, which the Commission seeks (as outlined in the Strategic Plan) and to which all performance targets must contribute to a measurable change.

Outgoing Referral for Behavioral Services: Providing parents with connections or access to behavioral intervention services deemed necessary to meet the child's need.

Parenting Education: Programs that improve knowledge and increase positive parenting skills.

Parent Support Session: Provided in a group setting, parent support increases parental feelings of connectedness and support. May be led by agency staff by may also be facilitated or co-facilitated by parent partners.

Parent-Peer: Parents assisting other parents by advocating, guiding and providing moral support as they navigate systems and services.

Participant: A recipient of funded services in accordance with the target population, are children, prenatal through age five and/or pregnant women.

Participant Support: Budget line item category for items purchased to remove barriers or to provide motivation to participants upon completion of the program. Items purchased should be relative to the program objectives. Gift cards are not an allowable expense.

Participant Transportation: Budget line item category for costs involved with transporting participants to needed services and/or appointments.

Perinatal Parent Education Program: Programs that address the concerns and needs of a pregnant woman, her infant child, and the woman's support system. These programs address and affect not only healthy birth outcomes but improved child well-being and family stability outcomes as well.

Performance Target: The specific result that a Contractor seeking investment will commit to achieve. It is tangible in the sense that it can be verified and narrow enough to be directly achieved by the Contractor. It almost always represents a measurable change in the participant of a program.

Professional Services/Consultants: Independent contractors hired to perform services not related to providing direct services. Examples include janitorial services, bookkeeping services, speakers, etc.

Program Materials/Supplies: Budget line item category for items directly related to service delivery such as course curriculum, children's books, journals used by participants, child development toys, etc.

Program Work Plan: A document containing program expectations and deliverables as agreed upon by First 5 San Bernardino and program contractors. The work plan includes information on the individual components of the program in addition to structure including dosage, activities, outcome expectations and verification methods. This document is signed by the contractor leadership and is approved by the First 5 San Bernardino Commission.

Quality Child Care: Licensed child care and early learning programs (including home-based and center-based care) are safe, healthy, nurturing, stimulating, supportive, interactive, culturally appropriate and sensitive to the needs of all children. They promote early education and the development of trusting relationships to support individual children's physical, emotional, social and intellectual development.

Referral Coordination: A service deliverable that includes the following activities: implementing an active outreach system to underserved populations, establishing a family's eligibility for services or funding, providing information, answering questions and helping people make decisions about services, helping families complete paperwork to obtain services, making and following up on referrals to health care providers, helping families find interpreters, determining potential barriers for parents and problem-solving to reduce the barriers, arranging for transportation for medical appointments, scheduling appointments and coordinating with other health care appointments if possible, explaining the importance of health care and answering some common health questions, reviewing responsibilities and rights of patients and of health care providers, coordinating with families to facilitate follow-up on recommendations and routine care, and providing re-enrollment assistance.

Relapse: The process of becoming unable to cope with life in sobriety. The process may lead to renewed alcohol or drug abuse, physical or emotional collapse, or suicide and is marked by predictable and identifiable warning signs that begin long before a return to use or collapse occurs.

Relapse Prevention: Efforts to teach people to recognize and manage warning signs so that they can interrupt the progression to relapse or collapse and return to the process of recovery.

Request for Proposal (RFP): The document used to solicit a solution or solutions from potential Contractors to a specific problem or need.

Researched Based: See evidence-based: Using research as the basis for determining best practices.

Reasonable Rate of Success: Total number of program participants expected to successfully complete the program meeting the outcome targets.

Resource Center: A facility to which children, prenatal through age five, and families access services needed. Two basic program elements must be present at a Resource Center for it to meet the minimal definition: (i) referrals and linkages to critical services and programs, not represented physically at the center, and (ii) case management (see definition for Case Management).

Rural Health Clinic (RHC): Clinics that are certified under section 1861(aa)(2) of the Social Security Act to provide care in underserved areas, and therefore, to receive cost-based Medicare and Medicaid reimbursements.

Satisfaction Survey: Survey designed to measure the participant's overall satisfaction with the services rendered. Satisfaction Surveys address specific aspects of service provision in order to identify problems and opportunities for improvement.

Screening, Assessment, Referral and Treatment (SART): Children ages 0 - 5 within the context of their families, will be screened, assessed, and referred for treatment through a universal collaborative and standardized process that strengthens and builds on existing programs in the community. Services are intended to improve the social, developmental, cognitive, emotional and behavioral functioning of children ages birth to 5 years old (i.e., through the child's fifth year). Accordingly, the target population will be children up through 5 years of age who have experienced physical, sexual or emotional abuse; experienced premature birth, poor maternal nutrition, or prenatal exposure to alcohol or other drugs; family violence, family substance use disorder, maternal mental illness, or been involved in the foster care system. This population is at risk for manifesting emotional and behavioral disorders and significant developmental delays.

Special Needs: Children having an identified disability, health, or mental health condition(s) that require early interventions, special education services, or other specialized supports.

Staff Development/Training: Budget line item category for expenses associated with staff training, conferences, retreats, classes, and any other staff development activities related to the funded program.

Staff Mileage/Travel: Budget line item category for employee mileage and travel costs (including lodging and food) for travel related to the program, based on the current IRS allowable rate.

Strengthening Families™: A framework for working with children and families. The approach allows for consistency across child- and family-serving systems and acknowledges the interdependent factors affecting families every day. The foundation of this framework is built upon five research-based Protective Factors. When these Protective Factors are present and robust, families are less likely to experience child abuse or neglect and are more equipped to create environments for young children's optimal development.

Subcontractor: Agencies contracted by the primary Contractor to provide direct services for which they will be responsible for achieving the performance targets for the portion of services they are providing. Contractor shall be responsible for the performance of any subcontractor.

Substance Use Disorder Assessment: A service that determines the characteristics of the client's situation that may influence treatment decisions and will contribute to the success of treatment including the person's substance use behavior, substance-related problems, and other areas of psychological and social functioning.

Substance Use Disorder Screening: Testing to identify individuals with substance-related problems or consequences, or those who are at risk for such difficulties. Screening is used to determine whether a client does or does not warrant further assessment at the current time.

Substance Use Disorder Treatment Session: Treatment, counseling, and/or therapy for adult/parent identified as having a substance use disorder problem.

Therapeutic Behavior Services (TBS): TBS are one-to-one behavioral mental health services available to children/youth with serious emotional challenges who are under age 21 and who are eligible for a full array of Medi-Cal benefits without restrictions or limitations (full scope Medi-Cal). TBS can help children/youth and parents/caregivers, foster parents, group home staff, and school staff learn new ways of reducing and managing challenging behaviors as well as strategies and skills to increase the kinds of behavior that will allow children/youth to be successful in their current environment. TBS are designed to help children/youth and parents/caregivers (when available) manage these behaviors utilizing short-term, measurable goals based on the needs of the child/youth and family. TBS are never a stand-alone therapeutic intervention. It is used in conjunction with another mental health service.

Tobacco Cessation Session: Education on tobacco-related issues and abstinence support for participants using tobacco products. Includes providing information on reducing exposure of tobacco smoke to young children.

Transdisciplinary Team – A multidisciplinary team of professionals, including a Pediatrician, Pediatric Clinical Psychologist, licensed and pre-licensed clinicians, occupational therapists trained in sensory

integration, speech and language specialists, and family advocates that may meet with and confer with other members of a Behavioral Health (Mental Health and Substance Use Disorder) MDT in the care of a child or client. (Note: These are not EPSDT Mental Health Medi-Cal services.)

Unduplicated Clients: Clients who are counted as receiving service for the first time in a fiscal year.

Uninsured: Individuals not covered by health insurance.

Verification: Validates that something represented to happen does in fact take place. The verification tools must be approved by the Commission.

Women, Infants, and Children (WIC): The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care. Is maintained by the Food and Nutrition Service (FNS), a Federal agency of the U.S. Department of Agriculture, responsible for administering the WIC Program at the national and regional levels.

II. CONTRACTOR'S SERVICE RESPONSIBILITIES

A. Contractor, County of San Bernardino Children's Network, hereafter referred to as the "County or Contractor," shall provide all program services identified in this Contract, including Attachment A – Program Work Plan. Pursuant to Section II, paragraphs D & F, and Section III, paragraph BB, and Section VIII, paragraph D of the Contract, Attachment A will be amended to list the specific quantitative targets for the respective year.

B. Contractor shall provide services in a manner consistent with the Principles on Equity as adopted by the Commission and as available by the Commission.

C. Contractor shall coordinate with appropriate agencies to enhance service provision and to maximize usage of California Children and Families Trust Fund monies available.

D. Contractor shall deliver performance targets as specified in the Contract and provide evidence of achievement as identified in the verification. The verification tools must be approved by the Commission. When specified by the Commission, verification tools must be developed in collaboration with staff or agencies as designated by Commission.

E. Contractor shall cooperate with any consultant, technical advisor, or committee as designated by the Commission to support the evaluation system development and implementation process.

F. Contractor's Program Work Plan (Attachment A) and other program specific data collection information requested by the Commission will be placed in the Commission's web based data system. Contractor is bound by the information contained in the data collection system. If there is a discrepancy between the Contractor's Program Work Plan (Attachment A) and the data collection system, the information in the system will take precedence over the Program Work Plan and will be used to evaluate Contractor's performance under the Contract. It is the responsibility of the Contractor to ensure that the information entered into the data system, as it relates to the Performance Program Work Plan and/or other program specific data collection information requested by the Commission, fully captures the intent of the program/project for the term identified in Section VIII.

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III. CONTRACTOR'S GENERAL RESPONSIBILITIES

A. Participants

Contractor understands and acknowledges that the services under this Contract are for the purposes of promoting, supporting and improving the early development of children prenatal through age five. As such, services provided under this Contract shall offer a direct benefit to this population. Any service provided beyond this limitation, unless as agreed upon in this Contract, is a breach of contract and an unauthorized expenditure of Children and Families First Act funds. Services to siblings and

family members who are not parents or primary caregivers may only be incidental to services provided to children prenatal through age five.

B. Contractor Capacity

In the performance of this Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the Commission.

C. Contract Assignability

Without the prior written consent of the Commission, the Contract is not assignable by Contractor either in whole or in part.

D. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, subcontractors, independent contractors, consultants, professional service representatives, volunteers and the Commission. Contractor shall make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties. In addition, Contractor's employees shall not simultaneously receive payment for work done as an independent contractor without obtaining prior approval from the Executive Director of the Commission, or authorized designee. In the event that the Commission determines that a conflict of interest situation exists, the Commission may disallow any increase in costs associated with the conflict of interest situation and such conflict may constitute grounds for termination of this Contract.

E. Former Commission Administrative Officials

Contractor agrees to provide or has already provided information on former Commission administrative officials (as defined below) who are employed by or represent Contractor. The information provided includes a list of former Commission administrative officials who terminated Commission employment within the last five (5) years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Contractor. For purposes of this provision, "Commission Administrative Official" is defined as a member of the Commission or such Administrative Staff.

If during the course of the administration of this Contract, the Commission determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the Commission, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the Commission is entitled to pursue any available legal remedies.

F. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under this Contract without first obtaining written approval from the Commission. Any subcontractor shall be subject to the same provisions as the Contractor. Contractor shall be ultimately responsible for the performance of any subcontractor.

G. Recordkeeping

Contractor shall maintain all records and books pertaining to the delivery of services under this Contract and demonstrate accountability for contract performance. Said records shall be kept and maintained within the County of San Bernardino. County shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.

Records, should include, but are not limited to, monthly summary sheets, sign-in sheets, and other primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must also comply with the appropriate Office of Management and Budget (OMB) Circulars that state the administrative requirements, cost principles and other standards for accountancy.

All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records per the preceding requirements shall be considered grounds for withholding of payments for billings submitted and for termination of the Contract.

H. Change of Address

Contractor shall notify the Commission in writing of any change in mailing and/or service address. Notification shall occur in advance of the address change. At a minimum, notification must occur within five (5) days of the address change. Change of address shall not interrupt service deliverables outlined in Attachment A.

I. Staffing and Notification

Contractor shall notify Commission of any continuing vacancies beyond thirty (30) days and any positions that become vacant during the term of this Contract that may result in reduction of services to be provided under this Contract. Upon notices of vacancies, the Contractor shall apprise Commission of the steps being taken to provide the services without interruption and to fill the position as expeditiously as possible. Vacancies and associated problems shall be reported to the Commission on each periodically required report for the duration of said vacancies and/or problems.

In the event of a problem or potential problem that will severely impact the quality or quantity of service delivery, or the level of performance under this Contract, Contractor will notify the Commission within one (1) working day, in writing and by telephone.

J. Contractor Primary Contact

The Contractor will designate one individual to serve as the primary contact and one to serve as the alternate contact, if primary contact is unavailable, on behalf of the Contractor and will notify the Commission of these designees within fifteen (15) days after Contract approval. The primary contact shall have the authority to identify, on behalf of the Contractor, other parties able to give or receive information on behalf of this Contract.

Contractor shall notify the Commission when the primary contact will be unavailable or out of the office for two (2) weeks or more or if there is any change in either the primary or alternate contact.

K. Responsiveness

Contractor or a designee must respond to Commission inquiries within five (5) business days.

L. Grievance Policy

Contractor shall provide a system, approved by the Commission, through which participants of services shall have an opportunity to express their views and complaints regarding the delivery of service. Grievance procedure must be posted prominently in English and Spanish at service sites for participants to review.

M. Governing Board

The "Governing Board" of the Contractor is understood to be the County of San Bernardino Board of Supervisors (Board). The Commission has access to all public records of the Board meetings and these shall serve to provide any and all required information.

N. Confidentiality

Contractor shall require its officers, agents, employees, volunteers and any subcontractor to sign a statement of understanding and comply with the provisions of federal, state and local statutes to assure that:

- All applications and records concerning any individual made or kept by any public officer or agency or contractor in connection with the administration of any services for which funds are received by the Contractor under this Contract, will be confidential and will not be open to examination for any purpose not directly connected with the administration, performance, compliance, monitoring or auditing of such services;
- No person will publish, disclose, or permit to be published or disclosed or used, any confidential information pertaining to any applicant or participant of services under this Contract;

- Contractor agrees to inform all subcontractors, consultants, employees, agents, and partners of the above provisions; and,
- Contractor shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable.

O. Child Abuse Reporting

Contractor shall ensure that all known or suspected instances of child abuse or neglect are reported to the appropriate law enforcement agency and/or to the appropriate Child Protective Services agency. This responsibility shall include:

- Assurance that all employees, agents, consultants or volunteers who perform services under this Contract and are mandated by Penal Code Sections 11164 et seq. to report child abuse or neglect, sign a statement, upon the commencement of their employment, acknowledging their reporting requirements and their compliance with them;
- Development and implementation of procedures for employees, agents, consultants, or volunteers who are not subject to the mandatory reporting laws for child abuse to report any observed or suspected incidents of child abuse to a mandated reporting party, within the program, who will ensure that the incident is reported to the appropriate agency;
- Provision of or arrangement of training in child abuse reporting laws (Penal Code, Sections 11164 et seq.) for all employees, agents, consultants, and volunteers, or verification that such persons have received training in the law within thirty (30) days of employment/volunteer activity.

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P. Department of Justice Clearance

Contractor shall obtain from the Department of Justice, records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who is offered employment, or volunteers, for all positions in which he or she would have contact with a minor, the aged, the blind, the disabled or a domestic violence client, as provided for in Penal Code Section 11105.3. This includes licensed personnel who are not able to provide documentation of prior Department of Justice clearance. A copy of a license from the State of California is sufficient proof.

Contractor must have on file for review upon request a signed statement verifying Department of Justice clearance for all appropriate individuals.

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Q. Conditions of Employment

Contractor shall notify the Commission of any staff member, paid intern or volunteer who is knowingly or negligently employed who has been convicted of any crime of violence or of any sexual crime. Contractor shall investigate all incidents where an applicant, employee, or intern or volunteer has been arrested and/or convicted for any crime listed in Penal Code Section 11105.3 and shall notify the Commission. In the Commission's discretion, the Commission may instruct Contractor to take action to either deny/terminate employment or terminate internship and/or volunteer services where the investigation shows that the underlying conduct renders the person unsuitable for employment, internship or volunteer services.

R. Meeting Attendance

Contractor will be required to attend meetings, workshops and training sessions around issues related to Contractor's particular region or directly related to the type of services being provided by Contractor as determined by the Commission. Notifications of such meetings will be provided to Contractor at least ten (10) business days prior to the meeting.

