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PUBLIC NOTICE

**Advisory Committee
to the
Riverside County Children and Families Commission**

**Regular Meeting
Wednesday, April 29, 2009 - 1:30 p.m.
Eddie Dee Smith Senior Center
5885 Mission Blvd.
Riverside, CA 92509**

Note: If special accommodations are needed to participate in this meeting please contact Lynn Stephens, Secretary to the Commission at (951) 248-0014, Ext. 269 during regular business hours of the Riverside County Children and Families Commission (M-F 8:00 a.m. – 5:00 p.m.).

Note: Public comments will be taken on agenda items at various times during the meeting. Please submit a request to speak form to the meeting Secretary, at any time during the meeting, indicating the item you wish to address.

Note: Please place all cellular phones and pagers on vibrate or off mode during the meeting.

The matters to be discussed at the Regular Meeting are as follows:

Agenda

- I. Call to Order – Carla Lidner, Advisory Chair
- II. Chair and Committee Member Comments
- III. Approval of Advisory Committee Minutes
 - A. January 21, 2009 Regular Meeting Minutes
- IV. Site Visit Reports – Advisory Committee Members
- V. Staff Report – Stella Smith, Deputy Director

VI. Public Comments

VII. Future Agenda Items

VIII. Committee adjournment

Conflict of Interest: Any person, or group of person present at this meeting, who wishes to speak on a matter may be required to state for the record any contributions, in excess of \$250.00 made in the past (12) twelve months, made to any Committee member, the Committee member receiving the contribution, and the matter of consideration with which they are involved.

Agenda Posting: Agendas will be posted at the Clerk of the Board of Riverside County and the Commission Business Office.

All public record documents for matters on the open session of the agenda are available for inspection at the meeting listed in this agenda, and at the following location beginning three (3) working days prior to the meeting date:

**Riverside County Children and Families Commission
2002 Iowa Avenue, Suite 100
Riverside, CA 92507**

**Riverside County Children and Families Commission
Meeting of the Advisory Committee to the
Riverside County Children and Families Commission
Wednesday, April 29, 2009 – 1:30 p.m.**

**Eddie Dee Smith Senior Center
5888 Mission Blvd.
Riverside, California 92509**

I. Call to Order

The meeting of the Advisory Committee was called to order at 1:33 p.m. by Committee Chair, Dr. Carla Lidner.

Advisory Committee Members Present: Chair, Dr. Carla Lidner; Vice-Chair, Georgann Koenig; Judee Cox; Lynne Craig; Betty Folsom (arrived at 1:37); Donna Johnston for Supervisor Tavaglione (arrived at 1:35); Dr. Touraj Shafai; Nancy Wood

Absent: LaShawn Butler; J.M. Evosevich Ph.D.; Donna Greene; Judith Wood

Vacant: None

Staff Present: Stella Smith, Deputy Director; Lynn Stephens, Commission Secretary

II. Chair and Committee Member Comments

Advisory Committee Member Lynne Craig reported that she was approached by Executive Director of the Child Care Consortium, Debbie Clark-Cruz, to join the Oversight Committee. Ms. Craig explained to Ms. Cruz that she would not be able to commit to the committee until the restructuring of the Commission and Advisory Committee is finalized.

Committee Chair, Dr. Lidner. Thanked Advisory Committee Member Craig for hosting today's meeting.

Advisory Committee Member, Nancy Wood reported the Mid County Counsel expressed that they will be writing a thank you note to the Commission for backfilling the CARES program.

III. Approval of January 21, 2009 Advisory Committee Minutes

Advisory Committee Member Dr. Shafai moved to approve the January 21, 2009 Advisory Committee regular meeting minutes. Advisory Committee Member, Nancy Wood seconded the motion. Following is the vote of the Advisory Committee members present: [Eight (8) in favor (Lidner, Koenig, Cox, Craig, Folsom, Johnston, Dr. Shafai, and N. Wood); Four (4) absent (Butler, Greene, Evosevich, J. Wood); Zero (0) abstention, Zero (0) opposed]

IV. Advisory Committee Member Site Visit Reports

1. Advisory Committee Member, Judee Cox reported that at the April 22, 2009 Commission meeting she provided an Organizational Assessment Committee update. The update was to note that the organizational assessment committees had ceased all meetings until the restructuring of the Commission and Advisory Committee is complete by the County Executive Office.
2. Dr. Shafai reported as the Chair of a Breastfeeding Committee, he has sent out letters to patients and hospitals in opposition to Proposition 1D. He requested that other doctors send out their own letters in opposition to 1D as well.

