



PUBLIC NOTICE

Special Meeting of the Commission
Thursday, April 22, 2010
12:30 p.m.

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

This notice shall confirm the Special Meeting of the Commission of the Riverside County Children and Families Commission.

Note: If special accommodations are needed to participate in this meeting, please contact Lynn Stephens, Commission Secretary, at (951) 248-0014 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 Commission 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 RCCFC meeting.

Agenda
12:30 p.m.

- A. Call to Order– Susan Loew, Commission Chair

- B. Administration of Oath of Office for Commissioners and Alternates – Supervisor Benoit?

- C. Commission Orientation
 - 1. The Ralph M. Brown Act Requirements –Tiffany North, Deputy County Counsel

 - 2. Specific Policies adopted by the Commission – Tiffany North, Deputy County Counsel
Stella Smith, Deputy Director, Harry Freedman, Executive Director
 - a. Riverside County Children and Families Commission Conflict of Interest Code
 - b. Riverside County Children and Families Commission Contracting and Procurement Policy
 - c. Riverside County Children and Families Commission Salary and Benefits Policies and Processes
 - d. Riverside County Children and Families Commission Administrative Costs
 - e. Supplantation Policy

3. Upcoming First 5 Riverside Projects/Issues – Susan, Loew, Commission Chair, Harry Freedman, Executive Director
 - a. Strategic Plan
 - b. Additional Funding Implementation and Financial Trends
 4. First 5 Riverside Commission Structure – Susan Loew, Commission Chair
 - a. Officers
 - b. Alternates
 - c. Advisory Committee
 - d. Committees
 - e. Bylaws
 - f. Closed Sessions
- D. Commission Business
1. Commission Member Comments
 2. Approval of the March 25, 2010 Special Session Commission Meeting Minutes
- E. Reports
1. Resolution Report – (Action) – Stella Smith, Deputy Director
Resolutions 10-13 through 10-16 will be submitted for block approval. All resolutions, including contracts and amendments referenced therein, have been reviewed by County Counsel and approved as to form.
- Riverside County Children and Families Commission members have the option of excluding discussion items from a block motion.
- 10-13:** Approving the Membership Renewal in the First 5 Association of California as an Executive Member and Authorizing Payment of Dues.
- 10-14:** Approving Staff Recommendations to Grant Funds for Community Response Contracts and Authorizing the Executive Director to Move Forward with Negotiations and Execution of Contracts for the Period Covering May 1, 2010 to June 30, 2011.
- 10-15:** Authorizing the Executive Director to Move Forward with the Negotiations, Development and Execution of the Contract with the Regents of The University of California for the SEARCH Family Autism Resource Center at the University of California Riverside (UCR) for the Period Ending June 30, 2011 – **Contract # 3016 EF-10.**
- 10-16:** Approving the Investment of Funds Contract Template of the Riverside County Children and Families Commission for Fiscal Year 2010-2011.
- F. Discussion/Action
1. Facility Assistance Grant Funding Recommendations – Kristi Van Heule, Program Coordinator, Capacity Building Initiative – **Action continued from the March 25, 2010 Commission Meeting.**

2. Emergency Fund Recommendations – Harry Freedman, Executive Director
 - a. Family Service Association (FSA)
 - b. FIND Food Bank
 3. Early Care and Education Update Recommendation – Laurie Schoenberg, Administrator Early Care and Education
 - a. Update to Preschool For All Small Flagship Request For Proposals (RFP)
 - b. Update to New Capacity for High Need RFP – Kristi Van Heule, Program Coordinator, Capacity Building Initiative
 4. Facilities Assistance Fund Second Level Appeals Sub-Committee Update/Recommendation – Commissioners Frykman and Hoffman
- G. Information Items
1. Health and Community Programs Update – Michelle Burroughs, Administrator, Health & Community Programs
 - a. Update to Reallocation of Health Access Funds
 - b. Update to Vision and Child Care Nutrition Requests For Qualifications
 2. Executive Director Report – Harry Freedman, Executive Director
 3. March 2010 Financial Statements – Sandy Duncan, Administrator, Fiscal Services
 4. Public Relations Update – Jamie Ayala, Public Information Specialist
- H. Funded Agency Public Comments
- I. Public Comments
- J. Future Agenda Items
- K. Commission Adjournment to the Regular Meeting of the Riverside County Children and Families Commission Thursday, May 27, 2010, Regular Session beginning at 1:30 p.m. at:

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

Conflict of Interest: Any person, or group of persons present at this meeting, who wish (es) 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 Commission member, the Commission 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) 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
12:30 p.m. – *Special Meeting of the Commission*
Thursday, April 22, 2010
Riverside County Children and Families Commission
Business Office
2002 Iowa Avenue, Suite 100
Riverside, California 92507**

A. Call To Order:

The Special Meeting of the Commission was called to order at 12:36 p.m. by Commission Chair, Susan Loew.