S. Indemnification and Insurance Requirements

Contractor agrees to and shall comply with the following indemnification and insurance requirements:

1. Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by the Commission) and hold harmless the Commission and its authorized

officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the Commission on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the Commission's "active" as well as "passive" negligence but does not apply to the Commission's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

2. Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the Commission and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the Commission to vicarious liability but shall allow coverage for the Commission to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.
3. Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the Commission, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the Commission.
4. Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the Commission.
5. Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the Commission or between the Commission and any other insured or additional insured under the policy.
6. Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the Commission Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required, shall be provided prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this Contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.
7. Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".
8. Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.
9. Failure to Procure Coverage – In the event that any policy of insurance required under this Contract does not comply with the requirements, is not procured, or is canceled and not replaced, the Commission has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the Commission will be promptly reimbursed by the Contractor or Commission payments to the Contractor will be reduced to pay for Commission purchased insurance.

10. Insurance Review – Insurance requirements are subject to periodic review by the Commission. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the Commission. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the Commission, inflation, or any other item reasonably related to the Commission's risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the Commission to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the Commission.

11. The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

- a. Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this Contract.

If Contractor has no employees, it may certify or warrant to the Commission that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the Commission's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

- b. Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:

- 1) Premises operations, fixed assets and mobile equipment.
- 2) Products and completed operations.
- 3) Broad form property damage (including completed operations).
- 4) Explosion, collapse and underground hazards.
- 5) Personal injury

- 6) Contractual liability.
- 7) \$2,000,000 general aggregate limit.
- c. Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

- d. Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a “dropdown” provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.
- e. Professional Liability – Professional Liability Insurance with limits of not less than one million (\$1,000,000) per claim or occurrence and two million (\$2,000,000) aggregate limits

or

Errors and Omissions Liability Insurance with limits of not less than one million (\$1,000,000) and two million (\$2,000,000) aggregate limits

or

Directors and Officers Insurance coverage with limits of not less than one million (\$1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a “claims made” policy, the “retroactive date” shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or “tail” coverage provided for a minimum of five (5) years after contract completion.

T. Licenses and Permits

Contractor shall comply with all applicable laws, statutes, ordinances, administrative orders, rules or regulations relating to its duties, obligations and performance under the terms of the Contract and shall procure all necessary licenses and permits required by the laws of the United States, State of California, San Bernardino County and all other appropriate governmental agencies, and agrees to pay all fees and other charges required thereby. Contractor shall maintain all required licenses during the term of this Contract. Contractor will notify the Commission immediately of loss or suspension of any such licenses and permits. Failure to comply with the provisions of this section may result in immediate termination of this Contract.

U. Health and Safety

Contractor shall comply with all applicable local, state and federal health and safety codes and regulations, including fire clearances, for each site where program services are provided under the terms of the Contract.

V. Contract Compliance/Equal Employment Opportunity

Contractor agrees to comply with the provisions of all applicable Federal, State, and County Laws, regulations and policies relating to equal employment or social services to Participant(s), including laws and regulations hereafter enacted. Contractor shall not unlawfully discriminate against any employee,

applicant for employment, or service Participant(s) on the basis of race, national origin or ancestry, religion, sex, marital status, age, political affiliation, sexual orientation, or disability. Information on the above rules and regulations may be obtained from the Commission.

W. Attorney's Fees

Contractor understands and agrees that any and all legal fees or costs associated with lawsuits concerning this Contract against the Commission shall be the Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any Contract dispute hereunder, each party to this Contract shall bear its own attorney's fees and costs regardless of who prevails in the outcome of the dispute.

X. 2-1-1 Registration

Contractor shall register with 2-1-1 San Bernardino County Inland Empire United Way within thirty (30) days of Contract's effective date and follow necessary procedures to be included in the 2-1-1 database. The Contractor shall notify the 2-1-1 San Bernardino County Inland Empire United Way of any changes in program services, location or contact information within ten (10) days of any change. Services performed as a result of being included in the 2-1-1 database, are separate and apart from the services being performed under this Contract and payment for such services will not be the responsibility of the Commission.

Y. Ownership Rights

The Commission shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this Contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material.

Z. Attribution

Contractor shall properly acknowledge the Commission per the requirements stated in the First 5 San Bernardino Media Guidelines.

AA. Incongruous Activities

Contractor agrees it will not perform or permit any political promotion or religious proselytizing activities in connection with the performance of this Contract. Contractor will ensure no staff will conduct activity intended to influence legislation, administrative rule making or the election of candidates for public office during the time compensated under this Contract or under representation such activity is being performed under this Contract.

BB. Reports

Contractor, in a timely and accurate manner, shall submit reports on designated key aspects of the project as required by the Commission. Instructions, format and required information for the content will be provided by the Commission and available on the website: www.first5sanbernardino.org. FAILURE TO SUBMIT REPORTS IN A TIMELY AND ACCURATE MANNER SHALL BE A MATERIAL BREACH OF THIS CONTRACT.

Report requirements include, but are not limited to, the following and may be subject to change.

▪ Program Reports

Contractor will submit Program Reports which include monthly and year-to-date progress on actual achievement of program targets compared to projected achievements as detailed in Program Work Plan (Attachment A) and other data collection information as requested by the Commission. Program Reports will include data on participants served as well as narrative information on lessons learned, course corrections and client success stories for the quarter. Contractor is required by the Commission to complete and submit Program Reports electronically via the Commission's web based data system. For each calendar month, Contractor shall provide the Commission with a Monthly Program Report within fifteen (15) calendar days from the end of the reporting period.

Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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▪ Fiscal Reports

For each calendar month, Contractor shall provide the Commission with a Monthly Fiscal Request for Reimbursement/Invoice within fifteen (15) calendar days from the end of the reporting period.

Contractor shall submit any and all Final/Revised Fiscal Reports by July 31 for the previous fiscal year period or part thereof during the Contract term. All reports submitted by July 31 will be considered final and no additional reports will be accepted after this date.

Contractor will fulfill evaluation and other reporting requirements as mandated by the Commission and the California Children and Families Commission.

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▪ Asset Report

Contractor shall report all assets worth \$500 or more purchased with First 5 funds utilizing tools provided by the Commission for that purpose. The Straight Line method of depreciation will be applied to determine value. Closing Asset reports shall be submitted to the Commission staff no less than thirty (30) days prior to the normal conclusion of a Contract. If the Contract is terminated early under any fiscal provision or due to correction of performance deficiencies, Contractor shall submit the Closing Asset report within ten (10) business days of receiving notice of Contract termination.

Contractor agrees that failure to submit reports as specified will be sufficient cause for the Commission to withhold any payment due until reporting requirements have been fulfilled.

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CC. Pro-Children Act of 1994

Contractor will comply with the Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 1994 (20 U.S.C. 6081 et seq.).

DD. Environmental Regulations

EPA Regulations - If the amount available to Contractor under the Contract exceeds \$100,000, Contractor will agree to comply with the Clean Air Act (42 U.S.C. section 7606); section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738 [38 Fed. Reg. 25161 (Sept. 10, 1973)]; and Environmental Protection Agency regulations (40 C.F.R., part 32).

State Energy Conservation Clause - Contractor shall observe the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (California Code of Regulations, title 20, section 1401 et seq.).

EE. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549 [51 Fed. Reg. 6370 (Feb. 18, 1986)] and Debarment and Suspension, And Other Responsibility Matters (45 C.F.R., section 76):

a. The Contractor certifies that it and any potential subcontractors:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (as defined at 45 C.F.R. section 76.200) by any federal department or agency;
- 2) Have not within a three (3)-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or

local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (a) (2) of this certification; and
- 4) Have not within a three (3)-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and
- b. Where the Contractor is unable to certify as true any of the statements in this certification, he or she shall provide a written explanation to the Commission prior to the execution of this Contract. A failure to comply with this section may constitute grounds for termination of this Contract.

FF. Conflict Resolution

The Commission and the County agree they will establish mutually satisfactory methods for problem resolution at the lowest possible level as the optimum, with a procedure to mobilize problem resolution through the appropriate chain of command, as deemed necessary.

GG. Recycled Paper Products

The Commission has adopted a recycled product purchasing standards policy (11-10), which requires Contractors to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the Commission. The policy also requires Contractors to use both sides of the paper sheets for reports submitted to the Commission whenever practicable.

IV. COMMISSION RESPONSIBILITIES

- A. Commission shall verify performance results of Contractor according to the Program Work Plan and other data collection information requested by the Commission in meeting terms of this Contract and the quality and effectiveness of services provided, based on criteria agreed upon, as delineated in this Contract.
- B. Commission shall compensate Contractor for approved expenses in accordance with Section V of this Contract.
- C. Commission shall specify all reports and deliverables required from the Contractor.
- D. Commission shall provide technical assistance as deemed necessary.
- E. The Commission will designate one individual to serve as the primary contact for the Contract and will notify the Contractor of this designee within fifteen (15) days of the Contract approval date.

V. FISCAL PROVISIONS

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$863,240 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2018-19	\$ <u>172,648</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>172,648</u>	July 1, 2019 through June 30, 2020
Fiscal Year 2020-21	\$ <u>172,648</u>	July 1, 2020 through June 30, 2021
Fiscal Year 2021-22	\$ <u>172,648</u>	July 1, 2021 through June 30, 2022
Fiscal Year 2022-23	\$ <u>172,648</u>	July 1, 2022 through June 30, 2023

B. Payment Provisions

The Commission will disburse funds on a reimbursement payment process based on the Contract budget amount for the applicable fiscal year and monthly report submissions.

If requested in writing, a one-time advance of funds in an amount not to exceed 15% of the annual contract amount may be issued the first month of the contract only. All subsequent monthly reimbursements will be determined by actual expenditures reflected on the monthly reports, projected costs and cash on hand collectively.

If an advance is requested and approved, 10% of the total advanced amount will be withheld from the monthly reimbursements to recover the advanced funds over a ten (10) month period.

The Commission reserves the right to reduce or withhold any payments from the Contractor for failure to submit reports in a timely and accurate manner or when the Contractor is not in compliance with the Contract. Final payment under this Contract may be withheld until all requirements, including reports, for contract closure have been fulfilled by Contractor.

C. EFT Payments

Contractor shall accept all payments from the Commission via electronic funds transfers (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by the Commission required to process EFT payments.

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the Contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

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E. Supplanting of Funds

In accordance with the Commission's Supplantation Policy, Contractor shall not supplant any Federal, State or County funds intended for the purposes of this Contract with any funds made available under this Contract. Contractor shall not claim reimbursement from Commission for, or apply sums received from Commission with respect to that portion of its obligations, which have been paid by another source of revenue. Contractor agrees that it will not use funds received pursuant to this Contract, either directly

or indirectly, as a contribution or compensation for purposes of obtaining State funds under any State program or County funds under any County programs without prior written approval of the Commission.

F. Payment of Taxes

Commission is not liable for the payments of any taxes, other than applicable sales or use tax, resulting from this Contract however designated, levied or imposed, unless Commission would otherwise be liable for the payment of such taxes in the course of its normal business operations.

G. Budget Line Item Changes

A Budget Revision Request may be submitted by the Contractor to the Commission to modify a line or lines of the approved budget. The request must indicate the proposed line item changes, the budget as amended applying the requested changes and a written justification for each requested change. The request cannot result in any alteration or degradation to the program services and performance target as specified in this Contract.

The Executive Director, on behalf of the Commission, has the authority to approve (or deny) the request, provided that the modification does not deviate from the original intent of the contract or increase the total Contract amount. Contractor is limited to two (2) Budget Revision Requests per fiscal year.

The Contractor must submit any requests to the Commission no later than March 31st of the fiscal year. Requests must be submitted in hard copy form with original signatures. Postmarked envelopes received after March 31st will not be accepted in lieu of receipt.

H. Budget Line Item Variance

Annual variances in excess of 10% of a line item cannot be made by the Contractor without prior approval of the Commission. Variance shall not result in a change to the total Contract amount or an increase to the administrative cost allocation of the approved budget. Contractor shall provide written justification for any budget line item variances of more than 10%.

The 10% variance does not apply to Section A. Salaries and Benefits of the approved Budget.

I. Procurement

Contractor shall procure services or goods required under this Contract on a competitive basis, unless otherwise provided by law, and make selections based on obtaining the best value possible. When a non-competitive procurement is used, a written justification must be maintained and be made available upon request.

J. Fixed Assets

The purchase of any equipment, materials, supplies or property of any kind, including items such as publications and copyrights, which have a single unit cost of \$5000 or more, including tax, and was not included in Contractor's approved budget, shall require the prior written approval of the Executive Director of the Commission. Any such purchase shall directly relate to Contractor's services or activities under the terms of the Contract.

Any item with a single unit cost of \$500 or more, including tax, purchased with funds received under the terms of this Contract must undergo a 3-bid process. Items not fully consumed during the Contract term shall revert to be the property of the Commission, unless otherwise specified by the Commission. The disposition of such equipment or property must be approved by the Executive Director of the Commission upon Contract termination. If the reversion of any asset is demanded and not made to First 5 San Bernardino, the Commission reserves the right to reduce or withhold the value of the asset from any payments due to the Contractor for non-compliance.

Contractor shall maintain insurance against the loss, theft, or damage to any item with a single unit cost of \$500 or more, including tax, purchased with Commission funds for the full replacement value thereof in accordance with the provisions of Section III, subdivision S (Indemnification and Insurance Requirements).

K. Payor of Last Resort

Contractor shall attain funding through other sources than the Commission to provide services or support to participants whenever possible.

In cases where a participant is qualified for benefits from another source (such as MediCal, Healthy Families, federal or state funded programs, personal insurance, etc.), costs relating to services provided to that participant should be paid for by the primary payor first. Only the costs not covered will be allowable under this Contract. Written verification shall be provided upon request.

L. Fiscal Record Keeping

Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and must account for all funds, tangible assets, revenue and expenditures.

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VI. RIGHT TO MONITOR AND AUDIT

A. Right to Monitor and Audit

The Commission or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to monitor and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to observe the performance of Contractor in the delivery of services provided under this Contract. Contractor shall give full cooperation during any auditing or monitoring conducted.

Contractor shall cooperate with Commission in the implementation and evaluation of this Contract and comply with any and all reporting requirements established by Commission.

B. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by the Commission, and State representatives for a period of five (5) years after final payment under the Contract or until all pending Commission and State audits are completed, whichever is later. Records, should include, but are not limited to participant files, monthly summary sheets, sign-in sheets, and other primary source documents. Contractor will have available for Commission review, all relevant financial records for the fiscal year being audited including documentation to verify shared costs or costs allocated to various funding sources as well as the basis for which the shared cost was allocated.

Program data shall be retained locally in San Bernardino County and made available upon request or turned over to Commission. If said records are not made available at the scheduled monitoring visit, Contractor may, at Commission's option, be required to reimburse Commission for expenses incurred due to required rescheduling of monitoring visit(s). Such reimbursement will not exceed \$50 per hour (including travel time) and be deducted from the invoiced monthly payment.

C. Assistance by Contractor

Contractor shall provide all reasonable facilities and assistance for the safety and convenience of Commission's representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of the Contractor.

D. Independent Audit Provisions

On an annual basis, Contractor is required to hire an independent licensed Certified Public Accountant (CPA), who shall prepare and file with the Commission, an Independent Auditor's Report for the term of the Contract.

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E. Recovery of Investigation and Audit Costs

Contractor shall reimburse the Commission for all direct and indirect expenditures incurred in conducting an audit/investigation when Contractor is found in violation of the terms of the Contract. Reimbursement for such costs will be withheld from any amounts due to Contractor.

When additional information (receipts, paperwork, etc.) is requested of the Contractor as a result of any audit or monitoring, Contractor must provide all information requested by the deadline specified by the Commission. A failure to provide the information by the specified deadline, will subject the Contractor to the provisions of Section VII (Correction of Performance Deficiencies and Termination).

VII. CORRECTION OF PERFORMANCE DEFICIENCIES AND TERMINATION

- A. Failure by Contractor to comply with any of the provisions, covenants, requirements, or conditions of this Contract shall be a material breach of this Contract. In such event the Commission, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, may:
- Afford Contractor a time period within which to cure the breach, which period shall be established at the sole discretion of the Executive Director; and/or
 - Request Contractor provide and implement an action plan to correct breach within a reasonable timeframe; and/or
 - Discontinue reimbursement to the Contractor for and during the period in which the Contractor is in breach, which reimbursement shall not be entitled to later recovery; and/or;
 - Withhold funds pending duration of the breach; and/or
 - Offset against any monies billed by the Contractor but yet unpaid by the Commission those monies disallowed pursuant to bullet 3 of this paragraph; and/or
 - Provide a 30-day notice to terminate this Contract with just cause and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the Commission may proceed with the work in any manner deemed proper by the Commission. The cost to the Commission shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.
- B. The Executive Director of the Commission, shall give Contractor notice of any action pursuant to this section, which notice shall be effective when given.
- C. The Executive Director of the Commission is authorized to exercise Commission's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.
- D. The Director of the Contractor is authorized to exercise Contractor's rights with respect to initiating any remedies or termination of this Contract in his/her sole discretion and to give notice as set forth below in this Contract.

