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PUBLIC NOTICE

Special Joint Meeting of the Commission and Advisory Committee
Riverside County Children and Families Commission
Monday, December 1, 2008
1:30 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 joint meeting between the Commission and the Advisory Committee 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.

The matters to be discussed at the meeting are as follows:

Agenda

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

- B. Advisory Committee Business – Carla Lidner, D.D.S, Chair
 - 1. Chair and Advisory Member Comments
 - 2. Advisory Committee Update – Dr. Carla Lidner, Chair
 - 3. Approval of October 15, 2008 Regular Meeting Minutes
 - 4. Approval of Draft of 2009 Advisory Meeting Schedule

- C. Commission Business – **Susan Loew, Commission Vice Chair**
 - 1. Chair and Commission Member Comments
 - 2. Approval of October 27, 2008 Commission Meeting Minutes

D. Reports

1. Resolution Report – (Action) – Stella Smith, Deputy Director
Resolutions 08-62 through 08-66 will be submitted for block approval. Resolution 08-67 will not be considered as part of the block motion and will be acted on separately during presentations. Please advise prior to call for the vote if there are resolutions you would like to pull from the block vote for further discussion.

Riverside County Children and Families Commission members have the option of excluding discussion items from a master motion.

08-62: Approving an Increase in the Spending Authority of the Executive Director For Riverside Personnel Services, Inc. for Temporary Personnel Services

08-63: Approving the Amendment to the Riverside County Children and Families Commission Contract Compliance Penalty Policy

08-64: Approving the Riverside County Children and Families Commission Investment of Funds Contract Template for Use with the Mental Health Initiative Awarded Contract

08-65: Approving Staff Recommendations for Granting Funds for the Mental Health Initiative and Authorizing the Executive Director to Move Forward with Negotiations and Execution of the Contract for the Period Covering December 1, 2008 through June 30, 2011

08-66 Approving Formal Adoption of the Riverside County Children and Families Commission Action of June 23, 2008, Concerning Contract Extensions

E. Presentations

1. Revised Annual Report for Fiscal Year 2007-2008 (a copy of the revised report may be obtained via the web at www.rccfc.org – Johnathan McDannell, Administrator Outcomes Management
 - A. Public Hearing on the Revised Annual Report of the Riverside County Children and Families Commission for Fiscal Year 2007-2008
 - B. Resolution 08-67: Approving Adoption of the Revised Annual Report of the Riverside County Children and Families Commission for Fiscal Year 2007-2008

F. Discussion/Action

1. Child Care/Preschool Data Project – Harry Freedman, Executive Director
2. 2009 Commission Schedule – Vice Chair, Susan Loew

G. Information Items

1. Fund Balance Update – Sandy Duncan, Administrator, Fiscal Services
2. October Financial Statements – Sandy Duncan, Administrator, Fiscal Services
3. Public Relations Update – Jamie Ayala, Public Information Specialist
4. Web Site Update – Jamie Ayala, Public Information Specialist
5. Organizational Assessment Update – Susan Loew, Vice Chair
6. Quarterly Target Report – Johnathan McDannell, Administrator Outcomes Management

7. Executive Director Report – Harry Freedman
8. Holiday Schedule – Harry Freedman, Executive Director

H. Funded Agency Public Comment

I. Public Comment

J. Future Agenda Items

K. Adjournment to Closed Session Meeting on **Thursday, January 15, 2009 at 11:00 a.m.**

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

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

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

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

Riverside County Children and Families Commission
Special Joint Meeting of the Commission and Advisory Committee
Monday, December 1, 2008
1:30 p.m. Meeting

Riverside County Children and Families Commission
Business Office
2002 Iowa Avenue, Suite 100
Riverside, California 92507

Minutes

A. Call To Order

The meeting was called to order at 1:35 p.m. by Susan Loew, Commission Vice-Chair.

Commissioners Present: Vice-Chair, Susan Loew; Jean Benson; Eric Frykman (arrived at 1:58 p.m.); Jay Hoffman; Vicki Oltean (arrived at 1:36 p.m.)