Commissioners Present: Susan Loew; Supervisor Benoit, Sharon Baskett; Judee Cox (arrived at 12:40 p.m.); Eric Frykman; Jay Hoffman; Debbie Whitaker-Meneses; Steven Morford

Commissioners Absent: Lupe Ramos Watson

Alternates Present: Connie Beasley; Sylvia Deporto; Debbie Franklin; Touraj Shafai

Alternates Absent: Stanley Grube, Georgann Koenig

Staff Present: Harry Freedman, Executive Director; Stella Smith, Deputy Director; Lynn Stephens, Executive Assistant/Commission Secretary; Sandy Duncan, Administrator, Fiscal Services; Laurie Schoenberg, Administrator, Early Care & Education; Johnathan McDannell, Administrator, Outcomes Management; Sherry Watkins, Facilities & Operations Specialist; Cindy Brandon, Administrative Secretary; Jean Alexander-Booth, Program Specialist II, Early Care & Education; Deborah DeForge, Program Specialist II, Outcomes Management; Rocio Zuniga, Program Specialist, Early Care & Education; Uniqua Burgess, Program Specialist, Health and Community Programs; Kristi Van Heule, Program Coordinator, Capacity Building Initiative; Maria Hernandez, Secretary, Early Care & Education; Michelle Victor, Contract Specialist, Grants & Contracts; Cassandra Adams, Contract Specialist, Grants and Contracts; Jamie Ayala, Public Information Specialist; Mary Stewart, Secretary, Health & Community Programs; Arturo Hernandez, Program Specialist, Health & Community Programs

Tiffany North, Deputy County Counsel, was in attendance as legal counsel for the Commission.

**Agenda
12:30 p.m.**

A. Call to Order – Susan Loew, Commission Chair

B. Administration of Oath of Office for Commissioners and Alternates – Supervisor Benoit
This item was held until later in the agenda to allow other Commissioners to arrive.

C. Commission Orientation

1. The Ralph M. Brown Act Requirements –Tiffany North, Deputy County Counsel
Ms. North provided an overview of the Brown Act requirements included in her power point presentation. *(A copy of Ms. North's PowerPoint presentation is on file at the Commission business office.)*

B. Administration of Oath of Office for Commissioners and Alternates – Supervisor Benoit
This item was taken out of order of the agenda to allow other Commissioners to arrive.

Supervisor Benoit administered the Oath of Office to Alternate, Dr. Shafai and Commissioners, Judee Cox, Debbie Whitaker-Meneses and Stephen Morford. Alternates Georgann Koenig and Stan Grube were absent and will need to take the oath when they are present.

C. Commission Orientation continued

2. Specific Policies adopted by the Commission – Tiffany North, Deputy County Counsel Stella Smith, Deputy Director, Harry Freedman, Executive Director

- Mr. Freedman gave a brief overview of Proposition 10 and noted that existing policies will be reviewed but there are no changes recommended at this time.
- a. Riverside County Children and Families Commission Conflict of Interest Code: This is a significant issue for all First 5 Commissions. Addressing the appearance of conflict is more difficult than addressing actual legal conflicts. F5R's code requires Commissioners, Alternates, Executive Director and the Deputy Director to complete the Form 700 annually. The State Association is in the process of creating a model conflict of interest/ethics policy. Once complete it will be provided to County Commissions for review and consideration. Ms. North added that previously the Advisory Committees did not have to complete the Form 700 because they were not acting as alternates to the Commission at that time.
 - b. Riverside County Children and Families Commission Contracting and Procurement Policy: Mr. Freedman noted that per the legal requirement, the policy is for internal purchasing use and not intended to address granting practices. This policy is similar to the current county policy and may be subject to modification once the County finalizes their revised procurement policy. Mr. Freedman stated that the County Executive Office recognizes that the Commission has authority over Proposition 10 funds and may be willing to permit the Commission to have an independent procurement policy, Ms. North will be communicating with the Executive Office to determine whether the Commission can maintain an individual policy as long as it mirrors the transparency guidelines of the County.
 - c. Riverside County Children and Families Commission Salary and Benefits Policies and Processes: Mr. Freedman explained that the Commission adopted the County policy as Commission employees have always been County employees. Riverside County Children and Families Commission Administrative Costs: This policy is required to be adopted in public session. It was established to address transparency concerns and to provide the percentage of Proposition 10 funds are spent on administrative functions. The State does not require a specific threshold for the administrative rate. The Commission adopted a 9% rate which is typical of Commissions of a similar size. F5R staff reports the administrative rate on a regular basis as part of the monthly financial statement. There is no consequence for not meeting the established rate.
 - d. Supplantation Policy: Mr. Freedman noted that concerns over supplantation are increasing as a result of the State and County budget crises. Mr. Freedman shared the State Attorney General's Advisory Opinion (included in the Commission orientation packet). F5R has not adopted a specific policy or time limit to define when supplantation takes place. The previous Commission decided to make decisions on a case by case basis. Commission Chair Loew clarified F5R has informally chosen to use the state policy as a guideline. There has not been an official adoption by the F5R Commission of the policy. Ms. North reported the Children and Families Act is not the only State Act to have a supplantation provision. The courts do allow some latitude for local commissions to define the issue. She noted that one way to avoid potential supplantation is to determine if the program is being enhanced or expanded with F5R funds, if so it will not be considered supplanting.

