

Riverside County Children and Families Commission
1:00 p.m. – Special Meeting of the Commission
Thursday, February 25, 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 1:00 p.m. by Commissioner, Susan Loew.

Commissioners Present: Susan Loew; Supervisor, John Benoit; Sharon Baskett; Judee Cox; Eric Frykman; Jay Hoffman; Debbie Whitaker-Meneses; Steven Morford; Lupe Ramos Watson

Commissioners Absent: None

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

Alternates Absent: Stanley Grube

Commission Vacancy: None

Staff Present: Harry Freedman, Executive Director; Stella Smith, Deputy Director; Lynn Stephens, Executive Assistant/Commission Secretary; Arrin Banks, Administrator, Grants & Contracts; 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; Carol Abella, Program Specialist, Early Care & Education; 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; Cindy Fickel Office Assistant III, Outcomes Management; Elizabeth Watt, Office Assistant III

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

Facilitator: Ron Stewart, Department of Public Social Services

Agenda
1:00 p.m.

A. Call to Order/ Welcome-Introductions – Susan Loew

1. Each Commissioner introduced themselves and provided a brief overview of their agency and background.
2. **Commission Structure Overview Update – Susan Loew**
Commissioner Loew provided an overview of the restructure of F5R including primary Commission functions and intended functions for the Alternate Commissioners including

service on the Advisory Committee. Last year the Board of Supervisors changed F5R status from an independent Commission to a component of the County as a division of DPSS. The goal is to strengthen communication between the Board of Supervisors and F5R, and looking for ways to address the conflicts in a transparent process which the public can see and appreciate. Perceptions of conflicts sometimes take away from the true purpose of the Commission and getting through the message. In creating the new Commission there is now primary Commissioners and Alternates. Commissioner Loew pointed out that a table is set out for the Alternates at the meeting but the Alternates cannot participate or vote on an agenda item unless they are substituting for a Commissioner. She noted it is important to acknowledge the Alternates role is to step in when needed. They will also serve as the Advisory committee and Adhoc Committees as needed. Individual Commissioners may be asked to serve on committees if needed. Additional roles will be defined further in the coming months. Each Commissioner has an Alternates except for the Health Officer. The District Four alternate has not been appointed yet. Supervisor Buster is the Alternate for Supervisor Benoit, however he will not participate on the Advisory Committee.

3. **Election of Chair and Vice-Chair Process - Susan Loew, Tiffany North, Deputy County Counsel, or Harry Freedman, Executive Director**

Commissioner Loew announced the first order of business was to elect a Chair and Vice-Chair. Ms. North shared the Commission election process. She asked if anyone was interested in nominating themselves or other Commissioners to be the Chair or Vice-Chair.

Supervisor Benoit nominated Commissioner Hoffman as Chairman. Commissioner Hoffman replied with the suggestion of serving as the Vice-Chair, with Susan Loew serving as Chair Commissioner Watson seconded the motion. Ms. North noted the positions will be reappointed annually and the same members can be re-appointed.

Commissioner Hoffman moved to approve the nomination of Susan Loew as Chair and Commissioner Hoffman as Vice-Chair. Commissioner Watson seconded the motion. The motion carried. [Following is the vote of the Commission members present: Nine (9) in favor (Loew, Supervisor Benoit, Baskett, Cox, Frykman, Hoffman, Meneses, Morford, Watson), Zero, (0) abstain, Zero, (0) absent, Zero (0) opposed, Zero (0) vacant].

B. Commission Orientation

1. **Review of Proposition 10 History and Structure – Harry Freedman, Executive Director**

Mr. Freedman thanked Ron Stewart for his assistance in preparing today's agenda. Mr. Stewart is present to help facilitate the orientation process. Mr. Freedman shared the orientation and informed the Commission that time will be devoted for an orientation at the beginning of the Commission meetings over the next three months. At today's meeting the goal is to provide a broad overview of Proposition 10 and F5R. . Staff will create a foundation, with more details to be provided over the next couple months. Mr. Freedman noted he will be referring to F5 State Association PowerPoint presentation that was used at their annual statewide orientation and he encouraged the Commission to interrupt him with any questions they have during his presentation. If there are any items left over at the end of the day, they will be carried over until the next meeting. At this time the New Commissioner Orientation document was reviewed. This document describes the differences between F5 Commissions and other government entities.

- Purpose and Intent

Mr. Freedman provided an overview of Proposition 10 and the Prop 10 Legislation.