Commissioners Absent: Chair, Jerry Wengerd; Supervisor Marion Ashley; Connie Beasley; Yolanda Carrillo

Advisory Committee Members Present: Chair, Dr. Carla Lidner (arrived at 1:55 p.m.); Vice-Chair, Georgann Koenig; LaShawn Butler; Lynne Craig; Betty Folsom; Donna Johnston; Judy Wood; Nancy Wood; Dr. Touraj Shafai

Advisory Committee Member Absent: Donna Greene

Staff Present: Harry Freedman, Executive Director; Stella Smith, Deputy Director; Lynn Stephens, Executive Assistant/Commission Secretary; Johnathan McDannell, Administrator, Outcomes Management; Arrin Banks, Administrator, Grants & Contracts; Michelle Burroughs, Administrator, Health & Community Programs; Laurie Schoenberg, Administrator, Early Care & Education; Sherry Watkins, Facilities & Operations Specialist; Cindy Brandon, Administrative Secretary; Uniqua Burgess, Program Specialist, Health & Community Programs

Lucy Furuta, Deputy County Counsel was in attendance as legal counsel for the Commission.

Consultants Present: Patti Larson, Alan Rudi. and Larry Cabaldon from Board Room Solutions; Todd Sosna

B. Advisory Committee Business – Georgann Koenig, Advisory Committee Vice-Chair

1. Chair and Advisory Member Comments

Vice-Chair Koenig gave the floor to Advisory Committee Member, Dr. Shafai. Dr. Shafai reported he attended an international breast feeding meeting in October. At the meeting data was shared on the relationship between children who have Autism and children who were not breastfed. He noted that information was shared on the correlation between skin-to-skin bonding techniques between mother and child while the mother breastfeeds, and prevention of mental disorders including Autism. The data was provided from the Autism Consortium in Boston and MIT.

2. **Advisory Committee Update – Georgann Koenig, Vice-Chair**
Advisory Committee Member Lynne Craig reported she will be taking a new position on the School Board Association. She reported she will be taking more legislative trips in her new position and plans to lobby for First 5 and Prop 10.
3. **Approval of October 15, 2008 Regular Meeting Minutes**
Advisory Committee Member N. Wood questioned if the figure on page 3, third paragraph of 1.3 million dollars to fund the current initiatives is correct. Mr. Freedman replied it will take an “additional” 1.3 million dollars. Advisory Committee Member N. Wood offered to make a motion to accept the minutes with the amended statement to reflect that it would take an “additional 1.3 million”. Mr. Freedman replied it would take an additional 1.3 million dollars in the first year the initiatives began to expire. Advisory Committee Member Craig noted there are usually changes and inquired as to the accuracy of the figures at the time of the meeting. Mr. Freedman asked for the minutes to be held over to provide him with the opportunity to research the figures. He will provide the Advisory Committee with a report on his findings. Approval of the Advisory Minutes will be held until Mr. Freedman’s report upon his review.
4. **Approval of Draft of 2009 Advisory Committee Meeting Schedule**
Advisory Committee Member Craig moved to approve the draft of the 2009 Advisory Committee schedule of meetings. Advisory Committee Member Dr. Shafai seconded the motion. Following is the vote of the Advisory Committee members present: [Eight (8) in favor (Koenig, Butler, Craig, Folsom, Johnston, Shafai, J. Wood, and N. Wood), Two (2) absent (Lidner, Greene), Zero (0) opposed]

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

1. **Commissioner Comments:**
Commission Vice-Chair Loew noted she will be Chairing the meeting because Commission Chair Wengerd is unable to attend. There were no further comments.
2. **Approval of October 27, 2008 Commission Meeting Minutes – This item was taken out of order as it appears on the Agenda due to lack of quorum until Dr. Frykman arrived (After Public Relations Update)**
Commissioner Hoffman moved to approve the minutes from the October 27, 2008 meeting of the Commission. Commissioner Frykman seconded the motion. Following is the vote of the Commission members present: [Five (5) in favor (Loew, Benson, Frykman, Hoffman, Oltean), Four (4) absent (Wengerd, Ashley, Beasley and Carrillo), Zero (0) opposed]

D. Reports

1. **Resolution Report (Action) – Stella Smith, Deputy Director – This item was taken out of order as it appears on the Agenda due to lack of quorum until Dr. Frykman arrived(After Commission Meeting Minutes)**
Ms. Smith provided the Commissioners with a brief background and detail of each of the resolutions contained in the Resolution Report. A copy of the entire Report is on file at the Commission business office.