VIII. TERM

- A. This Contract is effective commencing July 1, 2018 and expires June 30, 2023, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.
- Initial Here
- B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Director of Children's Network has the authority and discretion to exercise this right on behalf of the Board of Supervisors. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.
- C. The contract term may be extended for one (1) additional one (1)-year period by mutual agreement of the parties.
- D. Continuation of this Contract for each fiscal year after June 30, 2023 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

IX. GENERAL PROVISIONS

A. Notices

When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: County of San Bernardino
Children's Network
825 E. Hospitality Lane, 2nd Floor
San Bernardino, CA 92415

Commission: First 5 San Bernardino
735 E. Carnegie Drive, Suite 150
San Bernardino, CA 92408

- B. Commission shall have Power of Attorney to pay delinquent debts and unpaid wages from accounts payable to Contractor in the event debts and wages have not been paid on a current basis.
- C. Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the party hereto.
- D. No waiver of any of the provisions of the Contract shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the parties in an amendment to this Contract.
- E. Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the authorized representatives of both parties as an amendment to this Contract. No oral understanding or contract not incorporated herein shall be binding on any of the parties hereto. No course of dealing and no delay or failure of a party in exercising any right under any contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

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- F. If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable, giving effect to the intention of the parties, and the remaining provisions of the Contract shall not be affected.
- G. This Contract shall be governed by and construed in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and the state court located in the County of San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.
- H. Contractor understands and agrees that any and all legal fees or costs associated with lawsuits against Commission concerning this Contract shall be Contractor's sole expense and shall not be charged as a cost under this Contract. In the event of any contract dispute hereunder, each party to this Contract shall bear its own attorneys' fees and costs regardless of who prevails in the outcome of the dispute.

X. NONDISCRIMINATION

A. General

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order

No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel, or in any other respect on the basis of race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

B. Americans with Disabilities Act/Individuals with Disabilities

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Program Manager if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

C. Employment and Civil Rights

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

1. Equal Employment Opportunity Program

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

2. Civil Rights Compliance

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract.

D. Sexual Harassment

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates.

XI. IMPROPER CONSIDERATION

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the Commission in an attempt to secure favorable treatment regarding this Contract.

The Commission, by written notice, may immediately reject any proposal or terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any

officer, employee or agent of the Commission with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a Commission officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the Commission Administrative Office. In the event of a termination under this provision, the Commission is entitled to pursue any available legal remedies.

XII. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The Commission reserves the right to request the information described herein from the Contractor. Failure to provide the information may result in termination of the Contract. The Commission also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Contractor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in termination of the Contract.

The Contractor may be asked to disclose whether the firm or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firms business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Contractor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Contractor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Contractor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For the purposes of this provision "key employees" includes any individuals providing direct service to the Commission. "Key employees" do not include clerical personnel providing service at the Contractor's offices or locations.

continued on next page

XIII. CONCLUSION

- A. This Contract, consisting of 26 pages and Attachments A and B inclusive, is the full and complete document describing services to be rendered by Contractor to Commission, including all covenants, conditions, and benefits. Attachments A and B are attached hereto and incorporated herein as though set forth in full.
- B. The signatures of the parties affixed to this Contract affirm that they are duly authorized to commit and bind their respective institutions to the terms and conditions set forth in this document.

**CHILDREN & FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY**

COUNTY OF SAN BERNARDINO

Legal Entity

▶ _____
Authorized Signature

Maxwell Ohikhuare, M.D.
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

Robert A. Lovingood
Printed Name

Chairman, Board of Supervisors
Title

Dated

Official Stamp

Reviewed for Processing

▶ _____
Cindy Faulkner
Operations Manager

Date

Approved as to Legal Form

▶ _____
Sophie Akins
Commission Counsel

Date

Presented to Commission for
Signature

▶ _____
Karen E. Scott
Executive Director

Date

SPA 2: Systems and Networks
Goal 2.1: Leadership as a Convener and Partner
Objective 2.1.a: Systems and service effectively support and engage children, families and communities
Objective 2.1.b: Families, providers and stakeholders collaborate effectively to improve the well-being of the child



Agency Name: County of San Bernardino
Program Name: Early Childhood Mental Health Systems Coordinator
Service Area: Countywide

Contract #: SI027
Fiscal Years: 2018 - 2023

Expectations(s):	Provide leadership within San Bernardino County in the development of a support system serving children prenatal through 5, their families, and communities that result in sustainable and collective impact		
Outcome(s):	Strengthened Early Childhood mental health system of care for high risk 0-5 population		
Objective	Activity	Dosage	Verification
Facilitate/Attend regular meetings related to Early Childhood Mental Health	Early Childhood Mental Health Collaborative meeting (Facilitate)	Quarterly	Quarterly Report on activities and meeting minutes uploaded into Persimmony (narrative)
	RSAT meeting	Quarterly	
	Children's Assessment Center Steering Committee Meeting	Monthly	
	SART/EIIS funders/providers meeting	Monthly	
	Children's Network Policy Council Meeting (report out)	Quarterly	
	Child Care Planning Council meeting	Monthly	
	Autism Collaborative meeting	Monthly	
	County and Community Early Childhood Mental Health service provider meetings, as identified and appropriate	TBD	

SPA 2: Systems and Networks
Goal 2.1: Leadership as a Convener and Partner
Objective 2.1.a: Systems and service effectively support and engage children, families and communities
Objective 2.1.b: Families, providers and stakeholders collaborate effectively to improve the well-being of the child

Facilitate/coordinate trainings for providers and/or community	Adverse Child Experiences (ACE) trainings	Bi-Monthly	Attend Early Childhood conferences and workshops Research latest emerging and best practice models and trainers Coordinate discussion with providers of Early Childhood Mental Health Services
	Including but not limited to:: NCAST, Dyadic Art Therapy, Watch, Wait, Wonder	As Needed	Perform bi-annual training needs assessment Training Calendar by September 30, 2018 Training sign-in sheets
	Local/national/international experts on high-risk 0-5 population	Semi annual	Training evaluations
Create/Strengthen relationships with community partners	Connect County and Community partners to enhance all aspects of child development	Quarterly	Early Childhood Mental Health Service community partner/agency program presentations and updates provided at quarterly meetings.
	Health Care Providers (Molina, IEHP, ARMC, DPH)	Quarterly	Managed Health Care partner program updates provided at quarterly meetings.
Develop systems/Providers needs assessment	Identify services/programs available to the 0-5 population and disseminate information appropriately throughout the County.	Semi-annual	Comprehensive needs assessment report 2X annually. Information gathering meetings with county/community partners Coordinate discussions with providers of Early Childhood Mental Health Services Research latest emerging and best practice models Identify gaps and overlaps in services Attend conferences and workshops

SPA 2: Systems and Networks
Goal 2.1: Leadership as a Convener and Partner
Objective 2.1.a: Systems and service effectively support and engage children, families and communities
Objective 2.1.b: Families, providers and stakeholders collaborate effectively to improve the well-being of the child

Program Description:

Early Childhood Mental Health Systems Coordinator will assess the vast array of services offered Countywide for the identified population. The comprehensive assessment will help to identify gaps, overlaps and distinctions in service delivery. Through a collaborative effort, the coordinator will identify training topics; plan trainings for the community service providers, partners and stakeholders relevant to the 0-5 high-risk population; provide resources specific to the high-risk 0-5 population, report/discuss outcome findings, challenges and successes. A key component of this project is to continue working with SART/EIIS providers and DBH staff to develop/refine the SART/EIIS fidelity model and to keep the county and community partners aware of other services and programs that are available for the 0-5 population. Verification will be confirmed via quarterly reports.

Agency Rep Name: _____

Data Type: N/A

Agency Signature: _____

Reporting Period: Quarterly **Due:** On the 30th

Date Signed: _____

Program Cycle: July 2018 – June 2023



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2018-2019**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Early Childhood Mental Health Systems Coordinator (E)	PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Jannette Zito	RFP/CONTRACT #: SI027

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
	Name:		Position:									
1	Linda Revoner	0.50	Associate Network Officer	37.84	1040	31%	39,354	12,200	51,553	103,106	50%	The Children's Network employs an Associate Network Officer. 50% of that position will serve as the ECMHS Coordinator. Duties of the ECMHS Coordinator attached.
2	TBD	1.00	SART Office Assistant	18.61	2080	39%	38,709	15,096	53,805	53,805	100%	OAll provides support to the ECMHS Coordinator & assists in coordination efforts for the ECMHS program.
3	Jannette Zito	0.25	CN Analyst	26.18	520	27%	13,614	3,676	17,289	69,157	25%	This position is responsible for fiscal management of the First 5 contracts, data collection, analysis of data. Also provides support to ECMHS & CAP programs. Produces the annual report & CDRT report.
Total Salaries & Benefits								\$	122,648			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2018-2019**

ORGANIZATION: Children's Network Early Childhood Mental Health	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Systems Coordinator (ECMHS)	PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Jannette Zito	RFP/CONTRACT #: SI027

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
1 Program Materials/Supplies	100%	4,000	Per the scope of service, the money will be used to provide training materials, assessment tools, educational DVD's etc. as needed by the ECMHS Coordinator. ECMHS partners, and ECMHS providers.	
2 Staff Development	100%	2,000	The ECMHS Coordinator will attend 0-5 trainings & conferences. The Network Officer, ECMHS partners and consultants may also attend 0-5 specific trainings & conferences. The expenses associated with these trainings will include: conference registration, airfare, hotel & meals, as well as automobile mileage.	
3 Printing	100%	500	To cover the expense of training materials and ECMHS brochures.	
4 Professional Trainings/Consultants	100%	40,000	This amount will be used to support the ECHMS programs, providers and community partners by providing appropriate professional trainings and consultation throughout the year. Trainings are intended to increase skills and knowledge in working with children ages 0-5 with behavioral and/or mental health difficulties. These trainings will take place at venues throughout the county.	
Total Services & Supplies		46,500		
III. FOOD				



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2018-2019**

ORGANIZATION: Children's Network Early Childhood Mental Health	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Systems Coordinator (ECMHS)	PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Jannette Zito	RFP/CONTRACT #: SI027

Event(s):	TOTAL F5SB BUDGET	Description/Justification:
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2 ECMHS trainings and community events	2,900	Approximately \$200 per session of NCAST trainings; two session per fiscal year. Approximately \$2,900 for Countywide trainings that will be held throughout the fiscal year.
Total Food	3,500	

IV. TRAVEL

Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1			
2			
Total Travel		-	

V. SUBCONTRACTORS

Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1		
Total Subcontractors	-	

VI. INDIRECT COSTS

Percent:			
Basis:			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2018-2019**

ORGANIZATION: Children's Network Early Childhood Mental Health		DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Systems Coordinator (ECMHS)		PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
INITIATIVE:		FINANCE OFFICER: Jannette Zito	RFP/CONTRACT #: SI027
Total Indirect Costs		\$ -	
TOTAL FIRST 5 BUDGET		\$ 172,648	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2019-2020**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2019-2020
PROGRAM TITLE: Early Childhood Mental Health Systems Coordinator (E)	PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Jannette Zito	RFP/CONTRACT #: SI027

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
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Total Salaries & Benefits								\$	122,648			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2019-2020**

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PROGRAM TITLE: Systems Coordinator (ECMHS)	PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Jannette Zito	RFP/CONTRACT #: SI027

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
1 Program Materials/Supplies	100%	4,000	Per the scope of service, the money will be used to provide training materials, assessment tools, educational DVD's etc. as needed by the ECMHS Coordinator. ECMHS partners, and ECMHS providers.	
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Total Services & Supplies		46,500		
III. FOOD				



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2019-2020**

ORGANIZATION: Children's Network Early Childhood Mental Health	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2019-2020
PROGRAM TITLE: Systems Coordinator (ECMHS)	PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Jannette Zito	RFP/CONTRACT #: SI027

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Total Food	3,500	

IV. TRAVEL			
Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1			
2			
Total Travel		-	

V. SUBCONTRACTORS			
Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1			
Total Subcontractors		-	

VI. INDIRECT COSTS			
Percent:			
Basis:			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2019-2020**

ORGANIZATION: Children's Network Early Childhood Mental Health		DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2019-2020
PROGRAM TITLE: Systems Coordinator (ECMHS)		PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
INITIATIVE:		FINANCE OFFICER: Jannette Zito	RFP/CONTRACT #: SI027
Total Indirect Costs		\$ -	
TOTAL FIRST 5 BUDGET		\$ 172,648	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2020-2021**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2020-2021
PROGRAM TITLE: Early Childhood Mental Health Systems Coordinator (E)	PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Jannette Zito	RFP/CONTRACT #: SI027

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
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Total Salaries & Benefits								\$	122,648			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2020-2021**

ORGANIZATION: Children's Network Early Childhood Mental Health	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2020-2021
PROGRAM TITLE: Systems Coordinator (ECMHS)	PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Jannette Zito	RFP/CONTRACT #: SI027

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
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Total Services & Supplies		46,500		
III. FOOD				



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2020-2021**

ORGANIZATION: Children's Network Early Childhood Mental Health	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2020-2021
PROGRAM TITLE: Systems Coordinator (ECMHS)	PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
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Total Food	3,500	

IV. TRAVEL			
Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1			
2			
Total Travel		-	

V. SUBCONTRACTORS			
Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1			
Total Subcontractors		-	

VI. INDIRECT COSTS			
Percent:			
Basis:			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2020-2021**

ORGANIZATION: Children's Network Early Childhood Mental Health		DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2020-2021
PROGRAM TITLE: Systems Coordinator (ECMHS)		PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
INITIATIVE:		FINANCE OFFICER: Jannette Zito	RFP/CONTRACT #: SI027
Total Indirect Costs		\$ -	
TOTAL FIRST 5 BUDGET		\$ 172,648	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2021-2022**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2021-2022
PROGRAM TITLE: Early Childhood Mental Health Systems Coordinator (E)	PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Jannette Zito	RFP/CONTRACT #: SI027

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**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2021-2022**

ORGANIZATION: Children's Network Early Childhood Mental Health	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2021-2022
PROGRAM TITLE: Systems Coordinator (ECMHS)	PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
INITIATIVE:	FINANCE OFFICER: Jannette Zito	RFP/CONTRACT #: SI027

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Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:	
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Total Services & Supplies		46,500		
III. FOOD				



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2021-2022**

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PROGRAM TITLE: Systems Coordinator (ECMHS)	PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
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Total Food	3,500	

IV. TRAVEL			
Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1			
2			
Total Travel		-	

V. SUBCONTRACTORS			
Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1			
Total Subcontractors		-	

VI. INDIRECT COSTS			
Percent:			
Basis:			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2021-2022**

ORGANIZATION: Children's Network Early Childhood Mental Health PROGRAM TITLE: Systems Coordinator (ECMHS) INITIATIVE:	DIRECTOR: Kathy Turnbull PROGRAM DIRECTOR: Linda Revoner FINANCE OFFICER: Jannette Zito	PROGRAM YEAR: 2021-2022 TOTAL BUDGET: \$ 172,648 RFP/CONTRACT #: SI027
Total Indirect Costs	\$ -	
TOTAL FIRST 5 BUDGET	\$ 172,648	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2022-2023**

ORGANIZATION: Children's Network	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2022-2023
PROGRAM TITLE: Early Childhood Mental Health Systems Coordinator (E)	PROGRAM DIRECTOR: Linda Revoner	TOTAL BUDGET: \$ 172,648
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PROGRAM BUDGET
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III. FOOD				



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2022-2023**

ORGANIZATION: Children's Network Early Childhood Mental Health	DIRECTOR: Kathy Turnbull	PROGRAM YEAR: 2022-2023
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IV. TRAVEL			
Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1			
2			
Total Travel		-	

V. SUBCONTRACTORS			
Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1			
Total Subcontractors		-	

VI. INDIRECT COSTS			
Percent:			
Basis:			



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2022-2023**

ORGANIZATION: Children's Network Early Childhood Mental Health PROGRAM TITLE: Systems Coordinator (ECMHS) INITIATIVE:	DIRECTOR: Kathy Turnbull PROGRAM DIRECTOR: Linda Revoner FINANCE OFFICER: Jannette Zito	PROGRAM YEAR: 2022-2023 TOTAL BUDGET: \$ 172,648 RFP/CONTRACT #: SI027
Total Indirect Costs	\$ -	
TOTAL FIRST 5 BUDGET	\$ 172,648	



Program Outline Document 2018-2019

AGENCY INFORMATION

Contract #: SI027

Legal Entity: County of San Bernardino

Dept./Division: Children's Network

Project Name: Early Childhood Mental Health Systems Coordination

Address: 825 East Hospitality Lane, 2nd Floor
San Bernardino, CA 92415

Phone #: 909.383.9677

Website: <http://hs.sbcounty.gov/CN>

Fax #: 909.383.9688

Program Site Address: 825 East Hospitality Lane, 2nd Floor
San Bernardino, CA 92415

Client Referral Phone # 909.383.9677

CONTACT INFORMATION

CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

Name: Robert A. Lovingood

Title: First District Supervisor and
Chairman of the Board of
Supervisors

Address: County of San Bernardino Board of
Supervisors
385 North Arrowhead Avenue, 5th Floor
San Bernardino, CA 92415

Direct Phone #: 909.387.4830

Fax #: 909-387-3018

E-Mail: Robert.Lovingood@bos.sbcounty.gov

PROGRAM CONTACT

Name: Linda Revoner

Title: Associate Network Officer

Address: 825 East Hospitality Lane, 2nd Floor
San Bernardino, CA 92415

Direct Phone #: 909.383.9758

Fax #: 909.383.9688

E-Mail: Linda.revoner@hss.sbcounty.gov

FISCAL CONTACT

Name: Jannette Zito

Title: Staff Analyst II

Address: 825 East Hospitality Lane, 2nd Floor
San Bernardino, CA 92415

Direct Phone #: 909.383.9771

Fax #: 909.383.9688

E-Mail: Jannette.Zito@hss.sbcounty.gov

ADDITIONAL CONTACT (Describe): Program

Name: Kathy Turnbull **Title:** Children's Network Officer
Address: 825 East Hospitality Lane, 2nd Floor **Direct Phone #:** 909.383.9696
San Bernardino, CA 92415 **Fax #:** 909.383.9688
E-Mail: kturnbull@hss.sbcounty.gov

PROGRAM INFORMATION

TYPE OF AGENCY

- Educational Institution** Describe: Choose an item.
- Government Agency** Describe: County
- Private Entity/Institution** Describe: Choose an item.
- Community-Based** Describe: Choose an item.