3. Upcoming First 5 Riverside Projects/Issues – Susan, Loew, Commission Chair, Harry Freedman, Executive Director

- a. Strategic Plan: Mr. Freedman reported the Strategic Plan requires annual review by the Commission with a public hearing for any modifications. He reminded the Commission that the current Strategic Plan expires in June 2011. Any changes or the development of a new plan should be in place by in time for new RFPs to be issued by January 2011 in order for funded programs to begin in July 2011. In order to accomplish this, a process needs to be established to review the Strategic Plan and develop a new plan or modify the existing plan. Mr. Freedman added many Commissions are developing Strategic Plans with focus on specific needy areas with the goal of improving conditions for 0-5 in needy areas (Place Based Funding).

Commissioner Frykman suggested a discussion describing the Strategic Plan, its historical development and the degree to which current F5R activities have met stated goals within the plan. Commissioner Baskett asked for more information on Place Based Funding. Commissioner Cox added there are many agencies working on establishing better collaborations to assist children and families. Ms. Cox would like to know how F5R is coordinating with other agencies and does not feel the Strategic Plan needs to be re-written. Mr. Freedman reported the Commission has had two strategic plans in the past and explained the process used with developing each. Mr. Freedman pointed out that F5R will have a significant reduction in resources, it is a new environment and the majority of current contracts expire June 30, 2011.

Commission Vice-Chair Hoffman recommended F5R study Strategic Plans from other Commissions and engage in an environmental scan because priorities that emerge will impact the process. Commissioner Frykman suggested setting up a workshop(s) to discuss how we got to where we are, the environmental issues, the place based concept and review other Commission's approach. Commission Chair Loew clarified she is suggesting a sub-committee to create an outline on what the process should be. Commissioner Hoffman agreed with having a sub committee that would come back to the Commission with suggestions on the Strategic Plan process. He noted F5R staff involvement is critical. Mr. Freedman expressed his concern with the timing as the existing plan expires June 30, 2011. To have new services in place and available July 1, 2011 a plan needs to be in place to guide the development of RFPs. Commissioner Cox suggested keeping the current plan in place while working on a new Strategic Plan. Mr. Freedman noted the Commission should be far enough along in their planning to guide the release of RFPs by January 2011. Commissioner Frykman expressed he would like to see public and as many ad-hoc committees as possible. He would like to take the time to do it right, even if that involves adding some time to the contracts without rushing and having to do it again. Mr. Freedman suggested staff come back to the Commission at the next meeting with a description of a process based on the recommendations of a committee. Commissioners Baskett, Morford, Frykman and Cox indicated their interest in serving on a committee. Staff will make contact with and coordinate a meeting with the volunteer Commissioners. No formal action was taken by the Commission.

- b. Additional Funding Implementation and Financial Trends: Mr. Freedman referred the Commission to a copy of the Sustainability Fund Executive Summary that was approved at the January 28, 2008 Commission meeting. This item was included to answer questions that surfaced during the March meeting. Commissioner Frykman noted that it is important for the new Commissioners to know that we have been projecting a revenue decrease for the past few years but the decrease has not been realized, so the drop off on the charts may not be realized. Mr. Freedman agreed with

Commissioner Frykman's observation and further pointed out that the State Commission had estimated an 3% decrease for this year, but we are experiencing an 11% decrease. Commission Chair Loew pointed out we have a higher birth rate in Riverside County compared to the rest of the state which contributes to why F5R has not experienced the same decrease in revenue as some other commissions in the past.