- Emphasis on Local Control, Strategic Planning, Evaluation

Mr. Freedman reviewed the PowerPoint slide on F5 funding flow including an overview on the Proposition 99 Initiative. The Board of Equalization (BOE) determines what portion of Prop 99 backfill would receive if Prop 10 didn't exist. The BOE administrative fee has increased significantly over the years. The State Commission receives 20%, and 80% goes to County Commissions based on live births. State wide the net funds are going down due to less purchasing of tobacco. As a result of our birthrate, F5R receives a larger share of these declining funds, while some other Counties with declining birthrates receive a much lower allocation. . Commissioner Morford asked for the percentage the BOE receives for administrative fees. Mr. Freedman responded F5 has no control over the amount of the fees the BOE takes. The State Commission has requested the BOE provide a presentation at a State Commission meeting. The BOE suggested sending them the formula and attending a meeting at future date.

- Role of County Commission (slide 3)
Mr. Freedman reported County Commissions can have 5-9 Commissioners, and discussed the required categories. There are two kinds of Commissions, a county entity that is associated with county government and an independent commission. Each has independent authority over their strategic plan and the trust fund. F5R became a county commission July 1, 2009 as a result of transitioning into a division of Department of Social Services (DPSS). With the new structure of the Commission, the Alternates will serve as the technical committee and alternates to the Commissioners in case of absence or conflicts. The Commission's responsibility are policy setting, developing a strategic plan and to make funding decisions based on outcomes. After funding has been devoted over a period of time the Commission will determine if the program is worth continued funding and they act as the policy setting body in charge of oversight of staff implementation.
- Role of State Commission (slide 4)
The State Commission has no direct oversight role over the county commissions. The State Commission has very specific requirements regarding expenditure of funds. The State has had matching funding programs that have an impact on the county commissions. The only matching program in all counties is School Readiness. Some of the State's 20% comes back to the counties by way of the matching fund programs. F5R has participated in several of the programs and all of them have, or will soon sunset. The State is currently creating the Legacy Program to look at changing needs and decide what they will fund in the future. At this time Commissioner Loew checked in and all Commissioners were ok with the presentation as being presented.
- Strategic Plan (slide 7 and 8)
Mr. Freedman indicated that strategic planning is critical for First 5 Commissions. He reported F5R's Strategic Plan will be discussed in detail at a future meeting. (Supervisor Benoit left the meeting at 1:52 p.m. and returned at 1:53 p.m.) Since F5R Strategic Plan ends in 2011, one of the first activities is for the new Commission to create a new Strategic Plan.
- Compliance Issues (slide 14)
Mr. Freedman reported that Ms. North will be providing training on the Brown Act at a future meeting. He referred the Commission to the F5R Conflict of Interest Policy. F5R has policies in place around conflict of interest and adheres to them but the appearance issue is a challenge. On occasion because of the make-up of the Commission there has been a perception of conflict of interest even if there isn't a legal conflict. Mr. Freedman sits on a sub-committee of F5 Association that is working with the Institute for Local Government to draft model conflict policies. He noted it is difficult to deal with the appearance issues and procedures that need to

be in place to ensure the appearance of conflict is diminished. The conflict of interest policy will be reviewed at the April orientation.

- Supplantation (Slide 20 and 21)
Supplantation is another very critical element addressed in the Legislation and states that you cannot use Prop 10 funds to supplant other funds. It has been a difficult issue based on economic issues. F5 funds are provided to address needs of children 0-5. As the state cuts services some of the funds to address needed services no longer exist, and as a result new needs are created

The question has arisen if a program is cut, can F5 fund the program in the future? Out of the 58 counties there are several different interpretations of what supplantation consists of. Some Commissions will not fund any service that has been funded in the prior year. Other Commissions believe if a program loses funding one day, then the next day F5 funds can be used. Both are legal decisions that can be made by individual Commissions.

Commissioner Morford asked where F5R stood on the supplantation issue. Ms. North responded that there is not a formal supplantation policy established by the Commission. F5R follows the Attorney General guidelines. Commissioner Cox asked if this means F5R can only fund new programs or if they can fund a program that is only receiving half of the funding. Mr. Freedman replied F5R can provide expansion to existing programs and fund new pieces of programs. Ms. North added staff can look at why an agency's funding was cut and how the program can be expanded or changed so it is no longer the same program it was previously. She noted as the state budget worsens, our county may have to develop a more specific formal policy to address supplanting.