FIRST 5 FOCUS AREA

STRATEGY

- | | | |
|--|--|---|
| <input type="checkbox"/> Health | <input type="checkbox"/> Early Screening and Intervention
<input type="checkbox"/> Health Care Access
<input type="checkbox"/> Oral Health | <input type="checkbox"/> Health & Safety Education
<input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Education | <input type="checkbox"/> Early Education Programs
<input type="checkbox"/> Access to Quality Child Care | <input type="checkbox"/> Quality Provider Programs
<input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Family | <input type="checkbox"/> Parent Education
<input type="checkbox"/> Resource Center & Case Management | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Systems | <input checked="" type="checkbox"/> Integrated Systems Planning & Implementation
<input type="checkbox"/> Countywide Information Referral Systems
<input type="checkbox"/> Organizational Capacity Building | <input type="checkbox"/> Community Outreach
<input type="checkbox"/> Other: _____ |

PROGRAM DESCRIPTION

The Early Childhood Mental Health Systems Coordinator will assess the vast array of services offered Countywide for the identified population. The comprehensive assessment will help to identify gaps, overlaps and distinctions in service delivery. Through a collaborative effort, the Coordinator will identify training topics; plan trainings for the community service providers, partners and stakeholders relevant to the 0-5 high-risk population; provide resources specific to the high-risk 0-5 population, report/discuss outcome findings, challenges and successes. A key component of this project is to continue working with SART/EIIS providers and DBH staff to develop/refine the SART/EIIS fidelity model and to keep the county and community partners aware of other services and programs that are available for the 0-5 population.

SERVICE AREA (LOCATIONS)

Countywide

COMMISSION LEVEL OUTCOMES

- SPA 2:** Systems and Networks
- Goal 2.1:** Leadership as a Convener and Partner
- Objective 2.1.a:** Systems and service effectively support and engage children, families and communities
- Objective 2.1.b:** Families, providers and stakeholders collaborate effectively to improve the well-being of the child

ASSIGNED ANALYST: Ronnie S. Thomas

CONTRACT AMOUNT

Fiscal Year	Amount
2018-2019	\$ 172,648
2019-2020	\$ 172,648
2020-2021	\$ 172,648
2021-2022	\$ 172,648
2022-2023	\$ 172,648
Total	\$ 863,240



**AGENDA ITEM 3
JUNE 6, 2018**

Subject	Strategic Plan for Fiscal Years 2015-2020
Recommendations	Conduct Public Hearing of the Children and Families Commission for San Bernardino County's Strategic Plan for Fiscal Years 2015-2020 to confirm the plan will be active for the forthcoming fiscal year. (Presenter: Scott McGrath, Supervisor, 252-4259)
Financial Impact	None
Background Information	<p>The California Children and Families Act of 1998 ("Act") was passed as Proposition 10 by California voters in November 1998 and enacted by the State Legislature through California Health and Safety Code Sections 130100 -130155 and Revenue and Taxation Code Section 30131.</p> <p>Section 130140 (a)(1)(D), (E)&(F) requires the County Commission to "review and/or adopt a new or revised county strategic plan, conduct the required public hearing and submit the adopted plan and any revisions to the State Commission" by July 1st of each year. Last review conducted on May 3, 2017.</p> <p>The current Strategic Plan investment areas are defined as Strategic Priority Areas (SPA's):</p> <ul style="list-style-type: none">• SPA 1: <u>Children and Families</u> Goals: (1) Child Health, (2) Early Learning and (3) Family Support• SPA 2: <u>Systems and Network</u> Goals: (1) Leadership as a Convener and Partner, (2) Capacity Building <p>With the assistance of the First 5 San Bernardino Advisory Committee, it has been determined that the current Strategic Plan as presented and approved by the Commission on June 1, 2016, is a reliable resource and properly reflects the Commission's current Vision and Mission. One change will be made for the 2018-2019 Fiscal Year (as follows):</p> <p><i>On the back page, change "Vacant" to:</i></p> <p>Alan H. Garrett, President/CEO, St. Mary Medical Center, Apple Valley</p> <p>Upon completing this Public Hearing, the Strategic Plan will be posted, printed and utilized for Fiscal Year 2018-2019 and will satisfy the Commission's requirements of California Health and Safety Code Sections 130100-130155 and Revenue and Taxation Code Section 30131 for this period.</p>
Review	Sophie Akins, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:



**AGENDA ITEM 4
JUNE 6, 2018**

Subject	Budget for Fiscal Year 2018-2019 and Five Year Financial Plan
Recommendations	Approve Budget for Fiscal Year 2018-2019 and updates to the Five Year Financial Plan. (Presenter: Debora Dickerson-Sims, Administrative Supervisor II, 252-4269)
Financial Impact	Anticipated revenue of \$21,267,937 and allocations of \$25,704,238 for Fiscal Year 2018-2019.
Background Information	<p>In accordance with the California Children and Families Act of 1998 and County Code 12.296, the Children and Families Commission for San Bernardino County, also known as First 5 San Bernardino (F5SB), is required to adopt a budget on an annual basis in support of its strategic plan.</p> <p>Under the guidance of the Commission, and in collaboration with the community and agencies that serve children ages 0-5 and their families, F5SB promotes supports and enhances the early development of children prenatal to age five. The proposed budget serves as the financial plan for the upcoming program year.</p> <p>Under the Strategic Plan, investment areas are defined as Strategic Priority Areas (SPA's) and funding goals will be directed to each SPA:</p> <ul style="list-style-type: none">• SPA 1: <u>Children and Families</u> Goals: (1) Child Health, (2) Early Learning and Education (3) Family Support• SPA 2: <u>Systems and Network</u> Goals: (1) Leadership as a Convener and Partner, (2) Capacity Building <p>The budget amount for contracted programs in the program Strategic Priority Areas is \$18,617,276.</p> <p>The budget supporting Program Services in the amount of \$1,357,294 will continue to enhance participant services and reporting. Resources allocated for the integration of the supporting database, as well as technical assistance, evaluation, training and other resources for contracted service providers.</p> <p>Community Engagement Support promotes outreach, community education and media support. Resources allocated for marketing items, educational materials, media campaign, training and other resources for community events. An investment of \$524,663 for Community Engagement Support is included in the budget.</p> <p>Operations under the category administrative support services used to oversee the overall programs and operational expenses. A budget of \$2,476,400 in this category amounts to 10.7% of the total budget.</p> <p>First 5 San Bernardino (F5SB) collaborated with key stakeholders to implement a Quality Rating Improvement System (QRIS) in San Bernardino County. F5SB has been awarded \$1,415,458 from First 5 California for Fiscal Year 2018-2019 to help carry out this work. The total budget under the QRIS category is \$2,728,605.</p>

In addition, F5SB partnered with First 5 Riverside and submitted a proposal for a Dental Transformation initiative to the California Department of Health Care Services and was granted a five-year award. The amount awarded for Fiscal Year 2018-2019 is \$329,504, which is included in Operations Services to pay for administrative cost for oversight of services in San Bernardino County.

Pending Commission approval, the proposed budget for Fiscal Year 2018–2019 with expenditures in the amount of \$25,704,238 and anticipated revenue in the amount of \$21,267,937 will become effective July 1, 2018.

Lastly, the proposed and legislatively mandated Five Year Financial Plan is updated to reflect revised amounts. This plan is to be adopted and utilized as a long-term guide to allow Commissioners to determine what type of funds are available to support sustainable levels of multi-year contracts as well as ongoing annual community investments. A fund balance in the amount of \$22M was set aside in Fiscal Year 2016-2017 and a policy outlining parameters on the use of these set aside funds has been established and approved by the Commission.

Review

Sophie Akins, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:



**AGENDA ITEM 5
JUNE 6, 2018**

Subject	Approve Amendment A1 to Contract FS069 for Family Service Agency
Recommendations	Approve Amendment A1 to Contract FS069 with Family Service Agency for \$514,248 for Fiscal Years 2018-2020 for a combined total of \$1,028,496 and a cumulative total of \$2,526,803 for Fiscal Years 2015-2020. (Presenter: Walid Wahba, Staff Analyst II, 252-4273)
Financial Impact	\$1,028,496 for Fiscal Years 2018-2020 as allocated within the Five-Year Financial Plan approved by the Commission in June 2016.
Background Information	<p>In the Spring of 2015, the Commission approved multiple contractors under Family and Community Support Partnerships (FCSP) - Family Support Services (FSS) (RFP 14-02) to support programs under First 5 San Bernardino's (F5SB) family support focus area for a 3-year period. Those contracts will complete the third year cycle of their contract in June 2018. F5SB staff, taking inventory of what currently exists and acknowledging the challenges for opportunities to further support the system and networks within the family support sector, coupled with the evolving changes in government mandates and legislation, recommends extending the contract listed above for an additional two years, ending June 30, 2020.</p> <p>The Family and Community Support Partnerships for Family Support Services (FCSP-FSS) is the Commission's cornerstone Child Abuse Prevention initiative. The contractors/programs have been successful in meeting contract and target objectives in improving significant outcomes for children and families over the past year. Analysis of data from this investment indicates that the greatest positive gains for families were attained from the parenting education initiative. The (FCSP-FSS) initiative utilizes the evidence-based NPP curriculum for Parent Education in addition to the Matrix Outcomes Model (MOM) with the accompanying Family Development Matrix (FDM), to ensure the program model assessed the family's strengths and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children.</p> <p>To date, approximately 3100 parents have been served for parent education and case management thus far. The Nurturing Parenting Program (NPP) was required to be used by contractors. The Adult and Adolescent Parenting Inventory (AAPI) tool was used to measure success. The AAPI is an inventory designed to assess the parenting and child rearing attitudes of parents. Outcomes data showed that the program yielded a significant increase among participants in knowledge and behaviors related to positive parenting that help protect against abuse and neglect.</p> <p>The multiple contractors under Family and Community Support Partnerships (FCSP) - Family Support Services (FSS) (RFP 14-02) contracted through June 2018 are encumbered. F5SB staff elected to be proactive in support of the family focus area and solicit from the Commission a commitment for contract endorsement through June 30, 2020. F5SB will use the additional two years to normalize the data over a three-year evaluation period. This period will allow F5SB staff to identify, collaborate and build a solid network with providers and resources to tighten alignment with the F5SB Strategic Plan. Based on the continued evaluation of the data and the</p>

outcomes achieved with the NPP - Family Support Services initiative, the Commission will share and collaborate widely and seek to engage more if not all providers, i.e. school districts, County of San Bernardino Departments (Children and Family Services (CFS), Behavioral Health, and Public Health), non-profits, faith-based, etc. to encourage utilization of this evidence-based model in service to families thereby supporting and strengthening a comprehensive, uniform system of care Countywide.

Pending Commission approval, Family Service Agency will assist families seeking the skills necessary to develop and maintain positive parenting skills and decrease behaviors associated with child abuse and neglect. In addition to supporting the strengthening of relationships between parent/caregiver and child, this initiative will support long-term safety and healthy developmental outcomes for children in San Bernardino County. Safe, stable, and nurturing relationships are paramount to healthy child development and preventing child maltreatment.

This contract support SPA1 of First 5 San Bernardino’s Strategic Plan, specifically:
SPA 1: Children and Families
Goal 1.3: Family and Community Support and Partnerships
Objective 1.3.a: Promote and support child abuse and neglect prevention
Objective 1.3.b: Parents provide developmentally appropriate care
Objective 1.3.c: Families are resilient

Review

Sophie Akins, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY
STANDARD CONTRACT**

FOR COMMISSION USE ONLY				
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 10000254	SC	Dept. 903	A
Organization Children and Families Commission			Contract Number FS069 A1	
Commission Representative Cindy Faulkner, Operations Manager			Telephone 909-386-7706	Total Contract Amount \$2,526,803
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:				
If not encumbered or revenue contract type, provide reason:				
Commodity Code 95200	Contract Start Date July 1, 2015	Contract End Date June 30, 2020	Original Amount \$1,498,307	Amendment Amount \$1,028,496
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1006513	Amount \$514,248
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use Nurturing Children & Families Program	FY 18-19	Estimated Payment Amount \$514,248	I/D I	Total by Fiscal Year FY Amount I/D
Nurturing Parenting & Matrix Outcomes Model (NPP-MOM)	19-20	\$514,248	I	

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

Family Service Association

Department/Division

Mental Health Clinic/Supportive Services

Address

21250 Box Springs Road, Suite 212

Moreno Valley, Ca. 92557

Phone

(951) 276-9642

Federal ID No.

95-1803694

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

1. Paragraph A. Contract Amount of Section V, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$2,526,803 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Fiscal Year 2015-16	\$ <u>484,624</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>499,435</u>	July 1, 2016 through June 30, 2017

Auditor-Controller/Treasurer Tax Collector Use Only

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Fiscal Year 2017-18	\$ <u>514,248</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>514,248</u>	July 1, 2018 through June 30, 2019
Fiscal Year 2019-20	\$ <u>514,248</u>	July 1, 2019 through June 30, 2020

Initial Here

2. Paragraph D. Allowable Costs of Section V, FISCAL PROVISIONS, is amended to read as follows:

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the Contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County’s Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

Initial Here

3. Paragraphs A. and D. of Section VIII, TERM, are amended to read as follows:

A. This Contract is effective commencing July 1, 2015 and expires June 30, 2020, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

D. Continuation of this Contract for each fiscal year after June 30, 2020 is contingent on a Program Work Plan and a Program Budget being submitted by Contractor and approved by the Commission. Continuation of this Contract is also contingent on the priorities, direction, and vision for investments of the Commission.

4. Section X, EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS is amended to read as follows:

X. NONDISCRIMINATION

A. General

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel, or in any other

respect on the basis of race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

B. Americans with Disabilities Act/Individuals with Disabilities

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Commission representative if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

C. Employment and Civil Rights

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

1. Equal Employment Opportunity Program

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

2. Civil Rights Compliance

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract. Notwithstanding other provisions of this section, the Contractor may require a determination of medical necessity pursuant to Title 9, CCR, Section 1820.205, Section 1830.205 or Section 1830.210, prior to providing covered services to a beneficiary.

D. Sexual Harassment

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates.

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for FY 2018-2020

Attachment B – Amended Program Budget for FY 2018-2020

All other terms and conditions of this contract remain in full force and effect.

