

Riverside County Children and Families Commission
Special Meeting of the Advisory Committee to the
Riverside County Children and Families Commission
Wednesday, November 9, 2011 – 1:00 p.m.
Riverside County Children and Families Commission Office
2002 Iowa Avenue, Suite 100 – Conference Room B
Riverside, California 92507

I. Call to Order

The meeting of the Advisory Committee was called to order at 1:07 p.m. by Chair, Connie Beasley.

Advisory Committee Members Present: Connie Beasley; Debbie Franklin (Arrived at 1:14 p.m.); Dr. Touraj Shafai; Sylvia Deporto; Stanley Grube

Absent: Kristy Franklin; Georgann Koenig

Vacant: None

Commissioners Present: Chair, Susan Loew; Commission Chair, Jay Hoffman; Sharon Baskett; Supervisor Buster; Debbie Whitaker Meneses

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

Patricia Munroe was present as legal counsel.

II. Riverside County Children and Families Commission Advisory Committee Business

a. Role in Procurement Process

The potential role of the Advisory Committee in the RFP process was discussed in relation to the implementation of the current strategic plan.

Mr. Freedman emphasized the need to avoid the appearance as well as actual conflicts of interest. He noted that anyone suggested as a reader can't be an applicant, or associated with an applicant, He asked that referrals for potential readers with content expertise in ECE or Health be provided to Staff. Deputy County Counsel, Ms. Munroe clarified that there was no conflict for Alternate, Dr. Shafai if he only works in a hospital. Alternate, Dr. Shafai volunteered to be a Health reader.

Alternate Grube asked for clarification on the procurement process. Ms. Smith will provide information on the procurement process including the objectives and scoring process to the Committee so they can better understand the process.

b. A brief discussion took place on the Advisory Committee meeting schedule. (Debbie Franklin arrived at 1:14 p.m.) It was the consensus of the Committee to begin meeting monthly beginning January 11, 2012 from 1:00 to 1:30 p.m.

III. Public Comments: None

IV. Future Agenda Items

A brief discussion took place on potential roles for the Committee including site visits and reviewing recommendations on RFP applications before they come to the Commission. Recommendations made by the Committee would be public information and should be considered as such as there may be members of the public that would like to attend meetings if recommendations are on the agenda.

Ms. Smith noted typically executive summaries are provided with reader's recommendations as well as any recommendations from review panels. County Counsel reminded the Committee that the Commission meetings are open for them to speak in that forum and provide their opinions. Mr. Freedman pointed out the importance of Committee recusing themselves from any application that they would have a conflict with.

The Advisory Committee will revisit what level they would like to participate as the RFP process progresses. Staff will provide an updated timeline at the January Advisory Committee meeting.

V. Adjournment at 1:30 p.m. to the regular joint meeting of the Riverside County Children & Families Commission and Advisory Committee scheduled for Wednesday, November 9, 2011 at 1:30 p.m. at:

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

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 Office
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