- Health and Safety Law Requirements (Slides 33 and 34)
Mr. Freedman reported the First 5 Association has members from each County Commission. They keep the counties informed on state wide activities. They come up with model policies that the Commissions can choose to use. Counties do not compete for clients or funds so it is easy to collaborate with each other. Each region has a sub-group as shared on slide 34 of the power point. The Southern California Region's nine counties have two thirds of the children in the United States. The evaluation program, SCALAR will be discussed later in the agenda.
- Political History
Mr. Freedman reported although there are a few legislators that don't support Proposition 10, it has been supported by the voters three separate times. Proposals have been presented to legislation that would eliminate County Commissions and the State Commission. If passed, taxes would be shifted to the general funds and would go away from the counties, away from local commission decision making and will go to help backfill the general fund. Sometimes he identifies specific categories funds will backfill. Mr. Freedman pointed out that the legislature cannot modify Prop 10 without voter approval. They can put a measure on the ballot and propose changes have to be made by the voters. Supervisor Benoit noted that a bill to do this was heard last night but not approved. Commissioner Loew added there will likely be ongoing challenges that can jeopardize the Commissions role and its stability. She asked that supporters continue to be vigilant. She noted Mr. Freedman makes it a regular update to the Commission on current challenges.
- Statewide Issues: Some counties there have been in newspapers that attack Prop 10 and feature articles on types of services being funded. Mr. Freedman noted sometimes newspaper articles tend to focus on titles of programs that may not sound appropriate to fund. Most F5 counties across the State are examples of

prudent and fiscally responsible spending. Commissions fund programs for multi year projects that will sustain. F5R Commission recognized it was important to release funds and created a Sustainability Fund to offset diminishing state revenues as they occurred. Mr. Freedman reminded the Commission that each local Commission makes its own interpretation.

Commissioner Morford asked if there has been discussion around the state to determine an appropriate reserve level for F5R. Mr. Freeman responded there has been discussion with the F5R Commission but it is difficult to discuss anything consistent across the state with 58 counties. He expressed the issue is trying to project the decline in funding over time. F5 Association has collected data and refutes some of the inappropriate assertions that have been made. They are trying to get the reporting guidelines changed so there is consistency of reporting from the 58 counties. F5R has committed funds to go out in the future based on a projection of how many fewer dollars will be coming in. Commissioner Watson asked why they are reported as reserves. Mr. Freedman responded it is reported this way based on state audit guidelines. Services, reserves and sustainability are the three areas that are being questioned. At the March orientation staff will provide more information and discussion on the budget.

- Fiscal Policies/Reserve
Details will be provided at the March meeting.
- Funded Programs
Mr. Freedman referred the Commission to the brochure included in orientation packet that contains a list currently funded programs. Commissioner Loew noted all materials in left side of folder are for Commissioners to look their leisure.

(At this time Commissioner Loew adjourned the meeting for a break from 2:21 p.m. break until 2:30 p.m.)

2. Broad Policy Issues – Susan Loew/Harry Freedman

- State Direction vs. Local Control
This was discussed briefly earlier in the agenda. It is an advantage for local Commissions to make their own decisions, but can make measuring statewide impact a challenge
- Service Gap vs. System Change funding
Mr. Freedman noted each Commission will make their own determination on these issues. The goal is for the Commission to provide funding that generates system change. It is easy to devote resources to filling current gaps, but does not result in long term change
- Wide and broad vs., narrow and deep funding
Mr. Freedman explained that at the beginning most Commissions were funding a wide range of programs. Over time most of the F5 Commissions began looking at narrowing funding driven by diminishing funding and experience. Counties are realizing some programs are important but don't have the results that other programs do.
- Universal vs. high need target populations
F5 funds are designed to meet needs of all children based on need level. Commissions need to have awareness regarding potential attacks.
- Sustainability
This is a big issue, due to the declining nature of Proposition 10 funds. F5R consistently asks in their applications to agencies to demonstrate that programs can be sustained. Prop 10 is built on a sustainability funding stream and funding

continues to diminish. Supervisor Benoit asked what percentage the drop in revenue has been. Mr. Freedman replied, that taxable sales have gone down approximately 16% statewide. F5R is getting fewer dollars to fund more children born in Riverside County. The other issue is the SCHIP expansion which was partially funded through an increased federal tobacco tax, and provides no backfill to Proposition 10. It is estimated this will result in an additional 10% cut. Supervisor Benoit asked for clarification on the potential reduction of Prop 10. Mr. Freedman referred the Commission to the Current State Budget section in their orientation packet.

3. Current State Budget Issue

Mr. Freedman reported the Governor recommended the State Commission reserves be swept entirely and the new revenue be reduced by 50% to the State Commission and local counties For a five year period the other 50% would go to the general fund. In addition he suggesting the Commission have another 10 million dollar voluntary reduction. The Legislation Analyst suggested making it a permanent reduction and makes the 10 million dollar reduction mandatory. The Senate and Assembly may discuss proposals to reductions in Prop 10 next month. If they vote it to be on the ballot it could be on in November. If passed by the voters the 50% reduction will increase yearly. At worst 50% reduction will be effective January 2011.

Mr. Freedman noted F5R is releasing funds from fund balance to supplement current year revenues. Currently F5R receives approximately 24.5 million dollars a year in funding, and can not sustain the current funding levels for services even if Proposition 10 funds are not cut. Commissioner Morford asked if there is language in F5R contracts to address reduction of funds. Mr. Freedman confirmed the language is in the contracts. The voters have voted three times that they value the services in their community being funded appreciating F5 can have more of an impact addressing the needs on the local level.