**CHILDREN & FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY**

FAMILY SERVICE ASSOCIATION

Legal Entity

▶ _____
Authorized Signature

Maxwell Ohikhuare, M.D.
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

Veronica Dover
Printed Name

Chief Operating Officer
Title

Dated

Official Stamp

Reviewed for Processing

▶ _____
Cindy Faulkner
Operations Manager

Date

Approved as to Legal Form

▶ _____
Sophie Akins
Commission Counsel

Date

Presented to Commission for
Signature

▶ _____
Karen E. Scott
Executive Director

Date

SPA 1: Children and Families
 Goal 1.3: Family and Community Support and Partnerships
 Objective 1.3.a: Promote and support child abuse and neglect prevention
 Objective 1.3.c: Families are resilient

Objective 1.3.b: Parents provide developmentally appropriate care



Agency Name: Family Service Association
 Program Name: Nurturing Children and Families
 Service Area: Morongo Basis Region and Central Valley

Contract #: FS069 A1
 Period: July 2018 – June 2020

Expectation	A decrease by a minimum of one (1) risk level; high to medium or medium to low as indicated by the (pre/post) scores on the Adult Adolescent Parenting Inventory (AAPI). Client(s) will reach a status level of stable and/or safe/self-sufficient on all indicators of the Family Development Matrix (FDM).		
Outcome	131 clients will reduce their highest AAPI risk by a minimum of one level (i.e. high to medium or medium to low) as indicated by the pre- and post-AAPI assessments and will achieve a stable and/or safe/self-sufficient status level across all (19) Family Development Matrix (FDM) indicators		
Objective	Activity	Dosage ¹	Verification
Reduce incidence of child abuse by teaching developmentally appropriate parenting skills	Parent Education Session	2.5 hrs/day 1 day/week	AAPI & NSCS - 1 Pre (At program enrollment) - 1 Post (At program completion) Program Indicator Family Demographic
Move indicators identified at in-crisis/at risk to stable and/or self/sufficient	Case Management Session	Varies	FDM Assessment at intake and thereafter <i>every 90 days</i> <i>Minimum of 2 assessments First and Last</i>
Screen children for early developmental delays and refer accordingly	Developmental Screening	1 per child	ASQ-3 Completed within 30-45 calendar days of enrollment Developmental Referral Assessment <i>when applicable</i>
Teach appropriate child enrichment skills to complement parent education sessions	Child Enrichment Session	Per attendance	Aggregate data entered in Persimmony

Program Description:

This **Group-based** program utilizes *Parents & Their Infants, Toddlers, & Preschoolers* NPP curriculum as primary service coupled with Family Development Matrix for family support services. Additionally, this program includes a peer parent component integrated into services to support families participating in identified curriculum. Services will be provided in *Fontana and Yucca Valley and surrounding communities* as approved by First 5 San Bernardino. Please see RFP 14-02 for additional information. ¹*The number of session must be consistent with the fidelity of the NPP implemented but no less than 16 weeks.*

Agency Rep Name: _____
 Agency Signature: _____
 Date Signed: _____

Data Type: Core and Aggregate
 Reporting Period: Monthly and Quarterly Due: On the 15th of the following month
 Period: July 2018 – June 2020



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2018-2019**

ORGANIZATION:	Family Service Association	DIRECTOR:	Yvonne Rodriguez	PROGRAM YEAR:	2018-2019
PROGRAM TITLE:	Nurturing Children and Families Program	PROGRAM DIRECTOR:	Lina Ixcaragua	TOTAL BUDGET:	514,248
INITIATIVE:	Family Support Services	FINANCE OFFICER:	Richard Teichert	RFP/CONTRACT #:	FS069 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
	Name:	Position:										
1	Yvonne Rodriguez	Clinic Administrator	0.10	51.92	208	23%	10,799	2,484	13,283	132,832	10%	Oversight of all Clinic Department programming and supervision of directors.
2	Lina Ixcaragua	Clinic Director	0.50	36.06	1040	23%	37,502	8,626	46,128	92,256	50%	Oversight of specific department programs and supervision of program staff working on contract
3	Staff	Lead Case Manager	1.00	18.00	2080	23%	37,440	8,611	46,051	46,051	100%	Oversight of assigned program, responsible for day to day operations of program and supervision of program staff. Direct provision of NP classes, documentation, prep time, follow-up calls/crisis with clients, assist with developmental screenings, Case Management and outreach.
4	Staff	Case Manager	1.00	16.50	2080	23%	34,320	7,894	42,214	42,214	100%	Direct provision of case management, documentation, prep time, follow-up calls/crisis with clients, developmental screenings, and outreach.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR:**

2018-2019

ORGANIZATION:	Family Service Association	DIRECTOR:	Yvonne Rodriguez	PROGRAM YEAR:	2018-2019
PROGRAM TITLE:	Nurturing Children and Families Program	PROGRAM DIRECTOR:	Lina Ixcaragua	TOTAL BUDGET:	514,248
INITIATIVE:	Family Support Services	FINANCE OFFICER:	Richard Teichert	RFP/CONTRACT #:	FS069 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
5	Staff Activity Specialist	1.00	12.00	2080	23%	24,960	5,741	30,701	30,701	100%	Provision of child enrichment sessions of NP model and outreach.
6	Staff Operations Technician	1.00	16.00	2080	23%	33,280	7,654	40,934	40,934	100%	Assist with outreach and collection of data for data entry.
7	Telana Courseault Business Ops Manager	0.50	24.00	1040	23%	24,960	5,741	30,701	61,402	50%	Collection and entering of data to Persimmony and analysis of program performance
8	Staff Office Assistant III	0.50	13.00	1040	23%	13,520	3,110	16,630	33,259	50%	Responsible for day to day operations of office, including answering of phone, copying, chart development, etc.
9	Natalie Sigafus Accounting Technician	0.50	17.00	1040	23%	17,680	4,066	21,746	43,493	50%	Responsible for billing and invoices related to contract and contract performance analysis for program
10	Shannon Gonzalez CPO	0.15	50.00	312	23%	15,600	3,588	19,188	127,920	15%	Review data base of data entry to ensure program remains on target with data entered by staff is correct and consistent.
11		0.00				-	-	-	-	#DIV/0!	
12		0.00				-	-	-	-	#DIV/0!	
13		0.00				-	-	-	-	#DIV/0!	
14		0.00				-	-	-	-	#DIV/0!	
Total Salaries & Benefits						\$ 250,062	\$ 57,514	\$ 307,576	\$ 651,062		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2018-2019**

ORGANIZATION:	Family Service Association	DIRECTOR:	Yvonne Rodriguez	PROGRAM YEAR:	2018-2019
PROGRAM TITLE:	Nurturing Children and Families Program	PROGRAM DIRECTOR:	Lina Ixcaragua	TOTAL BUDGET:	514,248
INITIATIVE:	Family Support Services	FINANCE OFFICER:	Richard Teichert	RFP/CONTRACT #:	FS069 A1

II. SERVICES & SUPPLIES				
Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:	
1 Insurance	1%	\$ 4,800	\$400/mo x 12 months (includes general liability, crime, cyber, and other insurance required by program)	
2 Postage	0%	\$ 600	Includes \$50/mo for client mailings and postage for outreach.	
3 Printing	1%	\$ 5,125	Includes annual lease of copier equipment based on % of program use (\$2,625) and printing expense for program promotion (\$2500).	
4 Computers	1%	\$ 4,800	Laptops 2 @ \$1800 each = \$3600; Docking station and monitors 2 @ \$350 each = \$700; Ipad (for offsite classes and outreach/recruitment events) @ \$500 Total = \$4800	
5 Computer Maintenance	1%	\$ 6,300	Technical support services at an average cost of \$525/mo x 12 months	
6 Advertising/Marketing	1%	\$ 4,500	Cost of marketing program through various media campaigns (social media and print)	



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: **2018-2019**

ORGANIZATION:	Family Service Association	DIRECTOR:	Yvonne Rodriguez	PROGRAM YEAR:	2018-2019
PROGRAM TITLE:	Nurturing Children and Families Program	PROGRAM DIRECTOR:	Lina Ixcaragua	TOTAL BUDGET:	514,248
INITIATIVE:	Family Support Services	FINANCE OFFICER:	Richard Teichert	RFP/CONTRACT #:	FS069 A1

7	Staff Training	0%	\$	2,500	Nurturing Parenting Model and community related workshops training for staff
8	Lease & Space Costs	10%	\$	51,398	Actual cost = \$3,834.16 (@\$1.70 sq ft) + 449 shared space cost based on % of program usage at Fontana site plus costs associated with leasing space for the purpose of conducting classes at other locations.
9	Repairs & Maintenance	1%	\$	2,880	Janitorial Service \$240/mo x 12 mo
10	Program Supplies	1%	\$	7,500	Manuals, activities/booklets, supplemental videos, material for parenting classes
11	Office Supplies	0%	\$	2,400	\$200/mo for basic office supplies and client files x 12 months
12	Telephone/Cell Phones	1%	\$	5,220	Includes cell phone reimbursement of \$15/staff x 4 staff x 12 mo = \$720 annually; actual telephone costs + monthly recurring data charges based on program % usage at site.
13	Utilities	2%	\$	7,800	Actual cost based on % of program usage at sites.
14	Participant Support/Incentives	2%	\$	9,275	Incentives will be given to assist with implementing skills learned.



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: **2018-2019**

ORGANIZATION:	Family Service Association	DIRECTOR:	Yvonne Rodriguez	PROGRAM YEAR:	2018-2019
PROGRAM TITLE:	Nurturing Children and Families Program	PROGRAM DIRECTOR:	Lina Ixcaragua	TOTAL BUDGET:	514,248
INITIATIVE:	Family Support Services	FINANCE OFFICER:	Richard Teichert	RFP/CONTRACT #:	FS069 A1

15	Participant Transportation	1%	\$ 5,250	Provide transportation services to clients in order for them to attend classes and individual sessions. Includes bus passes and private transportation (i.e. uber/lyft)
16		0%	\$ -	
17		0%		
18		0%		
19		0%		
20		0%		

	Total Services & Supplies		\$ 120,348	
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III. FOOD

	Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1	Costs for food/snacks for NP classes & children enrichment sessions	8500	Food provided during class sessions at an average of \$15.00 per participant
2			
3			
	Total Food	\$ 8,500	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2018-2019**

ORGANIZATION:	Family Service Association	DIRECTOR:	Yvonne Rodriguez	PROGRAM YEAR:	2018-2019
PROGRAM TITLE:	Nurturing Children and Families Program	PROGRAM DIRECTOR:	Lina Ixcaragua	TOTAL BUDGET:	514,248
INITIATIVE:	Family Support Services	FINANCE OFFICER:	Richard Teichert	RFP/CONTRACT #:	FS069 A1

IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	Various	Meetings, Outreach Events, Flight, Hotel & related costs for Nurturing P	10,700	4 staff; costs associated with required training.
	Total Travel		10,700	

V. SUBCONTRACTORS				
	Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1				
2				
3				
4				
5				
	Total Subcontractors		-	

VI. INDIRECT COSTS				
	Percent:	15%	67,124	
	Basis:			
	Total Indirect Costs		67,124	

TOTAL FIRST 5 BUDGET			\$ 514,248	
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**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2019-2020**

ORGANIZATION:	Family Service Association	DIRECTOR:	Yvonne Rodriguez	PROGRAM YEAR:	2019-2020
PROGRAM TITLE:	Nurturing Children and Families Program	PROGRAM DIRECTOR:	Lina Ixcaragua	TOTAL BUDGET:	514,248
INITIATIVE:	Family Support Services	FINANCE OFFICER:	Richard Teichert	RFP/CONTRACT #:	FS069 A1

LINE	BUDGET CATEGORY		FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS		A	B	C	D	E	F	G	H	I	J
1	Yvonne Rodriguez	Clinic Administrator	0.10	51.92	208	23%	10,799	2,484	13,283	132,832	10%	Oversight of all Clinic Department programming and supervision of directors.
2	Lina Ixcaragua	Clinic Director	0.50	36.06	1040	23%	37,502	8,626	46,128	92,256	50%	Oversight of specific department programs and supervision of program staff working on contract
3	Staff	Lead Case Manager	1.00	18.41	2080	23%	38,293	8,807	47,100	47,100	100%	Oversight of assigned program, responsible for day to day operations of program and supervision of program staff. Direct provision of NP classes, documentation, prep time, follow-up calls/crisis with clients, assist with developmental screenings, Case Management and outreach.
4	Staff	Case Manager	1.00	16.87	2080	23%	35,090	8,071	43,160	43,160	100%	Direct provision of case management, documentation, prep time, follow-up calls/crisis with clients, developmental screenings, and outreach.
5	Staff	Activity Specialist	1.00	12.27	2080	23%	25,522	5,870	31,392	31,392	100%	Provision of child enrichment sessions of NP model and outreach.
6	Staff	Operations Technician	1.00	16.36	2080	23%	34,029	7,827	41,855	41,855	100%	Assist with outreach and collection of data for data entry.
7	Telana Courseault	Business Ops Manager	0.50	24.54	1040	23%	25,522	5,870	31,392	62,783	50%	Collection and entering of data to Persimmony and analysis of program performance
8	Staff	Office Assistant III	0.50	13.29	1040	23%	13,822	3,179	17,001	34,001	50%	Responsible for day to day operations of office, including answering of phone, copying, chart development, etc.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2019-2020**

ORGANIZATION:	Family Service Association	DIRECTOR:	Yvonne Rodriguez	PROGRAM YEAR:	2019-2020
PROGRAM TITLE:	Nurturing Children and Families Program	PROGRAM DIRECTOR:	Lina Ixcaragua	TOTAL BUDGET:	514,248
INITIATIVE:	Family Support Services	FINANCE OFFICER:	Richard Teichert	RFP/CONTRACT #:	FS069 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
9	Natalie Sigafus Accounting Technician	0.50	17.38	1040	23%	18,075	4,157	22,232	44,465	50%	Responsible for billing and invoices related to contract and contract performance analysis for program
10	Shannon Gonzalez CPO	0.15	50.00	312	23%	15,600	3,588	19,188	127,920	15%	Review data base of data entry to ensure program remains on target with data entered by staff is correct and consistent.
Total Salaries & Benefits						\$ 254,253	\$ 58,478	\$ 312,731	\$ 657,765		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2019-2020**

ORGANIZATION:	Family Service Association	DIRECTOR:	Yvonne Rodriguez	PROGRAM YEAR:	2019-2020
PROGRAM TITLE:	Nurturing Children and Families P	PROGRAM DIRECTOR:	Lina Ixcaragua	TOTAL BUDGET:	514,248
INITIATIVE:	Family Support Services	FINANCE OFFICER:	Richard Teichert	RFP/CONTRACT #:	FS069 A1

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Insurance	1%	\$ 4,800	\$400/mo x 12 months (includes general liability, crime, cyber, and other insurance required by program)
2	Postage	0%	\$ 600	Includes \$50/mo for client mailings and postage for outreach.
3	Printing	1%	\$ 5,125	Includes annual lease of copier equipment based on % of program use (\$2,625) and printing expense for program promotion (\$2500).
4	Computer Maintenance	1%	\$ 6,300	Technical support services at an average cost of \$525/mo x 12 months
5	Advertising/Marketing	1%	\$ 4,500	Cost of marketing program through varies media campaigns (social media and print)
6	Staff Training	0%	\$ 2,500	Nurturing Parenting Model and community related workshops training for staff
7	Lease & Space Costs	10%	\$ 51,398	Actual cost = \$3,834.16 (@\$1.70 sq ft) + 449 shared space cost based on % of program usage at Fontana site plus costs associated with leasing space for the purpose of conducting classes at other locations.
8	Repairs & Maintenance	1%	\$ 2,880	Janitorial Service \$240/mo x 12 mo
9	Program Supplies	1%	\$ 7,500	Manuals, activities/booklets, supplemental videos, material for
10	Office Supplies	0%	\$ 2,400	\$200/mo for basic office supplies and client files x 12 months
11	Telephone/Cell Phones	1%	\$ 5,220	Includes cell phone reimbursement of \$15/staff x 4 staff x 12 mo = \$720 annually; actual telephone costs + monthly recurring data charges based on program % usage at site.
12	Utilities	2%	\$ 7,800	Actual cost based on % of program usage at sites.
13	Participant Support/Incentives	2%	\$ 9,275	Incentives will be given to assist with implementing skills learn



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: 2019-2020**

ORGANIZATION:	Family Service Association	DIRECTOR:	Yvonne Rodriguez	PROGRAM YEAR:	2019-2020
PROGRAM TITLE:	Nurturing Children and Families P	PROGRAM DIRECTOR:	Lina Ixcaragua	TOTAL BUDGET:	514,248
INITIATIVE:	Family Support Services	FINANCE OFFICER:	Richard Teichert	RFP/CONTRACT #:	FS069 A1

14	Participant Transportation	1%	\$ 5,000	Provide transportation services to clients in order for them to attend classes and individual sessions. Includes bus passes and private transportation (i.e. uber/lyft)
	Total Services & Supplies		\$ 115,298	

III. FOOD

	Event(s):	TOTAL F5SB BUDGET	Description/Justification:
1	Costs for food/snacks for NP classes & children enrichment sessions	8500	Food provided during class sessions at an average of \$15.00 per participant
2			
	Total Food	\$ 8,500	