4. First 5 Riverside Commission Structure – Susan Loew, Commission Chair

- a. Commission Chair Loew gave an overview of F5R restructure.
- b. Officers: Remain the same.
- c. Alternates: There is an opportunity to define the role of the Alternates.
- d. Advisory Committee: Define role.
- e. Committees: Determine committee types and roles.
- f. Bylaws: Need to be modified to streamline Commission meetings and to incorporate the new structure.
- g. Closed Sessions: Commission Chair Loew reported that in conjunction with F5R becoming a County agency, Mr. Freedman now reports to her. She expressed there may be a need to deliberate on what kind of structure the Commission would like to have in place relating to the quarterly closed sessions with the Executive Director currently incorporated in the Bylaws

Commissioner Cox suggested a “standing rules for procedures statement” that can be used without changing Bylaws. Ms. North will look into this process. Commissioner Frykman noted a Bylaw subcommittee is needed for the Bylaws rather than having it included in Commission business. Supervisor Benoit suggested having at least one Alternate on each of the committees established and the Commission agreed. Staff will inquire about the interest of Commissioners and Alternates to be on the committees discussed and bring suggestions with a description of a process back to the Commission at a future meeting.

At this time Commission Chair Loew announced the conclusion of the Orientation portion of the meeting. There was a break from 1:55 p.m. to 2:11 p.m.

D. Commission Business – Susan Loew, Commission Chair

1. Chair and Commission Member Comments

Commissioner Whitaker-Meneses referred to page 9 of the March 25, 2010 Commission minutes with respect to the report on the Foundation of Community Health. She did some research to the application for Healthy Families. She pointed out the citizenship and immigration status section contains references to immigration status. She pointed out that these references may contribute to potential applicants being fearful about completing the application as reported by Ms. Van Deventer at the March meeting.

2. Approval of March 25, 2010 Special Session Meeting Minutes

Commissioner Hoffman moved to approve the minutes of the March 25, 2010 special meeting of the Commission. Commissioner Morford seconded the motion. The motion carried. [Following is the vote of the Commission members present: Seven (7) in favor (Loew, Hoffman, Supervisor Benoit, Baskett, Frykman, Whitaker-Meneses, Morford) One (1) Absent (Watson), One (1) Abstain (Cox), Zero (0) opposed, Zero (0) vacant].

E. Reports

1. Resolution Report – (Action) – Stella Smith, Deputy Director

Resolutions 10-13 and 10-15 through 10-16 were submitted for block approval. Ms. Smith pulled resolution 10-14 for further discussion.

10-13: Approving the Membership Renewal in the First 5 Association of California as an Executive Member and Authorizing Payment of Dues.

Recommended Action: That the Commission approve renewing its Executive Membership in the First 5 Association of California and payment of the invoice of \$27,607.00. Further, that the Commission authorize the Executive Director or his designee to execute the necessary documents/actions to effectuate this resolution.

10-15: Authorizing the Executive Director to Move Forward with the Negotiations, Development and Execution of the Contract with the Regents of The University of California for the SEARCH Family Autism Resource Center at the University of California Riverside (UCR) for the Period Ending June 30, 2011 – **Contract # 3016 EF-10.**

Recommended Action: That the Commission authorize the Executive Director to develop and execute the contract with the Regents of the University of California for the SEARCH Family Autism Resource Center at UC Riverside, in an amount not to exceed \$86,972.00, with approval of the Commission legal counsel. Further, authorize the Executive Director or his designee to take the necessary steps to execute the necessary documents and actions to effectuate this action without requiring further actions of the Commission.

10-16: Approving the Investment of Funds Contract Template of the Riverside County Children and Families Commission for Fiscal Year 2010-2011.

Recommended Action: That the Commission approve the revised Investment of Funds Contract template for use with funded organizations. Further, that the Commission direct staff to apply applicable revisions to other contract templates currently in use by the Commission effective July 1, 2010 and authorize the Executive Director to execute the required documents and/or actions to effectuate this resolution.

There were no requests to speak on the resolutions and no Commissioner discussion. Commissioner Frykman moved to approve the block of Resolutions 10-13, 10-15 and 10-16. Commissioner Hoffman seconded the motion. *The motion carried. [Following is the vote of the Commission members present: Eight (8) in favor (Loew, Hoffman, Supervisor Benoit, Baskett, Cox, Frykman, Whitaker-Meneses, Morford), One (1) Absent (Watson), Zero (0) opposed, Zero (0) vacant].*

10-14: Approving Staff Recommendations to Grant Funds for Community Response Contracts and Authorizing the Executive Director to Move Forward with Negotiations and Execution of Contracts for the Period Covering May 1, 2010 to June 30, 2011.