Mr. Freedman pointed out the communication to the community located in their orientation packets regarding the State Budget. He noted many agencies in the community have provided support around this issue and many partner agencies have written letters of support.

4. First 5 Riverside Staffing Structure – Arrin Banks, Sandy Duncan, Laurie Schoenberg, Michelle Burroughs (Absent) and Johnathan McDannell

Mr. Freedman referred the Commission to the organizational chart located in their orientation packet. He noted Michelle Burroughs, Administrator Health and Community Programs is out ill today. Arrin Banks Grants and Contracts Administrator; Johnathan McDannell, Administrator, Outcomes Management; Laurie Schoenberg, Administrator, Early Care and Education; and Sandy Duncan, Administrator, Fiscal Services and Jamie Ayala, Public Information Specialist introduced themselves and each gave a brief summary of their responsibilities.

C. Commission Business – Susan Loew, Commission Vice-Chair

1. Chair and Commission Member Comments

Commissioner Loew pointed out the expandable Commission packet file. She reported a couple years ago the Commission made suggestions on ways to organize meeting information. As a result the expandable tool was provided. She noted it is subject to refinement if there are any suggestions.

2. Approval of January 27, 2010 Commission and Advisory Committee Joint Meeting Minutes

Commissioner Loew referred the Commission to the draft minutes. Ms. North noted the minutes are taken by the Commission Secretary as one of her official duties for the Commission. Ms. North clarified that members of the Commission can vote on legislative matters and quasi-legislative matters, including minutes, even if they are not present for any or all of the discussion. If there is a lack of quorum to take action on the minutes, the minutes will be carried over to the next meeting to allow the Commissioners time to listen to the tape of the meeting to make sure the minutes are accurate. Commissioner Loew added that for any action of the Commission to be approved, five affirmative votes are required. Supervisor Benoit, Commissioner Whitaker-Meneses and Commissioner Hoffman noted that they were abstaining on this item. Commissioner Baskett noted she attended the February 25, Commission meeting as an audience member and the minutes accurately reflect the meeting.

Commissioner Frykman moved to approve the minutes of the January 27, 2010 regular meeting of the Commission. Commissioner Morford seconded the motion. The motion carried. [Following is the vote of the Commission/Alternate members present: Six (6) in favor (Loew, Baskett, Cox, Frykman, Morford, Watson) Three, (3) abstain (Supervisor Benoit, Hoffman, Whitaker-Meneses), Zero, (0) absent, Zero (0) opposed, Zero (0) vacant].

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

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

Ms. Smith provided an overview on resolutions 10-04 through 10-08. She indicated that Commissioner Hoffman declared a conflict of interest on Resolution 10-04.

10-04: Approving and Ratifying the First Amendment to the Contract between the Riverside County Children and Families Commission and Nuvew Union School District – Parents As Teachers Program - Contract #1112 OP-08.

Recommended Action: That the Commission approve, and ratify back to July 1, 2008, the amendment to the contract with Nuvew Union School District #1112 OP 08 as attached to the Resolution and authorize the Executive Director or his designee to take the necessary action and execute the required documentation to effectuate this resolution.

Commissioner Loew noted in this instance Alternate Commissioner Debbie Franklin would act in Commissioner Hoffman's spot on resolution 10-04. Ms. North noted staff can provide reports to the whole Commission prior to discussion on the item. Commissioner Hoffman can hear the overview but he needs to leave the room prior to discussion or action.

Ms. Smith reported the Commission approved staff recommendation in January for Nuvew funds on dental equipment contingent on state approval. She reported staff is recommending using use local funds for equipment that could not be purchased by state funds and amending the local contract for dental equipment so that state money can cover staffing for local project. Commissioner Hoffman left the room at 3:02 p.m. due to his conflict. Alternate, Debbie Franklin took his spot for the discussion and action of this item. Commissioner Whitaker-Meneses asked how the rules apply to this as related to supplanting. Ms. Smith explained this contract is all F5 dollars so there is not an issue of supplanting.

Commissioner Baskett moved to approve Resolution10-04. Supervisor Benoit seconded the motion. *The motion carried. [Following is the vote of the Commission/Alternate members present: Nine (9) in favor (Loew, Supervisor Benoit, Baskett, Cox, Frykman, Meneses, Morford, Watson, Franklin (Alternate Acting for Hoffman), (1) abstain/conflict, (Hoffman), Zero (0) absent, Zero (0) opposed, Zero (0) vacant].*

Alternate Franklin assumed Commissioner Hoffman's spot at the Commission table during discussion and action of resolution 10-04. Commissioner Hoffman was out of the room during the vote and discussion and was not a party to the vote.