IV. TRAVEL

	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	Various	Meetings, Outreach Events, Flight, Hotel & related costs for Nurturing P	10,650	300 miles per month x 12 months x 40 cents per mile=\$1440 x 4 staff; costs associated with required training.
	Total Travel		10,650	

V. SUBCONTRACTORS

	Organization Name:	TOTAL F5SB BUDGET	Description/Justification:
1			
2			
	Total Subcontractors	-	

VI. INDIRECT COSTS



FIRST 5 SAN BERNARDINO

PROGRAM BUDGET

FISCAL YEAR: 2019-2020

ORGANIZATION:	Family Service Association	DIRECTOR:	Yvonne Rodriguez	PROGRAM YEAR:	2019-2020
PROGRAM TITLE:	Nurturing Children and Families P	PROGRAM DIRECTOR:	Lina Ixcaragua	TOTAL BUDGET:	514,248
INITIATIVE:	Family Support Services	FINANCE OFFICER:	Richard Teichert	RFP/CONTRACT #:	FS069 A1
	Percent: 15%		67,069		
	Basis:				
	Total Indirect Costs		67,069		
TOTAL FIRST 5 BUDGET			\$ 514,248		



AGENCY INFORMATION

Contract #: FS069 A1

Legal Entity: Family Service Association

Dept./Division: Mental Health Clinic/Supportive Services

Project Name: Nurturing Children and Families Program

Address: 21250 Box Springs Road, Suite 212
Moreno Valley, CA 92557

Phone #: 951.686.1096

Website: www.fsaca.org

Fax #: 951.276.9542

Program Site Address: 17210 Slover Ave, #200
Fontana, CA 92337

Client Referral Phone #: 1-855-FSA-4-YOU

CONTACT INFORMATION

SIGNING AUTHORITY/CONTRACT REPRESENTATIVE

Name: Veronica Dover

Title: Chief Operating Officer

Address: 21250 Box Springs Road, Suite 212
Moreno Valley, CA 92557

Direct Phone #: 951.686.1096

Fax #: 951.276.9542

E-Mail: vdover@fsaca.org

PROGRAM CONTACT

Name: Lina Ixcaragua

Title: Clinic Director

Address: 21250 Box Springs Rd. Suite 104

Moreno Valley, CA 92557

Direct Phone #: 951.369.8036

Fax #: 951.369.8303

E-Mail: lixcaragua@fsaca.org

FISCAL CONTACT

Name: Victoria Dawson

Title: A/R Supervisor

Address: 21250 Box Springs Road, Suite 215
Moreno Valley, CA 92557

Direct Phone #: 951.782.8956

Fax #: 951.276.9542

E-Mail: vdawson@fsaca.org

ADDITIONAL CONTACT (Describe):Program

Name: Yvonne Rodriguez **Title:** Clinic Administrator
Address: 21250 Box Springs Road, Suite 104 **Direct Phone #:** 951.369.8036
 Moreno Valley, CA 92557 **Fax #:** 951.369-8303
E-Mail: yrodriguez@fsaca.org

PROGRAM INFORMATION

TYPE OF AGENCY

- Educational Institution** **Describe:** Choose an item.
- Government Agency** **Describe:** Choose an item.
- Private Entity/Institution** **Describe:** Non Profit
- Community-Based** **Describe:** Choose an item.

FIRST 5 FOCUS AREA

STRATEGY

- | | | |
|---|---|---|
| <input type="checkbox"/> Health | <input type="checkbox"/> Early Screening and Intervention
<input type="checkbox"/> Health Care Access
<input type="checkbox"/> Oral Health | <input type="checkbox"/> Health & Safety Education
<input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Education | <input type="checkbox"/> Early Education Programs
<input type="checkbox"/> Access to Quality Child Care | <input type="checkbox"/> Quality Provider Programs
<input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Family | <input checked="" type="checkbox"/> Parent Education
<input type="checkbox"/> Resource Center and Case Management | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Systems | <input type="checkbox"/> Integrated Systems Planning & Implementation
<input type="checkbox"/> Countywide Information Referral Systems
<input type="checkbox"/> Organizational Capacity Building | <input type="checkbox"/> Community Outreach
<input type="checkbox"/> Other: _____ |

PROGRAM DESCRIPTION

This program utilizes the evidence-based Nurturing Parenting Program as the primary service delivery coupled with the Matrix Outcomes Model (MOM) and accompanying Family Development Matrix (FDM) for Family Support Services, for its potential to assess the family’s needs and to reduce the incidence of child abuse, improve parenting, family functioning and create healthy environments for the optimal development of all children. This program also includes a parent-peer support component so that parents can assist other parents by advocating, guiding and providing moral support as they navigate systems and services.

SERVICE AREA (LOCATIONS)

Fontana
 Yucca Valley

The results will indicate the following:

- 131 Decrease by at-least one (1) risk category; high-medium or medium-low as indicated by the scores (pre/post) on the AAPI

- 131 Families will reach a status level of at least **stable** on all indicators of the FDM

COMMISSION LEVEL OUTCOMES

- 1.3a Children are free from abuse and neglect
- 1.3b Parents provide developmentally appropriate care
- 1.3c Families are resilient

ASSIGNED ANALYST: Walid Wahba

CONTRACT AMOUNT

Fiscal Year	Amount
2015-2016	\$ <u>484,624</u>
2016-2017	\$ <u>499,435</u>
2017-2018	\$ <u>514,248</u>
2018-2019	\$ <u>514,248</u>
2019-2020	\$ <u>514,248</u>
Total	\$ <u>2,526,803</u>



Agency Name: Family Service Association
Program Name: FSA-Nurturing Parenting
Contract #: FS069 A1
Fiscal Year: 2018-2019

NAME OF SITE, SITE ADDRESS, PHONE NUMBER & CONTACT NAME
FSA Center for Family and Community Services 57088 29 Palms Highway Yucca Valley, CA 92284 Lina Ixcaragua, Clinic Director
FSA Center for Family and Community Services 17210 Slover Avenue Fontana, CA 92337 Lina Ixcaragua, Clinic Director



**AGENDA ITEM 6
JUNE 6, 2018**

Subject	One-year contract amendment for countywide Asthma Screening and Services.
Recommendations	Approve Amendment A1 for Contract HW056 with the County of San Bernardino Arrowhead Regional Medical Center for Fiscal Year 2018-2019 for \$222,038 to maintain asthma services for an additional year. (Presenter: Ronnie Thomas, Staff Analyst II, 252-4255)
Financial Impact	\$222,038 for Fiscal Year 2018-2019.
Background Information	<p>In the Spring of 2012, the Commission approved multiple contractors under Health Services (RFP 11-02) to support services under First 5 San Bernardino's health focus area. Among those approved was Arrowhead Regional Medical Center to provide early screening and intervention services for Asthma/Bronchitis.</p> <p>The Strategic Plan allows us to support goals and programs that are sustainable, effective, and reach children and families most in need of services. The plan ensures specific objectives and strategies employed by the Commission yield the greatest outcomes for young children.</p> <p>The framework of the 2015-2020 Strategic Plan ensures congruence and enhancement to the existing network of support services for families with children ages 0 to 5 throughout the County. It ensures that specific outcomes can be measured and ensures the Commission's support to sustainability under the health objectives.</p> <p>One specific focus is on leveraging resources through partnerships at County, State and Federal levels to develop and coordinate systems. Key considerations include ensuring the Commission's ability to provide leadership and respond to opportunities within a changing context.</p> <p>Approval of this contract will allow F5SB staff to maintain asthma services for an additional year; to allow staff to plan and prepare a procurement that will support building a regional asthma model of care. This one-year extension will further allow F5SB staff to reevaluate objectives, identify and collaborate with other providers and resources, tighten alignment with the revised Strategic Plan and make recommendations to ensure funding is appropriately aligned and allocated with the Commissions' goals to operate more from a systems level.</p> <p>The contractor/program listed above has been successful in meeting contract and target objectives in improving significant outcomes for children and families over the past three years. F5SB staff request approval of this contract for one year, ending June 30, 2019.</p> <p>This contract supports SPA 1 of First 5 San Bernardino's Strategic Plan specifically, and Objective Activities for 1.1a, 1.1b and 1.1c:</p>
Review	Sophie Akins, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY
STANDARD CONTRACT**

FOR COMMISSION USE ONLY				
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 50000558	SC	Dept. 903	A
Contract Number HW056 A1				
Organization Children and Families Commission			Contractor's License No.	
Commission Representative Cindy Faulkner, Operations Manager		Telephone 909-386-7706		Total Contract Amount \$444,076
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:				
If not encumbered or revenue contract type, provide reason:				
Commodity Code 95200	Contract Start Date July 1, 2017	Contract End Date June 30, 2019	Original Amount \$222,038	Amendment Amount \$222,038
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1000731	Amount \$222,038
Cost Center		GL Account	Internal Order No.	
Cost Center		GL Account	Internal Order No.	Amount
Abbreviated Use Early Screening & Intervention- Asthma- Breathmobile		FY 18-19	Estimated Payment Amount \$222,038	Total by Fiscal Year I/D I

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)
 County of San Bernardino
 Department/Division
 Arrowhead Regional Medical Center
 Address
 400 North Pepper Avenue
 Colton, CA 92324
 Phone
 (909) 580-1000
 Federal ID No.
 95-6002748

Program Address (if different from legal address):

**IT IS HEREBY AGREED AS FOLLOWS:
AMENDMENT NO. 1**

1. Paragraph A. Contract Amount of Section V, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$ 444,076 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Auditor-Controller/Treasurer Tax Collector Use Only	
<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Fiscal Year 2017-18 \$ 222,038 July 1, 2017 through June 30, 2018
Fiscal Year 2018-19 \$ 222,038 July 1, 2018 through June 30, 2019

Initial Here

2. Paragraph D. Allowable Costs of Section V, FISCAL PROVISIONS, is amended to read as follows:

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the Contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County's Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

Initial Here

3. Paragraph A. of Section VIII, TERM, is amended to read as follows:

- A. This Contract is effective commencing July 1, 2017 and expires June 30, 2019, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

4. Section X, EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS is amended to read as follows:

X. NONDISCRIMINATION

A. General

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel, or in any other

respect on the basis of race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

B. Americans with Disabilities Act/Individuals with Disabilities

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Commission representative if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

C. Employment and Civil Rights

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

1. Equal Employment Opportunity Program

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

2. Civil Rights Compliance

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract. Notwithstanding other provisions of this section, the Contractor may require a determination of medical necessity pursuant to Title 9, CCR, Section 1820.205, Section 1830.205 or Section 1830.210, prior to providing covered services to a beneficiary.

D. Sexual Harassment

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates.

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for FY 2018-2019

Attachment B – Amended Program Budget for FY 2018-2019

All other terms and conditions of this contract remain in full force and effect.

**CHILDREN & FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY**

COUNTY OF SAN BERNARDINO
Legal Entity

▶ _____
Authorized Signature

Maxwell Ohikhuare, M.D.
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

Robert A. Lovingood
Printed Name

Chairman, Board of Supervisors
Title

Dated

Official Stamp

Reviewed for Processing

▶ _____
Cindy Faulkner
Operations Manager

Date

Approved as to Legal Form

▶ _____
Sophie Akins
Commission Counsel

Date

Presented to Commission for
Signature

▶ _____
Karen E. Scott
Executive Director

Date

SPA 1: Children and Families
 Goal 1.1: Child Health
 Objective 1.1.a: Families have access to resources and environments that support the total wellness of the child
 Objective 1.1.b: Families are knowledgeable of and utilize available resources to manage their health



Agency Name: Arrowhead Regional Medical Center
 Program Name: Breathmobile
 Service Area: Countywide

Contract #: HW056 A1
 Period: July 2018 – June 2019

Expectation	Support improved health outcomes for children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services.			
Outcome	150 children will receive Care Coordination and Developmental Screenings (Core)	400 children will receive Asthma Screenings and 240 parents will receive Asthma Education services (Aggregate)		
	Objective	Activity	Dosage	Verification
	Children will be healthy well-nourished and physically fit	Care Coordination	Varies	Asthma Assessments - 1 Pre (At program enrollment) - 1 Post (At program completion) Family Demographic
	Early screening and intervention for special needs	Developmental Screening	1 per child	ASQ-3 Completed within 30-45 calendar days of enrollment Developmental Referral Assessment <i>when applicable</i>
	Children will be healthy well-nourished and physically fit	Asthma Screening	1 per child	Screening Packet
	Increased parent knowledge of asthma effects	Asthma Education	1 per family	Education Packet

Program Description:

Breathmobile travels to participating sites to treat children with asthma, including the 0-5 population. Visits include complete evaluation, examination, care plan and extensive patient-family education sessions.

Agency Rep Name: _____
 Agency Signature: _____
 Date Signed: _____

Data Type: Core and Aggregate
 Reporting Period: Monthly and Quarterly Due: On the 15th of the following month
 Period: July 2018 – June 2019



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: FY 2018-2019**

ORGANIZATION:	Arrowhead Regional Medical Center	DIRECTOR:	Mark Connolly	PROGRAM YEAR:	2018-2019
PROGRAM TITLE:	Respiratory Care	PROGRAM DIRECTOR:	Webster Wong, MD (Program Director)	TOTAL BUDGET:	\$ 222,038
INITIATIVE:	Investing in Children Health	FINANCE OFFICER:	Arvind Oswal	RFP/CONTRACT #:	HW056 A1

LINE	BUDGET CATEGORY		FTE	PAY RATE	# OF HOURS	BENEFIT RATE	F5SB SALARY	F5SB BENEFITS	F5SB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS		A	B	C	D	E	F	G	H	I	J
5	Nancy Glaab	LVN	0.25	23.18	520.00	0.40	12,055.99	4,822.40	16,878.39	67,513.56	25%	Assess each patient's physical condition and evaluate all pertinent testing results in order to evaluate outcomes and adjust respiratory care to achieve patient care goals by providing treatment focused education.
6	Mike Acevedo	OA II	0.25	18.62	520.00	0.40	9,679.80	3,871.92	13,551.72	54,206.88	25%	Establish and promote positive interpersonal relations, greet, interact, offer assistance, answer questions. Register patients, update Asmatrax system.
Total Salaries & Benefits							\$ 98,893	\$ 39,557	\$ 138,450	\$ 553,801		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: FY 2018-2019**

ORGANIZATION: Arrowhead Regional Medical Center	DIRECTOR: Mark Connolly	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Respiratory Care	PROGRAM DIRECTOR: Webster Wong, MD (Program Director)	TOTAL BUDGET: \$ 222,038
INITIATIVE: Investing in Children Health	FINANCE OFFICER: Arvind Oswal	RFP/CONTRACT #: HW056 A1

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET	Description/Justification:
1	PROGRAM MATERIALS / SUPPLIES	0%	1,000.00	Medical Supplies: Metered Dose Inhaler Spacers, Peak Flow Meters, Skin and Allergy Testing Materials, Filters for Spirometric Pulmonary Function Testing, Pharmaceuticals, Scales, Blood Pressure Cuffs.
2	PRINTING	0%	-	Brochures and Fliers
3	OFFICE SUPPLIES	0%	200.00	Office Supplies, forms, paper, printer, printer toner, envelopes needs.
4	BUILDING/EQUIPMENT MAINTENANCE	3%	7,238.00	Minor Equipment, Equipment Repairs and Services, Motor pool: Office Equipment, Spirometer Repairs and Maintenance, Fuel, Annual Insurance Premiums, Repairs to Vehicle (Skylights, Moldings, Windows, Air Conditioner)
5	UTILITIES	0%	500.00	Database Management, Statistical Reporting, Mobile Phone, Routers and VPN
6	PROFESSIONAL SERVICES / CONSULTANTS	31%	69,650.00	Medical Direction and Staff for Clinic Operation: Arrowhead Pediatric Medical Group provides for the necessary medical staffing (Nurse Practitioners) to support Breathmobile services. Medical Director also provides medical oversight to the clinical Breathmobile staff.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: FY 2018-2019**

ORGANIZATION: Arrowhead Regional Medical Center	DIRECTOR: Mark Connolly	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Respiratory Care	PROGRAM DIRECTOR: Webster Wong, MD (Program Director)	TOTAL BUDGET: \$ 222,038
INITIATIVE: Investing in Children Health	FINANCE OFFICER: Arvind Oswal	RFP/CONTRACT #: HW056 A1

7	INDIRECT COSTS	2%	5,000.00	Fiscal services, grant oversight, grant reporting, and administrative functions which accounts for approximate 2.5% of the total grant funding.
	Total Services & Supplies		\$ 83,588.00	
III. FOOD				
	Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1	N/A			
	Total Food		\$ -	
IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	N/A			
	Total Travel		-	
V. SUBCONTRACTORS				
	Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1	N/A			
	Total Subcontractors		-	
VI. INDIRECT COSTS				
	Percent:	N/A		
	Basis:	N/A		
	Total Indirect Costs		\$ -	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: FY 2018-2019**

ORGANIZATION: Arrowhead Regional Medical Center	DIRECTOR: Mark Connolly	PROGRAM YEAR: 2018-2019
PROGRAM TITLE: Respiratory Care	PROGRAM DIRECTOR: Webster Wong, MD (Program Director)	TOTAL BUDGET: \$ 222,038
INITIATIVE: Investing in Children Health	FINANCE OFFICER: Arvind Oswal	RFP/CONTRACT #: HW056 A1
TOTAL FIRST 5 BUDGET	\$ 222,038	



Program Outline Document 2018-2019

AGENCY INFORMATION

Contract #: HW056 A1

Legal Entity: County of San Bernardino

Dept./Division: Arrowhead Regional Medical Center

Project Name: ARMC Breathmobile

Address: 400 North Pepper Avenue
Colton, CA 92324

Phone #: 909-580-1000

Website: www.arrowheadmedcenter.org

Fax #: _____

Program Site Address: Mobile program with schedule varying monthly, see website or contact via phone for more information.