Ms. Smith reminded the Advisory Committee that as long as correspondence is not sent out as a representative of First 5 or using Commission resources it is ok.

3. Advisory Committee Member Craig reported that she had emailed Commission Vice-Chair Loew to address some concerns she had observed as a member of the audience regarding the Mental Health Initiative at a previous Commission meeting. Commission Vice-Chair Loew responded to her email promptly and was very responsive to Ms. Craig's concerns.

Dr. Lidner commented that she never responded to Commissioners outside of meetings regarding any concerns she had. She was happy that Ms. Craig felt comfortable enough to email Commission Vice-Chair Loew. Ms. Smith reminded Dr. Lidner that as an Advisory Committee Member she is able to address the Commission. In addition the Advisory Committee has the option of coming forward with any recommendations as a Committee at the Commission meetings or as an individual.

V. Staff Report – Stella Smith, Deputy Director

1. Ms. Smith reviewed the April 22, 2009 Commission agenda. She reported the Commission approved extending the Department of Mental Health's contract #9347 on a month to month basis pending the outcome of the Mental Health Initiative appeal.
2. Ms. Smith provided an update on the Mental Health Initiative Appeal. The Sub-Committee is conducting interviews. They will provide a progress report and potentially a recommendation at the next Commission meeting. The report will be based on their findings on if they feel that the Family Service Association's appeal is valid. After they have made their report and recommendation, the Commission will take the sub-committee's recommendation into consideration before making a final decision on whether or not to grant Family Service Association's appeal. Ms. Smith noted that the Appeal Sub-Committee task is related directly to determining the validity of the appeal.

Dr. Lidner commented that at a previous Commission meeting, Commissioner Oltean had expressed being bias and therefore did not want to participate in appeal sub-committee. She is concerned that even after that comment Commissioner Oltean is now part of the Appeal Sub-Committee. Ms. Smith did not recall this comment being made by Commissioner Oltean but agreed to research if this comment through the Commission minutes.

3. Ms. Smith informed the Advisory Committee that she provided four financial scenarios at the April 22, Commission meeting. This information will contribute to Commission decisions around funding. More detailed information will be provided at a future financial workshop.

4. The Commission approved backfilling the State share of funding for the CARES/CSTSD project and sustaining the current ration of professional development/training and educational courses.
5. Ms. Smith reviewed the Form 11 containing recommendations to restructure the Commission and bring the business operations under the Department of Public Social Services. The Form 11 was approved by at the Board of Supervisor's. She reported they approved bringing F5R under the umbrella of DPSS. The goal is to have the changes become effective July 1, 2009 although there will be a period of transition. The local ordinance that established and detailed the Commission and Advisory Committee composition will be redrafted to incorporate the recommendations made by the County Executive Office. Ms. Smith reviewed the changes to the Commission and Advisory Committee composition noting that both bodies in their current state would be dissolved when the new structure is ready to be implemented. There will be an alternate for each Commissioner who will also serve in the capacity as an Advisory Committee member. The alternate will act when the Commission member is absent or cannot vote due to a conflict.
6. It is unclear what if any impact the restructure will have on the day to day operations of the Commission. Transition meetings are taking place to look at such things as accounting structure, use of county services where it makes sense financially and from a workflow point of view (i.e. IT services, county accounting and procurement systems etc).

Ms. Smith clarified that the motivating factors for the structure change is to address the conflict of interest issues and to maintain closer communications between the Commission and the BOS.

Until the new Commission is in place, both bodies will continue to function and address issues to avoid a stalemate.