Commissioner Hoffman returned to the meeting at 3:04 p.m. after the vote. Alternate Commissioner Franklin returned to her seat at the Alternates table.

10-05: Amending the Date and Time for the Regular Meeting of the Riverside County Children and Families Commission.

Recommended Action: That the Commission approve the resolution to amend the meeting day and time of the Commission as stated and authorize the Executive Director or his designee to take the necessary actions to execute this resolution.

Ms. Smith provided overview on the proposed regular meeting day and time. Commissioner Morford offered a motion to amend the resolution to note the exception of November and December. He proposed the Commission amend the resolution to specify with the exception of November and December the meetings will be held on the fourth Thursday and note the meeting to be held on December 16th. Commissioner Frykman agreed with Commissioner Morford's recommendation. Dr. Frykman noted he has a standing meeting on Thursday afternoons which may be a scheduling issue on his end.

Commissioner Loew reiterated the motion to approve the resolution with the edition of noting the exception in November and December meetings. The Commission will meet in December on the 16th and the November meeting will be cancelled. Commissioner Baskett pointed out that the schedule provided already reflects the recommended language to be made to the resolution. Commissioner Cox moved and Commissioner Baskett seconded the motion to the revision to the resolution. Commissioner Frykman asked if F5R could just adopt calendars with out resolution language in the future. Commissioner Loew responded that the Commission is currently bound by language in the Bylaws that requires action of the Commission to be done by resolution. This issue will be discussed as part of the orientation. Ms. North confirmed currently all official actions of the Commission have to be done by resolution. The potential of modifying the bylaws in an effort to streamline the business of the Commission was discussed.

Commissioner Cox moved to approve resolution 10-05 with the amendment to reflect November and December as noted. Commissioner Baskett seconded the motion. *The motion carried. [Following is the vote of the Commission members present: Nine (9) in favor (Loew, Supervisor Benoit, Baskett, Cox, Hoffman, Frykman, Meneses, Morford, Watson), Zero, (0) abstain/conflict, Zero (0) absent, Zero (0) opposed, Zero (0) vacant].*

10-06: Approving the Investment of Funds Contract Between Riverside County Children and Families Commission and La Sierra University – Contract #7020 EC-10.

Recommended Action: That the Commission approve the contract with La Sierra University as attached to the resolution. Further, that the Commission authorize the Executive Director or his designee to execute the contract and take the necessary actions to effectuate the resolution without requiring further action of the Commission.

Commissioner Morford commented that he supported the resolution and acknowledged that the contract was well crafted. He questioned who reviews the self insurance exposure section. Ms. Smith responded staff works with Risk Management to determine the scope of service and the levels of insurance that should be set up to be in compliance. A by-off or requirement

from risk management is obtained. Commissioner Morford was fine with Ms. Smith's response.

Commissioner Watson asked if there are policies established for applications from agencies or is it on a case by case basis evaluated if the request meets F5R strategic need. Mr. Freedman responded the Commission released funds for additional RFPs with specific guidelines to accommodate increasing numbers of unsolicited requests. Anyone can make a direct request to the Commission, but the goal is to provide funding based on RFPs. Commissioner Watson asked if there is an internal form attached to the proposal to assist Commissioners keep track of the process as they approve. She asked if a form could be attached to know what category it applies to in the strategic plan. Ms. Smith replied that there is not a form but staff provides a one page recommendation with that information prior to the vote and that today's action is formalizing the action taken by the Commission previously. Commissioner Frykman asked for staff to come up with a one page that makes it clear where the recommendation falls in the Strategic Plan. Ms. Smith responded staff can call out relevance to the Strategic Plan as part of the one page that is provided when presenting and include a once page document when they present verbally noting the page is included in the packet. At this time Chair Loew noted the Commission has the option of taking multiple resolutions and acting on them all at once.

10-07: Approving and Ratifying the Professional Services Contract Between Riverside County Children and Families Commission and Health Assessment Resource Center (HARC) – Contract #1122 PSC-10.

Recommended Action: That the Commission approve the contract with the Health Assessment Resource Center as attached to the resolution. Further, that the Commission authorize the Executive Director or his designee to execute the contract and take the necessary actions to effectuate this resolution without requiring further action of the Commission.

Ms. Smith provided an overview on the request and approval made by Commission previously. Commissioner Watson asked how F5R knows that HARC's request is not duplicating a service already provided in the community. Commissioner Cox noted the information that came out was based on services in the eastern county. HARC will update the previous survey, and include 0-5 questions Commissioner Cox believes it will provide a service for agencies looking for funding can use the documentation to support their request. Ms. Smith noted Harry sits on the steering committee, another staff member sits on a subcommittee, F5R is familiar with HARC and the process and knows that our funding will be the only funding used for 0-5.