Client Referral Phone # 909-498-6277

CONTACT INFORMATION

CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

Name: Robert A. Lovingood

Title: First District Supervisor and Chairman of the Board of Supervisors

Address: County of San Bernardino Board of Supervisors
385 North Arrowhead Avenue, 5th Floor
San Bernardino, CA 92415-0130

Direct Phone #: (909) 387-4830

Fax #: (909) 387-3018

E-Mail: Robert.Lovingood@bos.sbcounty.gov

PROGRAM CONTACT

Name: Mark Connolly

Title: Respiratory Care Services Director

Address: 400 North Pepper Avenue
Colton, CA 92324

Direct Phone #: 909-580-3236

Fax #: 909-580-3235

E-Mail: connollym@armc.sbcounty.gov

FISCAL CONTACT

Name: Clara Li

Title: Accountant II

Address: 400 North Pepper Avenue
Colton, CA 92324

Direct Phone #: 909-580-1212

Fax #: 909-580-1190

E-Mail: LiClara@armc.sbcounty.gov

ADDITIONAL CONTACT (Describe): Program

Name: John Cadavona **Title:** Mobile Clinic Manager

Address: 400 North Pepper Avenue **Direct Phone #:** 909-580-3202
Colton, CA 92324

Fax #: 909-580-3235

E-Mail: cadavonaj@armc.sbcounty.gov

PROGRAM INFORMATION

TYPE OF AGENCY

- Educational Institution **Describe:** Choose an item.
- Government Agency **Describe:** County
- Private Entity/Institution **Describe:** Choose an item.
- Community-Based **Describe:** Choose an item.

FIRST 5 FOCUS AREA

STRATEGY

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Health | <input type="checkbox"/> Early Screening and Intervention | <input type="checkbox"/> Health & Safety Education |
| | <input type="checkbox"/> Health Care Access | <input checked="" type="checkbox"/> Other: |
| | <input type="checkbox"/> Oral Health | <u>Asthma</u> |
| <input type="checkbox"/> Education | <input type="checkbox"/> Early Education Programs | <input type="checkbox"/> Quality Provider Programs |
| | <input type="checkbox"/> Access to Quality Child Care | <input type="checkbox"/> Other: |
| | | <u></u> |
| <input type="checkbox"/> Family | <input type="checkbox"/> Parent Education | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Resource Center & Case Management | <u></u> |
| <input type="checkbox"/> Systems | <input type="checkbox"/> Integrated Systems Planning & Implementation | <input type="checkbox"/> Community Outreach |
| | <input type="checkbox"/> Countywide Information Referral Systems | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Organizational Capacity Building | <u></u> |

PROGRAM DESCRIPTION

ARMC's Breathmobile® travels to participating sites to treat children with asthma, including the 0-5 population, covered by this contract. A complete evaluation, examination, care plan and extensive patient-family education session are completed on the initial visit. Follow-up visits take place to ensure that the treatment plan is effective.

SERVICE AREA (LOCATIONS)

Countywide

COMMISSION LEVEL OUTCOMES

SPA 1: Children and Families

Goal 1.1 Child Health

Objective 1.1a: Families have access to resources and environments that support the total wellness of the child

Objective 1.1b: Families are knowledgeable of and utilize available resources to manage their health

Expectations(s): Support improved health outcomes for children 0-5 by supporting not only direct treatment services and expansion in capacity, but by also assisting parents/caregivers in navigating and receiving appropriate services.

Outcome(s): 150 children will receive Care Coordination and Developmental Screenings (core). 400 children will receive asthma screenings and 240 parents will receive Asthma Education services (aggregate).

ASSIGNED ANALYST: Ronnie Thomas

CONTRACT AMOUNT

Fiscal Year	Amount
2017-2018	\$ <u>222,038</u>
2018-2019	<u>222,038</u>
Total	\$ <u>444,076</u>



Agency Name: Arrowhead Regional Medical Center
Program Name: Breathmobile
Contract #: HW056 A1
Fiscal Year: 2018-2019

NAME OF SITE AND SITE ADDRESS	
Alice Birney Elementary School 1050 E. Olive Street Colton, CA 92324	Hesperia Head Start 9352 East E Street Hesperia, CA 92345
6th Street Prep Elementary School 5476 6th Street Victorville, CA 92395	Lewis Center 17500 Mana Road Apple Valley, CA 92307
Adelanto Head Start 11497 Bartlett Road Adelanto, CA 92301	Lincoln Elementary School 444 East Olive Colton, CA 92376
Apple Valley Head Start 13589 Navajo Road Apple Valley, CA 92308	Mariposa Elementary School 1605 East D Street Ontario, CA 91764
Crestline Elementary 2020 Monterey Avenue Barstow, CA 92311	Marshall Elementary School 3288 North G Street San Bernardino, CA 92405
Bing Wong Elementary School 1250 East 9th Street San Bernardino, CA 92401	Mesquite Trails Elementary School 13884 Mesquite Street Hesperia, CA 92344
Cooley Ranch Elementary School 1000 S Cooley Drive Colton, CA 92324	Mentone Elementary School 1320 Crafton Avenue Mentone, CA 92359
Elderberry Elementary School 950 N Elderberry Avenue Ontario, CA 91762	Morgan Kincaid Elementary 13257 Mesa Linda Ave Victorville, CA 92392
Emmerton Elementary School 1888 Arden Avenue San Bernardino, CA 92404	Morgan Elementary School 1571 N Sycamore Avenue Rialto, CA 92376
H. Frank Dominguez Elementary School 135 S. Allen Street San Bernardino, CA 92411	Muscoy Elementary School 2119 Blake Street San Bernardino, CA 92407
Henry Elementary School 470 East Etiwanda Avenue Rialto, CA 92376	Oleander Elementary School 8650 Oleander Avenue Fontana, 92335
Hollyvale Elementary School 11645 Hollyvale Avenue Victorville, CA 92356	Phoenix Academy 15552 Wichita Road Apple Valley, CA 92307

Phelan Head Start 4112 Neilson Road Phelan, CA 92371	Valley View High School 1801 E. 6th Street Ontario, CA 91764
Palmetto Elementary School 9325 Palmetto Avenue Fontana, CA 92335	Victorville Head Start 14029 Amargosa Road #C Phelan, CA 92392
Family Resource Center 1525 W. Highland Avenue San Bernardino, CA 92411	Yucca Loma Elementary School 21351 Yucca Loma Road Apple Valley, CA 92307
Preston Elementary School 1750 N Willow Avenue Rialto, CA 92376	
Quail Valley Middle School 10058 Arrowhead Road Phelan, CA 92371	
Ramona Alesandro Elementary 670 Ramona Avenue San Bernardino, CA 92411	
Roosevelt Elementary School 1554 Garner Avenue San Bernardino, CA 92411	
Serrano Middle School 4725 San Jose Street Montclair, CA 91763	
Simpson Elementary School 1050 S Lilac Avenue Rialto, CA 92376	
Smith Elementary School 9551 Linden Avenue Bloomington, CA 92316	
Sultana Elementary School 1845 S Sultana Avenue Ontario, CA 91761	
Tokay Elementary School 7846 Tokay Avenue Fontana, CA 92336	
Trona Elementary School 83600 Trona Road Trona, CA 92562	



**AGENDA ITEM 7
JUNE 6, 2018**

Subject	Center for Oral Health, Contract HW055 A1
Recommendations	Approve Amendment A1 for Contract HW055 for a six-month extension with the Center for Oral Health for \$346,875 for a cumulative total of \$2,428,125 for Fiscal Years 2015-2019. Contract to provide oral health education to children ages 0 to 5 and pregnant women; oral health screening and navigation to ensure utilization and decrease barriers such as benefit gaps for treatment needs under the Oral Health Education, Screening and Navigation Initiative. (Presenter: Ronnie Thomas, Staff Analyst II, 252-4255)
Financial Impact	Not to exceed \$346,875 for six months within Fiscal Year 2018-2019.
Background Information	<p>The Commission approved the Oral Health Education, Screening and Navigation (OH-ESN) Initiative on March 4, 2015 committing \$2,250,000 in funding for the period of July 1, 2015 – June 2018. This initiative prioritizes education around optimal oral health practices, navigation for appropriate utilization of existing resources and connects families to a medical/dental home.</p> <p>The recommended contract with the Center for Oral Health's Early Smiles program is an innovative and sustainable model that provides children 0-5 and pregnant women with oral health education utilizing the 1 2 3 4 5 First Smiles and Cavity Free at Three curricula.</p> <p>As a system coordinator, the Center for Oral Health collaborates with county departments such as the Preschool Services Department and the Department of Public Health to build collaboration between medical and dental providers, integrates oral health services into primary care, and leverages existing Federal Financial Participation and Medi-Cal reimbursement to provide funding for growth and sustainability. This collaborative effort is so services and supports will not only align with the States Local Dental Pilot Project but also identify gaps in services and build resources in the Inland Empire at-large.</p> <p>The Center for Oral Health is aligned to fill gaps in oral health service delivery to advance a robust system of care in the Inland Empire. As a part of the transition into a statewide effort, the Center for Oral Health will continue to convene the Local Dental Pilot Project-Inland Empire Workgroup (LDPP-IE) and Oral Health Action Coalition-Inland Empire (OHAC-IE) and will serve as the platform to align State and Federal efforts, share resources, promote communication, and provide support.</p> <p>LDPP-IE and OHAC-IE are multi-lateral, non-partisan efforts directed toward improving oral health status of the state's traditionally underserved and vulnerable populations. The effort of each collaborative partnership has become the most broad-based and unified voice for oral health. They are action-oriented groups whose members are committed to accomplishing the work necessary to bring a systems change. Strategies for both stakeholder groups include advocacy for health reform, expand/maintain existing programs, expand benefits/access, expand infrastructure.</p>

Pending Commission approval, the Center for Oral Health will provide education, screening and navigation services to children and pregnant women through a variety of portals including settings such as pre-school environments (including Head Start), home-based childcare, WIC, OB-GYN and pediatric offices as well as community events.

In addition, the Center for Oral Health will support the most efficient and effective use of resources through an established network of providers and stakeholders through the OHAC-IE as well through the growing efforts of the LDPP-IE.

SPA 2: Systems and Networks

Objective 2.1.a – Systems and services effectively support and engage children, families and communities.

Objective 2.1.b – Families, providers and stakeholders collaborate effectively to improve the well-being of the child.

Review

Sophie Akins, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY
STANDARD CONTRACT**

FOR COMMISSION USE ONLY						
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 10008922	SC	Dept. 903	A		
Organization Children and Families Commission				Contract Number HW055 A1		
Commission Representative Cindy Faulkner, Operations Manager			Telephone 909-386-7706	Total Contract Amount \$2,428,125		
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason: _____						
Commodity Code 95200	Contract Start Date July 1, 2015	Contract End Date December 31, 2018	Original Amount \$ 2,081,250	Amendment Amount \$ 346,875		
Cost Center 9033009900		GL Account 53003357	Internal Order No. 1000732	Amount \$ 346,875		
Cost Center		GL Account	Internal Order No.			
Cost Center		GL Account	Internal Order No.	Amount		
Abbreviated Use	Estimated Payment Total by Fiscal Year					
	FY	Amount	I/D	FY	Amount	I/D
Early Smiles-Education Screening and Navigation	18-19	\$346,875	I			

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the Commission, and

Legal Name (hereinafter called the Contractor)

The Center for Oral Health

Department/Division

Address

309 East Second Street

Pomona, CA 91766-1854

Phone

(909) 469-8300

Federal ID No.

94-3000350

Program Address (if different from legal address):

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

1. Paragraph A. Contract Amount of Section V, FISCAL PROVISIONS, is amended to read as follows:

A. Contract Amount

The maximum amount of reimbursement under this Contract shall not exceed \$ 2,428,125 for the duration of the Contract term subject to the availability of California Children and Families Trust Fund monies. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof. These funds are divided as follows:

Auditor-Controller/Treasurer Tax Collector Use Only

<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

Fiscal Year 2015-16	\$ <u>693,750</u>	July 1, 2015 through June 30, 2016
Fiscal Year 2016-17	\$ <u>693,750</u>	July 1, 2016 through June 30, 2017
Fiscal Year 2017-18	\$ <u>693,750</u>	July 1, 2017 through June 30, 2018
Fiscal Year 2018-19	\$ <u>346,875</u>	July 1, 2018 through December 31, 2018

Initial Here

2. Paragraph D. Allowable Costs of Section V, FISCAL PROVISIONS, is amended to read as follows:

D. Allowable Costs

Funds provided pursuant to this Contract shall be expended by Contractor in accordance with the Attachment B – Program Budget.

Such specified expenditures will be further limited to those that are considered both reasonable and necessary as determined by the Commission. Contractor agrees Commission may recover any payments for services or goods, including rental of facilities, which were not reasonable and necessary or which exceeded the fair market value. The recovery shall be limited to payments over and above reasonable or fair market amounts and any costs of recovery.

The reasonable and allowable reimbursement rate for use of motor vehicles, travel expenses and food is based on the current IRS allowable rate.

Costs must be incurred only during the Contract term, except when specifically approved by the Commission. Contractor shall not use current year funds to pay prior or future year obligations. Contractor will not be reimbursed for expenditures incurred after the expiration or termination of this Contract.

Contractor shall obtain Commission approval for all overnight travel and out of State travel as it relates to services provided in this Contract. Reimbursement as it relates to pre-approved travel will be based on the Federal allowable rate. Request must be submitted in writing thirty (30) days in advance of travel date and travel must be approved in advance by the Program Manager.

Contractor shall adhere to the County’s Travel Management Policy (8-02) when travel is pursuant to this contract and for which reimbursement is sought from the Commission. In addition, Contractor shall, to the fullest extent practicable, utilize local transportation services, including but not limited to Ontario Airport, for all such travel.

Initial Here

3. Paragraphs A. and B. of Section VIII, TERM, are amended to read as follows:

A. This Contract is effective commencing July 1, 2015 and expires December 31, 2018, but may be terminated earlier in accordance with provisions of paragraph below or Section VII of this Contract.

Initial Here

B. Notwithstanding the preceding paragraph, this Contract may be terminated by either party by serving a written notice thirty (30) days in advance of termination. The Executive Director of the Commission has the authority and discretion to exercise this right on behalf of the Commission.

4. Section X, EQUAL EMPLOYMENT OPPORTUNITY/CIVIL RIGHTS is amended to read as follows:

X. NONDISCRIMINATION

A. General

Contractor agrees to serve all clients without regard to race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability pursuant to the Civil Rights Act of 1964, as amended (42 U.S.C., Section 2000d), Executive Order

No. 11246, September 24, 1965, as amended, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975.

Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel, or in any other respect on the basis of race, color, gender, gender identity, religion, marital status, national origin, age, sexual orientation, or mental or physical handicap or disability.

B. Americans with Disabilities Act/Individuals with Disabilities

Contractor agrees to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable Federal and State laws and regulations, guidelines and interpretations issued pursuant thereto. Contractor shall report to the applicable Commission representative if its offices/facilities have accommodations for people with physical disabilities, including offices, exam rooms, and equipment.

C. Employment and Civil Rights

Contractor agrees to and shall comply with the County's Equal Employment Opportunity Program and Civil Rights Compliance requirements:

1. Equal Employment Opportunity Program

Contractor agrees to comply with the provisions of the Equal Employment Opportunity Program of the County of San Bernardino and rules and regulations adopted pursuant thereto: Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, and 13672; Title VII of the Civil Rights Act of 1964 (and Division 21 of the California Department of Social Services Manual of Policies and Procedures and California Welfare and Institutions Code, Section 10000); the California Fair Employment and Housing Act; and other applicable Federal, State, and County laws, regulations and policies relating to equal employment or social services to welfare recipients, including laws and regulations hereafter enacted.