Ms. Craig expressed that she did not see how placing F5R under DPSS would help communication and conflicts. She asked if DPSS would get administrative fees or if the financial payments will be handled by the County. Ms. Smith replied that she did not expect much change with respect to day to day operations. Currently large payments to funded agencies are processed through the County. The fees paid are on a per transaction basis as it is for any county department.

Advisory Committee Member, Judee Cox reported on her previous issues with trying to merge financial systems. She noted that sometimes the information in each does not always match and suggested Ms. Smith pay close attention to F5R data during the transition to make sure everything matches. Ms. Smith stated that the F5R fiscal administrator is familiar with both County finance system and internal accounting software and has reconciled the systems on a monthly basis.

There were questions regarding whether the F5R staff will be impacted by the 10% wage cut that other county employees are taking. Ms. Smith explained that since F5R employees are county employees, they would be impacted by any agreements approved by the BOS. She further explained that proposals presented to the BOS were those impacting unrepresented management level positions and negotiations are underway with the various bargaining units.

Dr. Lidner commented that it appears since the County is losing money that they are bringing F5R under them to help replenish their funds. Ms. Smith reminded the Advisory Committee that the BOS wanted to make the changes to enhance communications and to address the conflict of interest issues. She also pointed out that the Commission will continue to have autonomy over the trust fund and development, amendments and implementation of the strategic plan. Ms. Smith stated that each advisory member and any public members had the opportunity to address concerns at the time this proposal was being considered in public comment during the Board of Supervisor's meeting before it was approved. Additionally the advisory members could have spoken with their appointing Supervisor to provide input. There will be another opportunity for public comment when the changes to the ordinance are considered.

Ms. Craig questioned if Mr. Freedman was in support of F5R going under the umbrella of DPSS. Ms. Smith replied that Mr. Freedman had openly expressed his preference to be a stand alone department but has no concerns with the outcome.

Ms. Smith reviewed the Commission Membership and the current local ordinance noting the positions that are required by legislation. She noted that until the local ordinance changes are approved the Commission and Advisory Committee will continue to operate. She requested the advisory members whose terms are due to expire on May 31 consider accepting an extension of their term until the new structure is in place. Staff will contact the appointing Board of Supervisors for each member who agrees to extend their term.

Dr. Lidner questioned if First 5 CA is of assistance to F5R with the restructuring. Ms. Smith replied that County Executive Office was directed to conduct research, make a recommendation and coordinate the implementation of the BOS action. The CEO has involved Mr. Freedman, County Counsel and Susan Loew in the process. She stated that is really is not an appropriate role for First 5 CA. Ms. Smith reiterated that the Commission will maintain independent authority over the Trust Fund and the Strategic Plan.

Ms. Smith reminded the Advisory Committee that in the early years they were instrumental in how funds should be invested in programs. After the Strategic Plan was established their roles slowly changed and many areas they used to cover are now handled by staff. The Advisory Committee are still considered a valuable link between the community and Commission and the Commission and the BOS.

Ms. Craig expressed concern with why the BOS did not contact them if they felt they were not receiving enough information on what the Commission was doing. Ms. Smith stated that the BOS deferred to CEO to manage this process but that the advisory members could contact their BOS office to provide input anytime. Ms. Cox questioned if F5R move under DPSS was similar to when Community Action Partnership moved under DPSS. Ms. Smith indicated that it was similar but that the Community Action Partnership is now a separate department.

Ms. Koenig noted there used to be informative workshops when Carolyn Wylie was the Director that she does not see happening now. She questioned if there is a training provided for new Commissioners. Ms. Smith replied that there are new member orientations. In addition there is a lot of information provided before and during meetings. She also noted workshops that the Commission has had at various times on different topics to help inform their decisions.

Ms. Nancy Wood noted that the Community Engagement committee established from the organizational assessment had not met and she felt that they should be able to. Ms. Smith replied that all activities relating to the organizational assessment are on hold pending the outcome of the restructuring.

Ms. Wood noted it may be hard to bring new members who have not been involved in the process up to speed. Ms. Craig suggested that new members should read F5R Annual Report.