Following is a record of action(s) taken by the Commission on Resolutions 08-62 through 08-67:

Resolutions 08-62 through 08-64 are presented for block approval. Riverside County Children and Families Commission members have the option of excluding specific resolutions from the master motion.

Resolution 08-65 and 08-66 were pulled for further discussion.

Resolution 08-67 will not be considered as part of the block motion and will be acted on separately during presentations.

08-62: Approving an Increase in the Spending Authority of the Executive Director For Riverside Personnel Services, Inc. for Temporary Personnel Services

Ms. Smith reported that temporary agency assistance is used to cover staff vacancies/leaves and to support areas where additional assistance is needed due to workload. She does not anticipate there will be an impact on the budget because there will be a reduced salary/benefit expense. \$90,000 should cover temporary services for the rest of the year.

Recommended Action: That the Commission approve the Executive Director's spending authority for Riverside Personnel Services, Inc. to \$90,000 for FY 2008/2009 and authorize the Executive Director to execute the necessary documents/actions to effectuate this Resolution.

08-63: Approving the Amendment to the Riverside County Children and Families Commission Contract Compliance Penalty Policy

Recommended Action: That the Commission approve staff recommendation to suspend the enforcement of the 1% penalty language in the contract template and make this change applicable to currently funded contracts and retroactive to agencies who received past penalties provided that they can demonstrate expenses to support the penalty reimbursement. Further, that the Commission authorize the Executive Director or his designee to execute documentation required to effectuate this action.

08-64: Approving the Riverside County Children and Families Commission Investment of Funds Contract Template for Use with the Mental Health Initiative Awarded Contract

Recommended Action: That the Commission approve the contract template as attached to the Resolution for the purposes of contracting for the Mental Health Initiative and authorize the Executive Director or his designee to execute the necessary documents/actions to effectuate this Resolution.

Commissioner Frykman moved to approve Resolution 08-62, 08-63 and 08-64 as presented. Commissioner Benson seconded the motion. Following is the vote of the Commission members present: [Five (5) in favor (Loew, Benson, Frykman, Hoffman, Oltean), Four (4) absent (Wengerd, Ashley, Beasley and Carrillo), Zero (0) opposed]

08-65: Approving Staff Recommendations for Granting Funds for the Mental Health Initiative and Authorizing the Executive Director to Move Forward with Negotiations and Execution of the Contract for the Period Covering December 1, 2008 through June 30, 2011

Recommended Action: That the Commission approve the recommendation of staff to award the Mental Health Initiative Contract as presented and authorize the Executive Director or his appointment to move forward with negotiation and execution of a contract utilizing the contract template approved by the Commission in Resolution 08-64, in a amount not to exceed \$11,670.555 without requiring further action of the Commission.

Mr. Freedman provided an overview on the actions taken on the RFP process. He thanked staff, consultants and the three readers who contributed in the process. He indicated that a bidder's conference was held before proposals were submitted to answer any questions from the agencies. There were four applications submitted within the deadline. There was a strong consensus among the readers that there were two strong proposals, either of which would be fundable.

Michelle Burroughs, Administrator, Health & Community Programs introduced Dr. Todd Sosna, consultant who facilitated the application evaluation process. Ms. Burroughs provided an overview of the application process. Applications were due October 17, 2008. A total of four applications were received, these being from Riverside County Department of Mental Health, Family Service Association of Western County (FSA), Inland Empire Breast Feeding Coalition, and JFK Memorial Foundation (JFK). The applications were read by three readers on October 24, 2008. The readers were Ray Lyles, Professor at California State University, San Bernardino and past Executive Director of the Children's Network; Amy Cousineau, Network Officer of the Children's Network; and Gretchen Weisenberger, who was a previous reader for the initial Mental Health Initiative and consultant to the Orange County Children and Families Commission.

Readers Analysis and Scores were as follows:

Department of Mental Health 144,
Family Service Association 138,
John F. Kennedy Hospital Foundation 106, and
Inland Empire Breast feeding Coalition 57.6

Staff recommends that the Commission approve the reader's recommendation to award the Mental Health Initiative Contract to the Riverside County Department of Mental Health. All readers agreed the proposal met all requirements of the Initiative. Staff is also requesting approval for the contract to be effective December 1, 2008, contingent on successful contract negotiations, to permit personnel cost reimbursement for preliminary start-up work. The contract will be finalized contingent on successful negotiation of the project budget, outcome measurables, and specific items readers would like to be addressed. Negotiations will take place December 9th or 17th. Service delivery will be initiated on January 5, 2009.

