

Riverside County Children and Families Commission
Special Meeting of the Advisory Committee to the
Riverside County Children and Families Commission
Wednesday, August 10, 2011 – 12:30 p.m.
Riverside County Children and Families Commission Office
2010 Iowa Avenue, Suite 100 – Conference Room D & E
Riverside, California 92507

I. Call to Order

The meeting of the Advisory Committee was called to order at 12:46 p.m. by Chair Connie Beasley.

Advisory Committee Members Present: Connie Beasley; Dr. Touraj Shafai; Debbie Franklin (Arrived at 1:10 p.m.); Kathy Franklin

Absent: Sylvia Deporto; Stanley Grube; Georgann Koenig

Vacant: None

Commissioners Present: Chair, Susan Loew; Vice Chair, Jay Hoffman

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

Patricia Munroe was present as legal counsel for the Advisory Committee.

II. Riverside County Children and Families Commission Advisory Committee Business

Advisory Chair Beasley introduced newly appointed Alternate Kristy Franklin. Commission Chair Loew gave an overview of the strategic planning process and the reorganization of the Commission and establishment of the Alternates. She noted the goal today is to explore potential roles for the Advisory Committee.

a. Role in Procurement Process

Potential role of Advisory Committee in the RFP process was discussed in relation to the implementation of the current strategic plan. Conflicts of interest were also addressed in relation to an advisory member's affiliated agency that may apply for funding.

The role of outside consultants was addressed by Mr. Freedman, who stated that independent reading panels are created to review RFP applications. He stated that panels consist of stakeholders with content knowledge and no conflicts, and may include advisory members, but it is not an advisory process.

Commission Chair Loew proposed the Committee think about giving input on what they envision their role to be, for example, how to assist with designing RFPs and 1) which members can participate; 2) in what capacity members with expertise give input; 3) whether it makes sense for members without specific content to observe the process and validate it.

Alternate Shafai suggested getting health care experts to assist. Alternate Chair Beasley suggested Alternate Grube may be of assistance with public policy issues. Commission Chair Loew responded that Advisory members can assist by providing input which would be welcomed by the Commission for consideration. Alternate Kristy Franklin suggested when requesting assistance from someone to put RFPs together that staff could provide examples of previously used RFPs as a starting point to help assist with determining suggestions on direction for new RFPs.

Mr. Freedman noted he will be recommending utilizing consultants to help develop RFPs, and these consultants could seek input from Advisory members.

Deputy County Counsel, Patricia Munroe expressed the importance of the Advisory Committee's participation fits into two categories as described in the Legislation in order for them to remain in compliance:

1. Provide technical professional expertise and support
2. Meet and make recommendations and reports as necessary

Commission Chair Loew noted the Commission agendas are noticed as joint meetings so Advisory Committee members can participate in discussions. (Alternate Debbie Franklin arrived at 1:10 p.m.) Mr. Freedman added it is hoped that Alternates will attend all Commission meetings so they are familiar with Commission business. Alternate Kristy Franklin asked if the Advisory Committee is part of the budget process. Commission Vice Chair Hoffman responded that the budget is public information and pointed out it is important for members to have all information available as they may be called in to sub for their Commission member.

Advisory possible future opportunities:

Role in finalizing RFP's

Review of Proposals – assist with rating and recommendations

Agency Site visits with staff – create geographical coverage based on Alternate availability

b. Funded Agency Site Visits

The Committee had previously discussed the possibility of making site visits to funded agencies. Alternate Chair Beasley noted the Advisory Committee would be the friendly face on site visits and get to know what services funded agencies provide, while F5R staff review compliance of the agency. Alternate Dr. Shafai noted that a physician he spoke with at an agency in Hemet wasn't very receptive to his visit. Mr. Freedman noted Advisory members should ensure their purpose of the site visit is clear, and separate from the monitoring visits conducted by staff. He pointed out as the procurement process moves forward, agencies may turn visits into lobbying sessions.

After a brief discussion it was agreed that as the Commission finalizes how funds will be allocated and how to approach implementing strategies the Advisory Committee will look at what they think their role should be. The Advisory Committee proposed meeting every two months at 12:30 p.m. before Commission meetings. There will continue to be a standing slot on the joint meeting agenda for the Committee to report out or address any Advisory Committee items in between their meetings.

III. Public Comments

No Public Comment

IV. Future Agenda Items

- V. Adjournment at 1:26 p.m. to the regular joint meeting of the Riverside County Children & Families Commission and Advisory Committee scheduled for Wednesday, August 10, 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
2002 Iowa Avenue, Suite 100 – Conference Room A
Riverside, California 92507**