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## Minutes: Children and Families Commission Meeting

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

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**Meeting Date, Time and Location**      September 10, 2014  
3:30 p.m.  
Vice-Chair Ohikhuare called the meeting to order at 3:36 p.m.

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

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**Conflict of Interest Disclosure**      Commission members shall review agenda item contractors, subcontractors, and agents, which may require member abstentions due to conflict of interest and financial interests.  
  
A Commission member with conflicts of interests shall state their conflict under the appropriate item. A Commission member may not participate in or influence the decision on a contract for which their abstention has been recorded.

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- Attendees**
- Commissioners Present**
- Leslie Egge
  - Margaret Hill
  - Maxwell Ohikhuare, M.D.
  - Elliot Weinstein, M.D.
- Staff Present**
- Karen E. Scott, Executive Director
  - Cindy Faulkner, Operations Manager
  - Ann M. Calkins, Executive Assistant
  - Debora Dickerson-Sims, Administrative Supervisor II
  - Staci Scranton, Supervising Office Assistant
  - Mary Jaquish, Supervisor
  - Ruth Ann Martinez, Staff Analyst II
  - Bobbi Albano, Staff Analyst II
  - Mary Alvarez, Staff Analyst II
  - William Kariuki, Staff Analyst II
  - Chrystina Smith-Rasshan, Staff Analyst II
  - Ronnie Thomas, Staff Analyst II
  - Leslie Fountain, Media Specialist II
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Report –  
Karen E. Scott  
Executive  
Director

**Save the Date**

We are completing the final work on the FY 2013/14 Audit report and want to remind you that this is presented to you late in October. Please save the date of October 22nd for that month's Commission meeting.

First 5 San Bernardino's Early Literacy Campaign events will be happening in October and November. Please save the date to attend the All Aboard the Reading Railroad event in the High Desert at the Hesperia Branch Library on October 1st, from 9 am to 2 pm. This event features entertainment, literacy activities and backpack giveaways for our children.

Jumpstart's Read for the Record event will be hosted at several locations across the County on Tuesday, October 21st. The First 5 office is one featured location at 11 am and 3 pm. If any Commissioners wish to be an "official reader" of this year's book selection "Bunny Cakes" by Rosemary Wells, please let us know.

The "All Aboard the Reading Railroad" event for the East Valley will be held at the Highland Branch Library on November 1st, from 10 am to 3 pm with the same features as our High Desert event. Information for these events can be found on page 2 of the ED report.

**State Commission Meeting**

On October 23rd, Commissioner Weinstein will be joining me at the State Commission meeting which is held in Burbank instead of Sacramento each October. If any Commissioner is interested in attending the State Commission meetings, which are typically held every other month, please let me know.

**Procurements**

First 5 staff and the Advisory Committee are very excited about beginning the work to actualize our newly adopted Strategic Plan to garner the best possible outcomes for our children prenatal through age 5.

**RFQ 14-01 and RFP 14-02**

As you may recall, we released RFQ 14-01 to procure for services to support the Capacity Continuum Project. This project aligns with Strategic Priority Area 2: Systems and Network, Goal 2.2 – Capacity Building. We have received several proposals in response to this RFQ and they are undergoing our formal review process. The selection recommendation for contract will be brought before the Commission on October 22nd.

Today, we seek your approval under Agenda Item 4 to release RFP 14-02 to procure services aligned with Strategic Priority Area 1: Children and Families, Goal 1.3 – Family and Community Support and Partnerships. The program requirements within this RFP support all of the objectives and activities outlined in the First 5 Strategic Plan and ensure evidence-based measurable outcomes.

First 5 Staff and Advisory Committee will continue work to develop and recommend procurement and implementation of funded services for Goal 1.1 Child Health and Goal 1.2 Early Learning for FY 2015 – 2018.

Speaking of procurements, several Commissioners have expressed concern about how wide spread is notice given when the Commission releases a funding opportunity. Rest assured that our organization has developed a strong, reliable marketing plan for sharing such information. We have provided you a copy of the announcement for this latest funding opportunity that, if approved today, will be

circulated tomorrow.

On page 2 of the ED report, there is an invitation to readers to view our procurement announcements on our First 5 website – the first and foremost important portal for all things related to First 5.

Our support staff uses Constant Contact to e-mail potential contractors from a list of over 1200 names that we have developed over the past few years. First 5 pays for space and publicizes in the Sun, Press Enterprise and many, many local newspapers ensuring saturation covering the East Valley, West End, High and Mid Deserts and the mountains. We post the announcements using social media – Facebook and Twitter.

And finally, we post to the Inland Empire's Nonprofit Resource Directory called "ieCapaceteria," a collaborative project of local funders, non-profits and capacity builders, designed to provide a centralized hub for non-profit resources throughout the Inland Empire, including areas of San Bernardino, Riverside and Los Angeles. So we've got it covered.

**Quarterly Budget Status**

3rd Quarter: July 2013 – March 2014

4th Quarter: July 2013 – June 2014

**Changes to the Agenda**

No changes to report.