Recommended Action: That the Commission approve staff recommendations for funding and authorize the Executive Director or his designee to finalize and execute contracts, using the attached contract template, based on the recommended funding maximums provided in the attachment to the resolution and take any other action relating to this action without requiring further action of the Commission.

Commissioner Morford pointed out he is a retired former member of Riverside Unified School District. Ms. North responded that is not considered a conflict. No conflicts were reported by other Commissioners. Ms. Smith provided an overview of the approved applications and noted the reason for the difference between the amount originally allocated and the amount

available for this RFP. She explained that prior to the development of the final RFP, two other programs were funded from these dollars, as previously approved by the Commission. Ms. Smith clarified that staff recommends that the Commission authorize the Executive Director and staff to move forward with negotiations up to the requested funding amount. Since there is not sufficient funds to fund the full amount for JFK Hospital, they will be funded up to \$209,000. Ms. Smith asked for flexibility to fund JFK Hospital up to their requested amount if additional funds become available through the negotiation process. Supervisor Benoit moved to approve staff recommendation to fund all applicants at full recommended amount contingent on the development of scopes and budgets. Dr. Frykman recommended that additional funds, if needed to fully fund all recommended applicants, come from current year surplus as outlined by staff. There were no requests to speak on this resolution.

Supervisor Benoit moved to approve Resolution 10-14 as modified by the motion. Commissioner Morford seconded the motion. The motion carried. [Following is the vote of the Commission/Alternate members present: Eight (8) in favor (Loew, Hoffman, Supervisor Benoit, Baskett, Cox, Frykman, Whitaker-Meneses, Morford), (Watson), Zero (0) opposed, Zero (0) vacant]. (A copy of Ms. Smith's report is on file at the Commission business office.)

Commission Chair Loew noted that Supervisor Benoit would have to leave by 3:30 p.m. so some of the Discussion/Action items would be taken out of order.

F. Discussion/Action

1. Emergency Fund Recommendations – Harry Freedman, Executive Director- This item was taken out of order of the agenda.

Mr. Freedman provided a brief overview of the intent of the Emergency Fund. He referred the Commissioners to the Executive Summary included in their packet.

a. Family Service Association (FSA):

Staff is recommending denial of this request, based on the request not meeting the intent of the Emergency Fund. Staff believes that there may be other alternatives for FSA to resolve their issue as they have been aware of the issue for a period of time. Mr. Freedman noted staff is recommending to not approve FSA's request. Commissioner Frykman moved to approve staff recommendation.

Public Comment:

Chief Operating Officer, Children Services Judy Wood of Family Service Association clarified why the request was submitted in response to the Emergency Funding opportunity. Ms. Wood noted that the mortgage cost of the new facility would be half of what is being paid in lease payments. They currently pay \$14,000 per month. They will pay \$6,000 monthly for the proposed purchase. Cost of purchase of the new facility is \$1 million. The building became available in February. She noted the owners are an investment group and are only interested in selling not leasing. She explained funds FSA currently has will go toward making the move possible, retrofitting, moving and equipment for the program.

Commission Vice-Chair Hoffman expressed there may be a way to loan the funds to FSA. Freedman noted previous County Counsel stance was F5R cannot make loans. Ms. North expressed she has no reason to doubt previous counsel stance on this matter and has not yet researched it herself. Commissioner Frykman noted he agreed there should be a possibility to give FSA the money. He suggested advancing the money out of one or more of their existing contracts. Commissioner Morford asked for clarification on the emergency of FSA's request. Ms. Wood replied FSA will be closing their existing facility in June due to

nonrenewal of the lease and 300 children will be displaced. The seller has requested FSA close escrow by June 30 to secure the 1 million dollar price. Commissioner Cox asked County Counsel, Ms. North if F5R can give a gift of funds. She expressed FSA request for a down payment for purchasing property does not constitute an emergency. It is increasing their net worth so she is concerned it will be considered a gift of public funds. Commissioner Frykman expressed it is a gray area. Commissioner Whitaker-Meneses asked if the Commission has approved purchasing a building before. Mr. Freedman replied F5R initiated and funded a large portion of the Rob Reiner Center. F5R also set up modulars at Nuvview. He is unaware of a situation of F5R providing a down payment.

Supervisor Benoit clarified that since the funding is going to an agency that we normally fund it is overly critical to categorize it as a gift. Commissioner Frykman announced that he is ok with denying the request or creating a policy to allow advanced payments. Mr. Freedman noted his concerns that allowing the request not based on a policy decision but based on the applicant could create an increase in similar requests and what the outcome would be of reducing FSA other contracts to accommodate this loan if they were agreeable.