Commissioner Hoffman moved to approve resolutions 10-06 and 10-07 as presented. Commissioner Benoit seconded the motion. *The motion carried. [Following is the vote of the Commission members present: Nine (9) in favor (Loew, Supervisor Benoit, Baskett, Cox Hoffman, Frykman, Meneses, Morford, Watson), Zero, (0) abstain/conflict, Zero (0) absent, Zero (0) opposed, Zero (0) vacant].*

(A copy of Ms. Smith's report is on file at the Commission business office.)

Request to Speak:

Commissioner Chair Loew informed Ms. Lolita Barnard from Blindness Support Services that she will be called up later in the agenda under public comment to speak.

E. Discussion/Action:

1. Mid-Year Budget Sandy Duncan

Resolution 10-08: Approving the Amended Fiscal Year 2009/2010 Budget of the Riverside County Children and Families Commission.

Recommended Action: That the Commission adopt the revised budget for FY 09/10 as attached to the resolution and authorize the Executive Director or designee to execute documents and coordinate appropriate actions to expend funds in accordance with established Commission policy and as set forth in the attached budget.

Ms. Duncan reported on F5R amended fiscal year Budget and notes and assumptions as included in the packets. Ms. Duncan pointed out the documents included in the original packet that was provided to the Commissioners have been slightly revised for today's meeting. She highlighted major changes and answered questions. F5R does not typically modify budgets unless a substantial change has occurred. The release of additional funds for increased services constitutes a significant change.

Ms. Duncan reviewed the modifications being proposed as detailed on the packet documents.

Revenue: Is decreasing overall and interest earned by F5R is also decreasing; Ms. Duncan reported Prop 10 dollars are received monthly however are received two month's behind. There is no claiming process as the State automatically sends the payments. She noted there is a link on First 5 California website that shows monthly allocations to each county. Ms. Duncan offered to send the link to any Commissioner who is interested in having it. Commissioner Morford felt her explanation is clear but would like Ms. Duncan to provide him the link for future reference.

Ms. Duncan noted F5R funds are kept with the treasurer at the County. The dollars shown are revenues on hand through January 31, 2010. The County is slow to provide the interest earned.

Expense: As a result of being a county agency under DPSS, F5R is being charged an Indirect cost rate for services that DPSS provides F5R. Commissioner Loew added this is a requirement of the state, as being a department of DPSS which is considered a super agency by the State, DPSS has to allocate costs rates by the state provisions. Mr. Freedman clarified that Legislative requirements of Prop 10 is F5R as a Commission declares in public session an administrative rate. The state does not require a specific rate, merely that each County declares a rate in public session. This is different than the DPSS indirect cost rate. Ms. Duncan added currently the rate is approximately 15% but may vary. F5R expenses are lighter in the beginning of the year and credits may be applied from DPSS at the end of the year. Commissioner Loew pointed out this is the first year of going through this process. Staff will report back once a full year has gone by and there is data available.

Commissioner Meneses asked if money is movable within the bands or if it has to stay where it is. Commissioner Loew responded funds can be moved within the bands with a formal action of the Commission. She explained the mid year is prepared within the County's structure but F5R has ultimate authority in moving money with action of the Commission. Mr. Freedman pointed out the Commission has full control of the trust fund.

Ms. Duncan pointed out that the Commission can opt to move funds but there is no need to do that. If the budget is approved as a whole it stands the way it is. Once the budget is approved it will not change. Financial statements are provided monthly in the Commission packets. Ms. Duncan informed the Commission they are welcome to call her with questions anytime.

Contracts: Represent the majority of F5R expenses. Commissioner Loew added the initial estimate was F5R was going to spend 31 million. Commission actions put F5R to spend 35 million for commitments utilizing a portion of Fund Balance. Commissioner Morford asked for the current estimate of obligations for contracts. Ms. Duncan responded F5R has approximately 35 million for this year and next year. Ms. Duncan explained how to find the section for reserves. She directed the Commission to the amounts coming out of the Fund Balance Reserves. She explained the Capacity Building Initiative is \$220,000, Emergency Fund and Community Funds close to 8 million and also coming out of Fund Balance. Originally the Mental Health Initiative (MHI) was supposed to begin a year ago and end in 2011. The MHI was divided in half on the original budget, over a two year period but has been modified to reflect the actual contract which is now being finalized.

Mr. Freedman added there is a separate document that shows total fund balance and allocation for five years. If F5R spends down current year revenues by the end of 2011 it will be spent down close to zero with the exception of \$16 million in Sustainability Funds. The document will be provided next month. Supervisor Benoit clarified if we kept at the current spending pace we will run out of funds. Commissioner Loew noted these are some of the allocations are one time only and the Commission will want to revisit them.