**Consent**

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

<b>Item No.</b>	<b>CONSENT</b>
1	Approve minutes of August 6, 2014 Commission Meeting. (Presenter: Ann M. Calkins, Executive Assistant, 252-4252)

<b>Item No.</b>	<b>DISCUSSION</b>
2	<p>Approve Amendment A2 to Contract SI010 with Children's Fund to redirect \$58,000 for Fiscal Year 2014/2015 to San Bernardino Preschool Services Department (PSD) for Emergency Needs/Voucher Program Services. (Presenter: Bobbi Albano, Staff Analyst II, 252-4266)</p> <p><b><i>Continued from August 6, 2014 Commission Meeting</i></b></p> <p><b><u>Discussion</u></b>            Commissioner Hill cited an article she recently read that stated 35 percent of pre-school children in Washington, D.C. were suspended for wetting on themselves and hopes this kind of discipline is not used on children in this County.</p> <p>Commissioner Weinstein stated he likes the idea of being able to leverage Commission funds to go farther and this is a great way to start doing that.</p> <p>A motion was made by Commissioner Egge and seconded by Commissioner</p>

	<p>Weinstein to approve Agenda Item 2. With Commissioners Ramos and Haugan absent and without further comment or objection, motion carried by unanimous vote.</p> <p><b><u>Public Comment</u></b> None</p>
<p>3</p>	<p>Approve Amendment 2 to Contract HW042 with Kids Come First to increase the contract amount by \$25,000 for FY 2014/15 for a total contract amount of \$221,869. (Presenter: Karen E. Scott, Executive Director, 909-252-4252)</p> <p><b><u>Discussion</u></b> Commissioner Egge stated she recently visited the Kids Come First office and was impressed with how much they do and how they are involved in so many different things for the children. Commissioner Egge thanked them for coming and was glad she was able to visit their office and see for herself the great work they are doing. Commissioner Egge feels that visiting sites firsthand is the best way to ensure accountability among staff members and the agency.</p> <p>Commissioner Hill shared that she has recently received two invitations to visit and will be in contact with them to set a date.</p> <p>A motion was made by Commissioner Hill and seconded by Commissioner Weinstein to approve Agenda Item 3. With Commissioners Ramos and Haugan absent and without further comment or objection, motion carried by unanimous vote.</p> <p><b><u>Public Comment</u></b> Kathy Kinley, Kids Come First; Beverly Speak, Kids Come First</p>
<p>4</p>	<p>Approve the Family and Community Support Partnerships (FCSP) - Family Support Services (FSS) Request for Proposals (RFP) 14-02 for FY 2015-2018, in an amount not to exceed \$3.5 million per year and \$10.5 million for the three year funding cycle. (Presenter: Cindy Faulkner, Operations Manager, 252-4253)</p> <p><b><u>Discussion</u></b> Karen Scott read a few brief remarks provided by some service providers relating to the importance of taking Nurturing Parenting classes.</p> <p>Vice-Chair Ohikhuare asked about requirements. Cindy Faulkner answered contractors will be required to be certified. Information regarding locations for certification will be available on the First 5 website. The Nurturing Parenting website also lists training dates for the three-day sessions. Costs range between \$200 and \$300. There are many local people who are certified to offer these classes.</p> <p>Vice-Chair Ohikhuare is concerned that this may be a barrier for those who want to apply. He asked that if we make it clear that you don't have to be certified to submit a proposal, however, need to be prior to contract award.</p> <p>Commissioner Egge asked if there is a certain percentage of recruiting new contracts or is it just whoever has all "their ducks in a row". Ms. Faulkner stated she hopes new agencies apply. First 5 is ensuring that the word gets out as far reaching as possible and is encouraging anyone who is able to apply. Ms. Scott added that First 5 does not go by a certain percentage and that it's all done by the ranking and scoring of the proposals submitted of those who are most likely to</p>

	<p>provide the outcomes we are looking for.</p> <p>Commissioner Hill's concern is that everyone who does not have access to computers and newspapers is aware of this RFP and how they can apply. Ms. Faulkner stated that at any special event First 5 has been a part of there have been "Save the Date" flyers or some type of information and/or announcements for interested parties.</p> <p>A motion was made by Commissioner Hill and seconded by Commissioner Weinstein to approve Agenda Item 4. With Commissioners Ramos and Haugan absent and without further comment or objection, motion carried by unanimous vote.</p> <p><b><u>Public Comment</u></b> None</p>
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**Public Comment** Ms. Scott presented a report on First 5's third and fourth quarterly expenses for FY2013-14. The report was inadvertently left out of her Executive Director report earlier in the meeting.

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**Commissioner Roundtable** None

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**Adjournment** A motion was made by Commissioner Egge and seconded by Commissioner Hill to adjourn the meeting. With Commissioners Ramos and Haugan absent and without further comment or objection, the meeting adjourned at 4:15 p.m. by unanimous vote.

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**Next Commission Meeting at First 5 San Bernardino** October 27, 2014  
3:30 p.m. to 5:00 p.m.

Please note: This meeting falls on the Fourth Monday in October.

**Attest**

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Maxwell Ohikhuare, M.D., Vice-Chair

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Ann M. Calkins, Commission Secretary

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