After a brief discussion, Supervisor Benoit moved to approve the concept be pursued of advancing \$200,000 subject to reduction in future contract payments, subject to FSA being able to agree on the proposal and County Counsel approval that concurs the proposal is viable and legal. Commissioner Baskett commented that it is difficult to pull funds from one contract to another when it comes to direct program. She suggest the Commission look at making a fund available for anyone who has this type of request instead of entertaining the motion of having the agency repay back the loan and further noted she doesn't want the Commission to borrow from one contract making it accountable to pay back a loan and potentially pulling from services from children. Commissioner Morford added that the Commission should look at a policy discussion so we don't loan money to an agency that cannot pay it back. Commissioner Frykman seconded Supervisor Benoit's earlier stated motion. He agreed that a policy discussion needs to take place but that there isn't time to visit the policy suggestion at this time. He added that the Commission is here to create ways to increase child care capacity so since FSA is a reputable agency they should be able to pay back the loan if the offer is acceptable to them.

Commission Chair Loew repeated Supervisor Benoit's motion of the alternative proposal to advance approximately \$200,000 to Family Service Association with the understanding that there will be a mechanism for reducing other contracted services by a like amount, over a designated period of time, to pay back F5R subject to negotiations with FSA and subject to County Counsel's concurrence that it's allowable. Supervisor Benoit concurred that it is his intention that this will have minimal, if any impact on service requirements of contracts. Commissioner Morford asked for a review of what contracts F5R has with FSA. Mr. Freedman noted the agency currently has four contracts. Commissioner Morford confirmed F5R would be asking FSA to commit to the terms of all existing contracts with a reduction of \$200,000. Mr. Freedman added the \$200,000 would come out of two of FSA's existing contracts.

Commission Chair Loew called for the motion. Supervisor Benoit motioned to approve his alternative proposal as noted above. Commissioner Frykman seconded the motion. The motion carried. [Following is the vote of the Commission members present: Seven (7) in favor (Loew, Hoffman, Supervisor Benoit, Cox, Frykman, Whitaker-Meneses, Morford) One (1) Absent (Watson), One (1) opposed, (Baskett), Zero (0) vacant].

Mr. Freedman will meet with Judy Wood to see if the alternative motion can be worked out with FSA.

- b. FIND Food Bank: Staff recommends denying this application. Staff concerns include: 1) the intent of this fund is not to support ongoing expenses and staff believes there would be an ongoing need; 2) lack of how to determine that funds would benefit the 0-5 population. Mr. Freedman noted when the Commission adopted the Emergency Fund Guidelines, the intent was to provide short term funding. Commissioner Cox suggested doing a site visit for this program. Mr. Freedman spoke with the Director and indicated the Director may be reapplying for a different grant. Supervisor Benoit expressed his appreciation of Mr. Freedman's analysis of an emergency situation. He noted this agency provides services for many areas in the County and they are a critical asset to the County. Mr. Freedman will speak with the Director regarding her intent to reapply.

Supervisor Benoit offered a motion to allow the Executive Director to proceed with approval if the agency can come back with an appropriate proposal that meets the emergency criteria. Ms. North added if staff feels there is an appropriate justification that has met the criteria staff can bring back with a formal resolution and contract for Commission approval and ratification. Supervisor amended his motion for staff to diligently pursue the appropriate emergency request so the Commission can take the appropriate action at the next meeting. Commission Whitaker seconded the motion. Motion passed. All agreed.

Supervisor Benoit moved to approve the amended motion as presented. Commissioner Whitaker-Meneses seconded the motion. The motion carried. *[Following is the vote of the Commission/Alternate members present: Eight (8) in favor (Loew, Hoffman, Supervisor Benoit, Baskett, Cox, Frykman, Whitaker-Meneses, Morford), One (1) Absent (Watson), Zero (0) opposed, Zero (0) vacant].*

(Supervisor Benoit left the meeting at 2:59 p.m.)

Commissioner Frykman made a follow up comment noting that the Commission not supporting the staff recommendation to deny FSA's request is not a reflection on staff suggestions. For future requests he suggests the Commission look for creative ways to fund agencies without violating policies. Alternatively, staff can return to the Commission suggesting alternate criteria for the Emergency Fund.

2. Facility Assistance Grant Funding Recommendations – Kristi Van Heule, Program Coordinator, Capacity Building Initiative – Action continued from the March 25, 2010 Commission Meeting.