Mr. Freedman noted that the Commission previously acted with the anticipation that by end of 2011 we would be spending what we received, because Fund Balance funds would have been fully utilized with the exception of the Sustainability Fund. Commissioner Frykman suggested having the complexity of the budget be explained in detail at the next orientation meeting. Commissioner Loew responded that time will be set aside to review the budget. Mr. Freedman pointed out that Ms. Duncan has now reviewed all of the main changes for the Commission. Ms. Duncan pointed out there is nothing in the budget amendment that has not been previously approved by the Commission authority. The main changes are the items that are in the contract section to do with community response and emergency fund and the fundings that were approved at previous meetings. Next month she can go into more detail. Mr. Freedman added this budget modification reflects previous actions approved by the Commission. The resolution memorializes the actions of past Commission meetings Commissioner Morford supports having a study session on the budget. He would like the Commission to have a better understanding before authorizing budget changes. Fund Balance currently has 63 million, all have been designated except the 16 million in sustainability. Ms. Duncan noted we can pay agencies if the budget is delayed. The financial statement will show F5R over budget until the budget amendment is approved. Ms. Duncan noted we will provide a new budget in May for the next fiscal year.

After a brief discussion the Commission agreed to continue this item to the March Commission meeting.

Dr. Hoffman suggested staff be available before the next couple meetings for Commission to ask questions to personalize responses. Ms. North noted the public has to be able to hear the questions about the agenda. Ms. North noted the Commission has to be careful of serial meetings. If the Commissioner contacts Mr. Freedman with a question he can provide an answer back. The issue is if a member from the public believes staff is maneuvering the agenda item on the basis of the questions he is getting it can be a potential Brown Act violation. Ms. North informed the Commission the Brown Act will be discussed in April but they can call her with any questions before April.

Resolution 10-08 will be presented at the March Orientation. Commissioner Frykman proposed the Commission be flexible and open if the orientations need to go into additional meetings past April.

At this time it was 4:00 p.m. Commissioner Loew asked if the Commission would be open to continuing the meeting until 4:30 p.m. Commission agreed, to continue until 4:30 p.m.

(A copy of Ms. Duncan's complete report is on file at the Commission's business office.)

2. Appeals Sub-Committee

Mr. Freedman reported there is an existing Commission policy regarding appeals. There are two levels of appeals. The first is to the Executive Director and the second is to the Commission. There are two family child care agencies requesting second level appeals. The process in the past is to establish an appeal sub-committee of no more than three non-conflicted members who will read the appeals and supporting documents and make a recommendation to the Commission at the next Commission meeting. The Alternates currently do not fit in to the appeal sub-committee category. Commissioner Hoffman and Commissioner Frykman volunteered. Commissioner Loew appointed Commissioners Hoffman and Frykman to the appeal sub-committee. Supervisor Benoit suggested adjusting the Bylaws to allow the Alternates to be on the appeal sub-committee. Commissioner Loew noted that will be noted to bring forward and there are several other suggested revisions to be considered.

F. Information Items

1. Health and Community Programs Update Recommendation – Harry Freedman

- a. The stakeholder group has met. Staff will be returning next month with recommendations on health access reallocation
- b. Staff will return with the Mental Health Initiative contracts next month.

(A copy of Mr. Freedman's report is on file at the Commission business office.)

2. January 2010 Financial Statements –Sandy Duncan, Administrator, Fiscal Services

Mr. Freedman deferred this item to next month.

3. Quarterly Target Reports

Mr. Freedman deferred this item to next month.

4. Southern California Alliance for Learning and Results (SCALAR)

Mr. Freedman provided an overview and introduced Mr. McDannell. Mr. Freedman informed the Commission that the Southern California Region consisting of 8 counties. The region has created a regional evaluation project, with F5R serving as fiscal lead for funding provided by contributions from each of the participating Counties. As a result, we contract with an evaluation provider on behalf of the region. Additional funds for the project are provided through State TA funds which F5CA serves as fiscal agent for. The State TA contract expires at the end of February. The region is interested in entering into a contract with the State Association for under \$25,000 for programmatic oversight.

Mr. McDannell noted SCALAR stands for Southern California Alliance for Learning and Results and includes Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara and Ventura Counties. Each county donated money to assist with a collaborative evaluation pilot project. F5LA took on the responsibility of the programmatic oversight from project initiation, June 1, 2008. After conducting a RFP process, SCALAR contracted with Davis Y. Ja and Associates. Objectives included:

- Provide relevant information, research and evaluation finding regarding the Southern CA Regional F5 issues to staff and leadership;
- Establish standardized research and evaluation protocols (best practices); and,
- Develop, model and disseminate innovative approaches to program evaluation and policy research.