2. Civil Rights Compliance

Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by State regulation. Consistent with the requirements of applicable Federal or State law, the Contractor shall not engage in any unlawful discriminatory practices in the admission of beneficiaries, assignments of accommodations, treatment, evaluation, employment of personnel or in any other respect on the basis of race, color, gender, religion, marital status, national origin, age, sexual preference or mental or physical disabilities. The Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified individuals with disabilities in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of the United States Department of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977. The Contractor shall include the nondiscrimination and compliance provisions of this Contract in all subcontracts to perform work under this Contract. Notwithstanding other provisions of this section, the Contractor may require a determination of medical necessity pursuant to Title 9, CCR, Section 1820.205, Section 1830.205 or Section 1830.210, prior to providing covered services to a beneficiary.

D. Sexual Harassment

Contractor agrees that clients have the right to be free from sexual harassment and sexual contact by all staff members and other professional affiliates.

continued on next page

ATTACHMENTS

Attachment A – Amended Work Plan for FY 2018-2019

Attachment B – Amended Program Budget for FY 2018-2019

All other terms and conditions of this contract remain in full force and effect.

**CHILDREN & FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY**

CENTER FOR ORAL HEALTH

Legal Entity

▶ _____
Authorized Signature

Maxwell Ohikhuare, M.D.
Printed Name

Commission Chair
Title

Dated

▶ _____
Authorized Signature

Conrado Bárzaga, M.D
Printed Name

Executive Director
Title

Dated

Official Stamp

Reviewed for Processing	Approved as to Legal Form	Presented to Commission for Signature
▶ _____ Cindy Faulkner Operations Manager	▶ _____ Sophie Akins Commission Counsel	▶ _____ Karen E. Scott Executive Director
_____ Date	_____ Date	_____ Date

SPA 1: Children and Families
 Goal 1.1: Child Health
 Objective 1.1.a: Families have access to resources and environments that support the total wellness of the child
 Objective 1.1.b: Families are knowledgeable of and utilize available resources to manage their health

**ATTACHMENT A
 PROGRAM WORKPLAN**



Agency Name: Center for Oral Health

Contract #: HW055 A1

Program Name: Early Smiles

Fiscal Year: July to December
 2018

Service Area: Countywide

Expectation(s):	Support improved health outcomes for pregnant women and children 0-5 by ensuring all participants increase their knowledge in regard to oral health practice, health system navigation, and establishment of dental home. Client's risk level will be captured as part of oral health screening.	
Outcome(s):	3,000 clients will show positive change on at least one scale/construct upon completion of oral health education as evidenced by Education Session Assessment	1,550 clients without a medical home will have established a medical home
Objective	Activity	Verification
Increase parent knowledge on optimal oral health practices, dental benefits, accessing dental care and the importance of a dental home	Oral Health Education	Education Session Assessment and Teach Back Summary
Provide oral health screening	Oral Health Screening (Low, Mod, and High)	Carries Risk Assessment Summary
Dental home established	Oral Health Navigation	Dental service confirmation Summary

Program Description:

The Early Smiles program is an innovative, integrated and sustainable model program that provides parents/caregivers of children 0-5 and pregnant women with oral health education in optimal oral health practices. Screening of children 0-5 and pregnant women for clinical issues and risk along with preventive services and navigation assistance to ensure participants have an ongoing dental home. Furthermore, it builds collaboration between medical and dental providers, integrates oral health into primary care and takes advantage of Federal Financial Participation and Medi-Cal reimbursement. The program will serve children and pregnant women countywide by engaging families in the following settings: Preschools including Head Start sites, community health and dental clinics, hospitals, WIC clinics, family resource centers, immunization clinics, community events such as health fairs, ECE parent meetings, OB/GYN offices/clinics and women's health centers. All children and pregnant women will receive an oral health screening. Those who are assessed as not having a dental home will receive navigation services until one is established and verified at which time participants will exit the program. All enrolled parents/caregivers of children 0-5 will receive oral health education.

Agency Rep Name: _____

Data Type: Aggregate

Agency Signature: _____

Reporting Period: Quarterly Due: On the 30th of October & January

Date Signed: _____

Program Cycle: July 2018 – December 2018



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR:**

July 2018-Dec 2018

ORGANIZATION:	Center For Oral Health	DIRECTOR:	Conrado E. Barzaga, MD	PROGRAM YEAR:	July 2018-Dec 2018
PROGRAM TITLE:	Early Smiles-Education Screening & Navigation	PROGRAM DIRECTOR:	Lizbeth Bayardo	TOTAL BUDGET:	346,875
INITIATIVE:	Oral Health - Education, Screening and Navigation	FINANCE OFFICER:	Jason McGuire	RFP/CONTRACT #:	HW055 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	FSSB SALARY	FSSB BENEFITS	FSSB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION	
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J	
	Name:	Position:										
1	Conrado Barzaga	Executive Director	0.10	86.65	104	28%	9,012	2,523	11,535	115,348	10%	Responsibilities for contract compliance, supervision of Project Director & contractor, liaison with First 5 SBC, and budget oversight. Budgeted at .10 FTE
2	Lizbeth Bayardo	Program Director	0.50	38.45	520	28%	19,994	5,598	25,592	51,185	50%	Supervision of Project Specialists, coordination between COH/OHAC-IE and project partners, data compilation, partner assistance, written reports, & OHAC-IE management. Budgeted at 0.5 FTE.
3	Jennifer Nowotney, Laura Perez, Roxana Mendoza, Jennifer Henry, Vanessa Montano, TBD	Registered Dental Hygentists/ Program Specialists (Per-Diem)	2.60	39.78	2700	28%	107,406	30,074	137,480	52,955	260%	Responsibilities include direct oral health services, health education and navigation, outreach and partner support. Budgeted at 2.5 FTE.
4	Andrea Sequeria	Office Manager	0.10	22.78	104	28%	2,369	663	3,032	30,325	10%	Responsibilities include administrative support, communications, operational and fiscal management support. Budgeted at .10 FTE
5	Laura Gallardo	Data and Outreach Specialist	1.00	20.40	1040	28%	21,216	5,940	27,156	27,156	100%	Responsibilities include health education, outreach, OHAC-IE support, & data entry. Budgeted at 1.0 FTE



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR:**

July 2018-Dec 2018

ORGANIZATION:	Center For Oral Health	DIRECTOR:	Conrado E. Barzaga, MD	PROGRAM YEAR:	July 2018-Dec 2018
PROGRAM TITLE:	Early Smiles-Education Screening & Navigation	PROGRAM DIRECTOR:	Lizbeth Bayardo	TOTAL BUDGET:	346,875
INITIATIVE:	Oral Health - Education, Screening and Navigation	FINANCE OFFICER:	Jason McGuire	RFP/CONTRACT #:	HW055 A1

LINE	BUDGET CATEGORY	FTE	PAY RATE	# OF HOURS	BENEFIT RATE	FSSB SALARY	FSSB BENEFITS	FSSB BUDGET	TOTAL SALARY	First 5 % of TOTAL SALARY	DESCRIPTION/ JUSTIFICATION
I.	SALARIES & BENEFITS	A	B	C	D	E	F	G	H	I	J
6	Brittany Nguyen Data and Outreach Specialist	1.00	19.10	1040	28%	19,864	5,562	25,426	25,426	100%	Responsibilities include health education, outreach, OHAC-IE support, & data entry. Budgeted at 1.0 FTE
	Total Salaries & Benefits					\$ 179,861	\$ 50,361	\$ 230,222	\$ 302,395		



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: July 2018-Dec 2018**

ORGANIZATION:	Center For Oral Health	DIRECTOR:	Conrado E. Barzaga, MD	PROGRAM YEAR:	July 2018-Dec 2018
PROGRAM TITLE:	Early Smiles-Education Screening & Na	PROGRAM DIRECTOR:	Lizbeth Bayardo	TOTAL BUDGET:	346,875
INITIATIVE:	Oral Health - Education, Screening and	FINANCE OFFICER:	Jason McGuire	RFP/CONTRACT #:	HW055 A1

II. SERVICES & SUPPLIES				
	Expense:	% of Allocation:	TOTAL F5SB BUDGET (\$)	Description/Justification:
1	Program Materials	5%	18,453	Program consent forms \$.56/unit X 7,000 clients, program flyers \$.27/unit X 7,000 clients, promotional material: pull up banners \$150/unit X 3 units and table cloths 460/unit X 2 units; educational tools \$35/unit X 10 units and educational handouts \$.35/unit X 7,000 clients and screening supplies .74/unit X 7,000 clients. Misc. program materials total \$3,293 Total =18,453
2	Participant Support/Incentives	5%	\$ 18,550	Fluoride varnish \$0.53/dose X 5,000 doses, oral hygiene kits \$2.50/kit X 6,000 clients, 15,000, misc. incentives \$1/unit x 900 units= 900. Total= \$18550
3	Printing	0%	\$ 720	Printing of misc. program materials and meeting materials, with an estimated 1,000 copies/month X \$0.12/copy x 6 months. Total = \$720
4	Postage	0%	\$ 1,200	Mail, shipping, and delivery services, as needed for correspondence, billing, delivery of supplies and materials to partner sites: estimated \$200/month x 6 months. Total = \$1,200
5	Office Supplies	1%	\$ 2,000	General office supplies will be used by staff to carry out daily activities of the program (eg, paper, pens, shipping boxes, binders, paperclips, etc), estimated Total= \$1,250. New conference table to carry out program staff meetings, estimated total = \$500. New paper shredder to appropriately discard of unneeded client-level paperwork, estimated total =\$250. Grand total = \$2000
6	Office Equipment	0%	\$ -	
7	Utilities	0%	\$ 900	Cell phone stipend for program staff. Total 150/month x 6 months= \$900 total
8	Software License	1%	\$ 4,160	SAS user license to conduct data analysis of Early Smiles program data collected.



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: July 2018-Dec 2018**

ORGANIZATION:	Center For Oral Health	DIRECTOR:	Conrado E. Barzaga, MD	PROGRAM YEAR:	July 2018-Dec 2018
PROGRAM TITLE:	Early Smiles-Education Screening & Na	PROGRAM DIRECTOR:	Lizbeth Bayardo	TOTAL BUDGET:	346,875
INITIATIVE:	Oral Health - Education, Screening and	FINANCE OFFICER:	Jason McGuire	RFP/CONTRACT #:	HW055 A1

9	Building Rent (Public Storage)	0%	\$ 720	Storage used for to store program supplies such as promotional material, screening supplies and incentives. 120/month X 6 months. Total = \$720
10	Professional: Accounting, J. McGuire	2%	\$ 5,700	Accounting, tax forms, financial statements, bank reconciliations, etc 950/month
Total Services & Supplies			\$ 52,403	
III. FOOD				
	Event(s):		TOTAL F5SB BUDGET	Description/Justification:
1				
2				
Total Food			\$ -	
IV. TRAVEL				
	Destination:	Purpose:	TOTAL F5SB BUDGET	Description/Justification:
1	Project and Partner Sites	Trips to sites to provide primary project activities	7,000	Project Sites =10,000 miles Partner sites = 2,174 miles
Total Travel			7,000	Estimated total miles: 12,174 miles X \$0.545/mile
V. SUBCONTRACTORS				
	Organization Name:		TOTAL F5SB BUDGET	Description/Justification:
1				
2				
Total Subcontractors			-	
VI. INDIRECT COSTS				
	Percent:	20%	57,250	
	Basis:	Total Cost		
Total Indirect Costs			57,250	



**FIRST 5 SAN BERNARDINO
PROGRAM BUDGET
FISCAL YEAR: July 2018-Dec 2018**

ORGANIZATION:	Center For Oral Health	DIRECTOR:	Conrado E. Barzaga, MD	PROGRAM YEAR:	July 2018-Dec 2018
PROGRAM TITLE:	Early Smiles-Education Screening & Na	PROGRAM DIRECTOR:	Lizbeth Bayardo	TOTAL BUDGET:	346,875
INITIATIVE:	Oral Health - Education, Screening and	FINANCE OFFICER:	Jason McGuire	RFP/CONTRACT #:	HW055 A1
TOTAL FIRST 5 BUDGET			\$	346,875	



Program Outline Document 2018-2019

AGENCY INFORMATION

Contract #: HW055 A1

Legal Entity: Center for Oral Health

Dept./Division: _____

Project Name: Early Smiles – Education Screening and Navigation

Address: 309 East Second Street
Pomona, CA 91766-1854

Phone #: 909-469-8300

Website: https://centerfororalhealth.org

Fax #: 510-380-6637

Program Site Address: Various

Client Referral Phone #: 909-469-8300

No additional sites

CONTACT INFORMATION

CONTRACT REPRESENTATIVE/SIGNING AUTHORITY

Name: Conrado Bárzaga

Title: Executive Director

Address: 309 East Second Street
Pomona, CA 91766-1854

Direct Phone #: 909-469-8300

Fax #: 510-380-6637

E-Mail: cbarzaga@tc4oh.org

PROGRAM CONTACT

Name: Lizbeth Bayardo

Title: Program Manager

Address: 309 East Second Street
Pomona, CA 91766-1854

Direct Phone #: 909-469-8304

Fax #: 510-380-6637

E-Mail: lbayardo@tc4oh.org

FISCAL CONTACT

Name: Jason McGuire

Title: Financial Consultant

Address: 309 East Second Street
Pomona, CA 91766-1854

Direct Phone #: 925-216-7156

Fax #: _____

E-Mail: jmcguire@tc4oh.org

ADDITIONAL CONTACT (Describe): Program

Name: Andrea Sequeira **Title:** Administrative Assistant

Address: 309 East Second Street **Direct Phone #:** 909-469-8300
Pomona, CA 91766-1854

Fax #: 510-380-6637

E-Mail: asequeira@tc4oh.org

PROGRAM INFORMATION

TYPE OF AGENCY

- Educational Institution** **Describe:** Choose an item.
- Government Agency** **Describe:** Choose an item.
- Private Entity/Institution** **Describe:** Choose an item.
- Community-Based** **Describe:** Non Profit

FIRST 5 FOCUS AREA

STRATEGY

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Health | <input type="checkbox"/> Early Screening and Intervention
<input type="checkbox"/> Health Care Access
<input checked="" type="checkbox"/> Oral Health | <input type="checkbox"/> Health & Safety Education
<input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Education | <input type="checkbox"/> Early Education Programs
<input type="checkbox"/> Access to Quality Child Care | <input type="checkbox"/> Quality Provider Programs
<input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Family | <input type="checkbox"/> Parent Education
<input type="checkbox"/> Resource Center & Case Management | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Systems | <input type="checkbox"/> Integrated Systems Planning & Implementation
<input type="checkbox"/> Countywide Information Referral Systems
<input type="checkbox"/> Organizational Capacity Building | <input type="checkbox"/> Community Outreach
<input type="checkbox"/> Other: _____ |

PROGRAM DESCRIPTION

The Early Smiles program is an innovative, integrated and sustainable model program that provides children 0-5 and pregnant women with oral health education in optimal oral health practices, screening for clinical issues and risk along with preventive services and navigation assistance to ensure participants have an ongoing dental home. Furthermore, it builds collaboration between medical and dental providers, integrates oral health into primary care and takes advantage of Federal Financial Participation and Medi-Cal reimbursement. The program will serve children and pregnant women countywide by engaging families in the following settings: Preschools including Head Start sites, community health and dental clinics, hospitals, WIC clinics, family resource centers, immunization clinics, community events such as health fairs, ECE parent meetings, OB/GYN

SERVICE AREA (LOCATIONS)

Countywide

offices/clinics and women’s health centers. Every child and pregnant women will receive oral health education and screening. Those who are assessed as not having a dental home will receive navigation services until one is established at which time participants will exit the program.

COMMISSION LEVEL OUTCOMES

SPA 1: Children and Families

Goal 1.1: Child Health

Objective 1.1a: Families have access to resources and environments that support the total wellness of the child

Objective 1.1b: Families are knowledgeable of and utilize available resources to manage their health

Expectation(s): Support improved health outcomes for pregnant women and children 0-5 by ensuring all participants increase their knowledge in regard to oral health practice and health system navigation and establishment of a dental home. Client’s risk level will be captured as part of the oral health screening.

Outcome(s): 10,000 clients will show positive change on at least one scale/construct upon completion of oral health education as evidenced by oral health assessment. (Core)
3,100 clients without a medical home will have established a medical home. (Core)

ASSIGNED ANALYST: Ronnie Thomas

CONTRACT AMOUNT

Fiscal Year	Amount
2015-2016	\$ 693,750
2016-2017	\$ 693,750
2017-2018	\$ 693,750
2018 -2019	\$ 346,875
Total	\$ 2,428,125