Conflicts disclosed: Mr. Freedman sits on the Board of Directors of Temple Beth El and Alternate, Debbie Franklin has a conflict due to sitting on the Board of San Gorgonio Child Care Consortium. They both left the room prior to the discussion and vote. Ms. North noted Commissioners Loew and Baskett's agencies do fund some of the agencies listed but that fact, in and of itself, does not constitute a conflict. Ms. Van Heule provided an overview of the Facility Assistance report as provided in the Commission packets. She noted that agency locations were added to the spreadsheet as requested by Commissioner Watson at last month's Commission meeting.

Staff Recommendation:

Staff recommends funding as many additional applications that scored above the minimum threshold and were reviewed by staff as possible. In order to do so, staff recommends utilizing the \$250,000 budgeted for FAF in 2010-11 in the current year instead, and not implementing an RFP process in 2010-11. In addition, staff recommends utilizing any unspent funds (\$122,500 projected) from the current Capacity Development budget to increase the funds available for the remaining FAF applications meeting the minimum scoring criteria and subsequent staff review. These actions will result in an additional \$372,500 for funding of current applications.

Commission Vice-Chair Hoffman moved to approve the motion as presented by staff. Commissioner Morford seconded the motion. The motion carried. [Following is the vote of the Commission members present: Seven (7) in favor (Loew, Hoffman, Baskett, Cox, Frykman, Whitaker-Meneses, Morford,) Two (2) Absent (Supervisor Benoit, Watson), Zero (0) opposed, Zero (0) vacant]. Alternate Franklin and Mr. Freedman were out of the room at the time of the vote. (A copy of Ms. Van Heule's complete report is on file at the Commission's business office.)

3. Early Care and Education Update Recommendation – Laurie Schoenberg,

Administrator Early Care and Education

a. Update to Preschool For All Small Flagship Request For Proposals (RFP)

Ms. Schoenberg provided an overview of the PFA update as provided in the Commission package. Ms. Schoenberg asked since the original budget amount of \$923,869 is increasing to \$1,186,382.00 if it needs to be approved by the Commission.

Commissioner Morford motioned to approve increasing the budget to the recommended level as presented by staff. Commissioner Frykman seconded the motion. The motion carried. [Following is the vote of the Commission members present: Seven (7) in favor (Loew, Hoffman, Baskett, Cox, Frykman, Whitaker-Meneses, Morford,) Two (2) Absent (Supervisor Benoit, Watson), Zero (0) opposed, Zero (0) vacant].

b. Update to New Capacity for High Need RFP – Kristi Van Heule, Program Coordinator, Capacity Building Initiative

Ms. Van Heule gave a brief history. During the preliminary screening only 3 applications passed the screening process and moved forward for reading. Many were screened out for due to lack of demonstrated licensing for new capacity and/or lack of proof that the project had begun the construction approval process. She shared staff recommendations as included in the Commission packets.

Commissioner Morford asked for the payment process. Ms. Duncan noted payment is typically on a quarterly basis. Ms. Schoenberg added that a third of the granted amount is advanced up front. Staff recommends that the New Capacity for High Needs Areas application be revised and re-issued. The suggested changes will focus on applicants demonstrating their ability to achieve the desired outcome (increased facility capacity in High Need zip code areas), rather than meeting specific requirements as to how to achieve the outcome.

Staff recommends the following criteria revisions:

- 1) Eliminate licensing/orientation requirement for applicants
- 2) Eliminate requirement to have begun building approval process
- 3) Eliminate prohibition on currently funded applicants applying, substituting a system awarding preferential points for agencies not currently funded.
- 4) Extending the final implementation date to December 31, 2011

Commissioner Baskett moved to approve staff recommendations to move forward as presented. Commissioner Hoffman seconded the motion. The motion carried. [Following is the vote of the Commission members present: Seven (7) in favor (Loew, Hoffman, Baskett, Cox, Frykman, Whitaker-Meneses, Morford,) Two (2) Absent (Supervisor Benoit, Watson), Zero (0) opposed, Zero (0) vacant].

4. Facilities Assistance Fund Second Level Appeals Sub-Committee

Update/Recommendation – Commissioners Frykman and Hoffman

Ms. North provided an overview of the Commissions appeal policy as noted on the appeals recommendation letters included in the Commission packet.

a. Rodriguez Family Child Care: The Appeals Sub-Committee recommends to deny the appeal. Commissioner Morford moved to accept the recommendation of the appeal sub-committee. Commissioner Whitaker-Meneses seconded the motion. The motion carried. [Following is the vote of the Commission members present: Seven (7) in favor (Loew, Hoffman, Baskett, Cox, Frykman, Whitaker-Meneses, Morford,) Two (2) Absent (Supervisor Benoit, Watson), Zero (0) opposed, Zero (0) vacant].