Advisory Committee Member Craig inquired as to what determines the number of readers. Ms. Burroughs explained there has always been a quorum of 3 to 4 readers per application. Staff wanted to be consistent and use the same number of readers used in the past. Readers were selected based on their expertise in the field of children's mental health issues.

Advisory Committee Chair, Dr. Carla Lidner, expressed concern that sub-contracting needs be done in order for applicants to meet criteria for proposal. She expressed additional concern that the RFP was designed to benefit the Department of Mental Health and excluded the other agencies from being awarded. Her comment was based on the emphasis on Early, Periodic, Screening, Diagnosis and Treatment (EPSDT – MediCal)

dollars in the RFP. Mr. Freedman replied that F5R made clear in the application process that First 5 dollars were to be used last and Medi-Cal or other payment resource dollars should be used first if available to the agency. This criteria did not differentiate the two proposals in the eyes of the readers. Vice Chair Loew clarified F5R funds would be the last resort as noted in the RFP.

Dr. Sosna added it was discussed early on in the design of the Initiative that if a child has Medi-Cal, it was to be used first in funding the eligible services provided to the child. All agencies who submitted a proposal had the ability to request Medi-Cal reimbursement through sub-contractors and were not excluded from the RFP process for this reason. Mr. Freedman added that there are sub-contracts in each of the proposals who are currently EPSDT providers and this was taken into consideration. All of the agencies were expected to be collaborative.

Commissioner Frykman noted the contract starts on December 1, 2008. He asked what costs will be incurred if the contract is initiated effective December 1, 2008. Ms. Burroughs noted the only costs that will be incurred will be for staff that incur incidental expenses related to start up activities such as developing MOUs for subcontractors.

Commission Vice-Chair Loew asked Advisory Committee Chair, Dr. Lidner, if the information provided answered her concerns. Advisory Committee Chair, Dr. Lidner, replied there is a perception in the community that the RFP is unfair, but she could not argue this today because she was not well informed on the details underlying this perception.

Commission Vice-Chair, Loew asked Dr. Sosna if there is anything that would give him a concern that the RFP was crafted unfairly. Dr. Sosna replied that he did not find any concerns with the RFP.

He noted the following criteria in the RFP:

1. It should be collaborative;
2. First 5 money shouldn't be spent when a second installment program revenue was available;
3. Each applicant had to have one agency who was referred to as a Medi-Cal provider and could claim an EPSDT they could bill.

Dr. Sosna further noted that each applicant agency did have at least one provider who is a EPSDT/MediCal provider.

Deputy County Counsel, Lucy Furuta, revised Resolution 08-65, line 19 to exclude the word "attachment" as there was no attachment. Resolution 08-65, line 19, was revised to read as follows: "awardee of the Riverside County Department of Mental Health is approved".

Commissioner Benson moved to approve Resolution 08-65 as revised. Commissioner Frykman seconded the motion. Following is the vote of the Commission members present: [Five (5) in favor (Loew, Benson, Frykman, Hoffman, Oltean), Four (4) absent (Wengerd, Ashley, Beasley and Carrillo), Zero (0) opposed]

08-66 Approving Formal Adoption of the Riverside County Children and Families Commission Action of June 23, 2008, Concerning Contract Extensions

Recommended Action: That the Commission formally adopt its action taken on June 23, 2008 to extend appropriately performing existing Response Fund Contracts through 2011as

summarized in the Resolution, and authorize the Executive Director or his designee to execute the necessary documentation and actions to effectuate this Resolution.

Ms. Smith noted conflicts for Commissioners Frykman, Hoffman and Oltean. Ms. Furuta called for additional comments. There were none.

Ms. Furuta noted a quorum is five Commissioners. Under the "Rule of Necessity" if you do not have enough Commissioners to equal a quorum after conflict has been noted, the Chair can reactivate the vote of a Commissioner so the Commission can take a vote. In this case all Commissioners' votes would have to be reactivated.