Term limits and mandates were discussed and reviewed in the current local ordinance. Ms. Smith reported the County Executive Office is considering staggering the initial term dates. They continue to study other counties structures and ordinances.

Ms. Wood suggested that the Advisory Committee draft a recommendation. Ms. Craig noted Ms. Koenig would be a good Commissioner due to her experience and she being retired would not have a conflict of interest issue.

Ms. Cox noted she sends updates to her appointing BOS after meetings that she attends. She also requests a read receipt from him. She suggested this may increase the communication if the other members did the same. Ms. Koenig expressed her difficulty getting a response from her appointing BOS member and not receiving feedback.

Dr. Shafai asked if there was an advantage being an independent Commission? Ms. Smith replied that other commissions operate under the county structure and operate in a fairly independent manner. She stated that there are a lot of unknowns at this point but we are not anticipating major changes in day to day operations. Commission Vice-Chair Loew will no longer be on the Commission because of her new position over F5R. Mr. Freedman will report to Ms. Loew.

Ms. Smith reported Ms. Loew and the County Executive Office will be looking at whether it makes sense for F5R to utilize county services such as IT, purchasing and auditor controller services. Cost, duplication and effectiveness will be considerations in these decisions, Dr. Shafai asked if the Advisory Committee should write a letter. Ms. Smith replied that the best time to have provided input would have been before the decision was made but the committee could determine if they would still like to voice their opinions.

Dr. Lidner inquired if the County Executive Office should speak with the Advisory Committee to get their input. Ms. Smith offered to pass the message along. Ms. Johnston added that she has a good working relationship with Gary Christmas whose office is handling the restructure and she would be happy to email him and see what he suggests.

Ms. Smith reminded the Committee that if five or more of them attended the meeting this would be considered a quorum and Brown Act regulations would be in apply. She noted that there can be no serial communications. Once an email is sent your issues there must not be an email or other group discussion regarding this issue.

Several members expressed an interest in meeting with the County Executive Office to provide feedback on the new structure recommendations of the Commission and Advisory Committee. It was decided that no more than four members would attend the meeting in order to avoid Brown Act issues.

The Advisory Committee agreed to review the Form 11 and inform Dr. Lidner or Ms. Craig of any feedback on talking points they would like to be discussed at the meeting. Ms. Smith noted the membership document attached included in the packet for their reference is current and does not reflect changes related to the pending restructure of the Commission and Advisory Committee.

It was decided that Ms. Smith will contact the Chair and Vice Chair of the Commission to inform them of the Advisory's Committee's request. She will also contact the EO to determine their availability to meet. Once dates have been established for availability of the EO, staff will inform the Advisory Committee.

VI. Discussion Items

1. Ms. Craig noted she has observed the Commission asking more questions regarding the child care issue at the last couple of meetings than they had before. They seem to have a better understanding that the critical issue in Riverside County is for subsidized child care. Ms. Craig further noted her appreciation of reading the dialogue in the Commission minutes. Dr. Lidner added that staff had a lot to do with the Commission's understanding of where the need is.
2. Dr. Shafai provided an item of interest. He has met with Mr. Freedman who approved F5R assisting in reaching hospitals to provide them with information on breastfeeding.

Dr. Shafai reported there is a journal that notes lack of breastfeeding and skin to skin contact can contribute to Autism. He will send F5R a copy. Ms. Craig suggested Dr. Shafai contact Rebecca Silva at RCOE for discussion on skin to skin contact.

3. Ms. Smith congratulated Dr. Lidner on her ATHENA award she will be receiving on May 13 and passed along congratulations extended during the last Commission meeting.
4. Ms. Smith reminded the Advisory Committee that the next meeting is scheduled for July 15, 2009 at 1:30 pm.

VII. Public Comments

None

VIII. Future Agenda Items

- IX. Adjournment at 3:10 p.m. to the regular meeting of the Advisory Committee scheduled for Wednesday, July 15, 2009 at 1:30 p.m. at:**

**Riverside County Children and Families Commission Office
2002 Iowa Avenue, Suite 100 – Conference Room A
Riverside, California 92507**

Meeting adjourned at 3:10 p.m.

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