b. Teetyme Inc.: The Appeals Sub-Committee recommends to deny the appeal. Commissioner Morford moved to accept the recommendation of the appeal sub-committee. Commissioner Cox seconded the motion. The motion carried. [Following is the vote of the Commission members present: Seven (7) in favor (Loew, Hoffman, Baskett, Cox, Frykman, Whitaker-Meneses, Morford,) Two (2) Absent (Supervisor Benoit, Watson), Zero (0) opposed, Zero (0) vacant].

c. White Family Daycare: The Appeals Sub-Committee recommends granting the appeal. They further recommend to move forward with including any other agency that was denied during the screening process for solely the same reason as White Family Daycare to be reconsidered and forwarded through the RFP review and scoring process. The recommendation is limited only to those applications that were screened out exclusively for exceeding the space limitations on the application and for no other reason. If applications were screened out for exceeding the space limitation and also screened out for some other reason, the sub committee does not recommend reconsideration of those applications. Commissioner Morford moved to approve the recommendation. Commissioner Cox second the motion. Mr. Freedman noted there is one other agency that falls under the same category. Their application will be read. Commission Vice-Chair Hoffman shared the Appeal Sub-Committee process in coming up with their recommendations as noted in their report. Commissioner Morford moved to approve the motion as presented by appeals sub-committee. Commissioner Cox seconded the motion for the appeals sub-committee recommendation as presented. The motion carried. [Following is the vote of the Commission members present: Seven (7) in favor (Loew, Hoffman, Baskett, Cox, Frykman, Whitaker-Meneses, Morford,) Two (2) Absent (Supervisor Benoit, Watson), Zero (0) opposed, Zero (0) vacant].

G. Information Items

1. Health and Community Programs Update – Michelle Burroughs, Administrator, Health & Community Programs

a. Update to Reallocation of Health Access Funds: Staff is in the process of developing RFP for Dental Services.

b. Update to Vision and Child Care Nutrition Requests For Qualifications: Staff is hoping to release RFQs on April 26; proposals will be due May 21, anticipate recommendations for funding on June 14 and implement services July 1, 2010. Ms.

Smith added there will be a delay in the release date in order to allow Ms. North an opportunity to review the documents.

2. Executive Director Report – Harry Freedman, Executive Director

Mr. Freedman highlighted several areas in his written report. He referred the Commission to their copies of the Child Care Design and Siting Guidelines booklet. *(A copy of Mr. Freedman's complete report is on file at the Commission's business office.)*

3. March 2010 Financial Statements – Sandy Duncan, Administrator, Fiscal Services

Ms. Duncan noted significant variances between the budgeted and projected amounts. Recent RFPs and RFQs were expected to be issued sooner. In addition the second quarter School Readiness expenses came in much lower than anticipated. which will reduce the State revenue as well. *(A copy of Ms. Duncan's complete report is on file at the Commission's business office.)*

4. Public Relations Update – Jamie Ayala, Public Information Specialist

Ms. Ayala highlighted several areas in her written report. She noted F5R launched an electronic newsletter last month. She will receive reports on how many people signed on or forwarded the newsletter. Ms. Ayala shared a power point with information on the First 5 Joint Heath Campaign for keeping children safe through ABC's of water safety. A landing page on the website has been established for F5R and F5 San Bernardino for people to respond to and receive more information. F5R has also teamed up with 211 to see how many people have called in and what kind of resources they are looking for. She noted F5R will be collaborating to get the message out for parents to take classes on CPR or swim lessons. Commission Chair Loew will provide Ms. Ayala information on free CPR lessons for parents. Mr. Freedman added we received a sponsorship application for a CPR Bazaar for a one day training. The campaign launches in May and goes through the Summer. Ms. Ayala reminded the Commission of the Prenatal to 5 Expo on May 22nd at Riverside Community College. There will be over 35 different exhibits and a lot of information on child care education as well as educational activities. *(A copy of Ms. Ayala's complete report is on file at the Commission's business office.)*

Mr. Freedman announced F5R new employee, Erika Jackson has joined the Outcomes Management Unit. Mr. McDannell, Administrator for Outcomes Mangement introduced Ms. Jackson and thanked Ms. Cindy Fickel for her temporary service in the unit and assistance during the transition.

H. Funded Agency Public Comments

None

I. Public Comments

None

J. Future Agenda Items

Budget next month

K. Commission Adjournment at 4:09 p.m. to the Regular Session Meeting of the Riverside County Children and Families Commission to May 27, 2010 at 1:30 P.M. at:

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

Riverside, California 92507

Conflict of Interest: Any person, or group of persons present at this meeting, who wish (es) 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 Commission member, the Commission 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) days prior to the meeting date:

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