Phase I ended on June 30, 2009 with the creation of a central repository inclusive of the Southern CA Region F5 findings and the development and dissemination of an Oral Health and Health Access briefs costing \$124,985.00. Phase II projections costs \$100,000 and includes the following subcontract (Davis Y. Ja and Associates) activities:

- the completion of all additional abstracts to be included in the repository, the provision of additional briefs (School Readiness/Preparedness, Developmental Screenings and Capacity Building Efforts);
- Report on Evaluation Methods/Best Practices across Southern CA counties; and,
- Facilitation of the development of a Regional Evaluation Plan.

Since F5LA lost their staff responsible for the oversight of the project, it is being proposed that the State Association be paid up to \$25,000 from 12/2009 through 6/2010 to provide the coordination and management of SCALAR efforts. These costs would be covered by the additional monies left over from the local counties portion. It is the intent that SCALAR efforts will continue for FY 10/11 using monies provided by the Southern County F5 Commissions with the State Association becoming the fiscal and administrative agent for the project effective 7/1/2010. This is provided as information since the F5R Executive Director has the authority to approve contacts up to \$25,000.

Commissioner Morford clarified that Mr. Freedman has the authority to act on this contract. Ms. Duncan noted that F5R is a pass through agency so local donated monies paid will be from a separate fund.

(4:06 p.m. Commissioner Frykman left the meeting and returned at 4:10 p.m.)

(A copy of Mr. McDannell's complete report is on file at the Commission's business office.)

5. Facility Assistance Grant Funding Update – Harry

Mr. Freedman noted he is informing the Commission of what he intends to do in terms of issuing contracts that are within his spending authority. All contracts under \$25,000 and are intended to enable agencies maintain capacity, expand capacity and/or increase quality. He referred the Commission to the FAF documents in their packet for overview.

Mr. Freedman reminded the Commission that a portion of the applications were re-read as a result of faulty instructions provided to the readers in the initial reading. Only those applications impacted by the faulty instructions were re-read.

Mr. Freedman intends to move forward with signing contracts for the agencies who scored 51 or higher that staff is recommended to fund based on available funds, The Commission previously approved the expenditure of funds and the contract template. Relative to the applicants that scored above the minimum threshold but F5R ran out of money, staff intends to bring recommendations back next month. One alternative staff will bring is rather than do a new RFP, take funds that are already available for next year and fund these applicants.

Commissioner Watson asked about RFP and areas agencies benefiting are in. Mr. Freedman responded there was an RFP with the funding requirements. Readers score utilizing scoring criteria provided by staff. There is not a formal requirement for distribution of funds by geographical representation. Staff tries to balance out throughout the county to make sure areas are covered. Marketing consists of posting on the website, Child Care Consortium,

RCOE, Volunteer Center and agencies who have countywide visibility mailing lists for assistance with publicizing. Applicants are allowed a month to apply. Commissioner Frykman asked if this program will improve quantity. Staff will provide a number next month on increased quantity as a result of FAF. Mr. Freedman noted F5R is focused on improving utilization of childcare. Increasing capacity is one component of this issue, but given the significant vacancy rates experienced by many providers, there are other critical factors as well. (Supervisor Benoit left the meeting at 4:22 p.m.)

Commissioner Loew pointed out that Ms. Ayala, Public Information Specialist always puts together a packet of media information as included in the PR section of the Commission packet (F.8).

(A copy of Mr. Freedman's report is on file at the Commission business office.)

H. Public Comments – this item was taken out of order of the Agenda.

Ms. Lolita Barnard, Blindness Support Services: On behalf of Peter Benavidez, Ms. Barnard thanked the Commission for continuing to fund the Capacity Building program through the Resource Center. She also expressed gratitude for Carol Abella, Program Specialist for her continued support and assistance with their ongoing computer issues. Mr. Frykman pointed out that Kyra Wilson from the Volunteer Center was present to hear the complement in person.

6. Community Response Fund Update

Not discussed at this meeting due to time limitations.

7. Emergency Fund Update

Not discussed at this meeting due to time limitations.

8. Public Relations Update

(A copy of Ms. Ayala's complete report is on file at the Commission's business office.)

9. Executive Director Report – Harry Freedman, Executive Director

Mr. Freedman highlighted several areas in his written report.

(A copy of Mr. Freedman's complete report is on file at the Commission's business office.)

G. Funded Agency Public Comments

None

I. Future Agenda Items

Public Hearing: F5 California Annual (Report programmatic and fiscal information)

Mosaic Evaluation Report

Quarterly Target Reports

Commission asked staff to carry over items that do not need to be looked at next month.

K. Commission Adjournment at 4:30 p.m. to the Regular Meeting of the Riverside County Children and Families Commission to March 25, 2010 at 12:30 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**