Commissioner Frykman asked if the items can be split out and the Commissioners could vote in one block for the contracts with no conflicts and take separate vote for the contracts with conflicts. Mr. Freedman informed the Commission this motion could be carried over until January's Commission meeting. It was decided to vote on the contracts noted below that do not have conflicts and carry over the remaining contracts until the January 15, 2009 Commission meeting.

GRANT NUMBER	PARTNER/RECIPIENT	EXTENSION NOT TO EXCEED ANNUAL AMOUNT + 5%
1015 OP-08	Riverside Community Hospital	\$597,800.00
1017 OP-08	Palo Verde Unified School District	\$260,887.00
1030 OP-08	San Geronio Memorial Hospital	\$184,753.00
1038 OP-08	The Smile Factory for the Children of the Desert	\$264,548.00
1040 OP-08	Hemet Valley Medical Center	\$145,353.00
1045 OP-08	Parkview Community Hospital	\$323,400.00
1052 OP-08	Riverside County Regional Medical Center	\$469,767.00
1102 OP-08	John F. Kennedy Memorial Foundation	\$238,071.00
1104 OP-08	Mt. San Jacinto Community College	\$224,055.00
1106 OP-08	V.I.P. TOTS	\$96,207.00
1127 OP-08	California Family Life Center	\$93,358.00
1144 OP-08	The Foundation for Community and Family Health	\$19,473.00
1148 OP-08	Blindness Support Services, Inc.	\$95,462.00
1150 OP-08	Riverside County Library System	\$410,454.00
1152 OP-08	Temecula Valley Unified School District	\$373,426.00
1204 OP-08	V.I.P. TOTS	\$579,584.00
1207 OP-08	Martha's Village and Kitchen	\$346,274.00
1208 OP-08	Thousand Palms Child Care Center	\$373,428.00
1216 OP-08	Riverside County Department of Mental Health - Incredible Kids	\$195,623.00
1232 OP-08	YMCA of Riverside City & County	\$237,500.00
1234 OP-08	Escuela De La Raza Unida	\$298,742.00
1238 OP-08	ABC Child Care Village	\$393,300.00
1240 OP_08	The Carolyn E. Wylie Center for Children, Youth and Families	\$274,597.00
1242 OP-08	Riverside County Office on Aging - Grandparents Raising Grandchildren	\$426,248.00
1244 OP-08	Family Service Association	\$970,911.00
1415 OP-08	Bermuda Dunes Learning Center	\$271,503.00
1428 OP-08	ABC Child Village	\$396,897.00
1435 OP-08	The Carolyn E. Wylie Center for Children, Youth and Families	\$545,022.00
1438 OP-08	Family Service Association	\$373,426.00
1604 OP-08	Bermuda Dunes Learning Center	\$248,679.00
7011 LS-08	Coachella Valley Unified School District	\$367,500.00
7012 LS-08	Hemet Unified School District	\$341,250.00
7013 LS-08	Lake Elsinore Unified School District	\$393,750.00
7014 LS-08	Palm Springs Unified School District	\$383,991.00
7015 LS-08	Perris Elementary School District	\$393,750.00
7016 LS-08	Jurupa Unified School District	\$262,500.00
36	TOTAL:	\$11,871,488.00

Commissioner Oltean moved to approve Resolution 08-66 as amended to only include approval to extend the contracts listed above in which there was no conflict declared at today's meeting. The remaining contracts listed below will be brought back at the January 15, 2009 Commission meeting for approval. Commissioner Benson seconded the motion. Following is the vote of the Commission members present: [Five (5) in favor (Loew, Benson, Frykman, Hoffman, Oltean), Four (4) absent (Wengerd, Ashley, Beasley and Carrillo), Zero (0) opposed]

The following contracts were pulled due to conflicts and will be acted on at the January 15, 2009 Commission meeting:

Commissioner Frykman

1.	1022 OP-08	Riverside County Department of Public Health – Loving Support	\$ 970,905
2.	1028 OP-08	Riverside County Department of Public Health – Immunization	\$ 479,409
3.	1032 OP-08	Riverside County Department of Public Health – IPS	\$ 456,962

Commissioner Hoffman

4.	1112 OP-08	Nuview Union School District – Parents as Teachers	\$ 434,608
5.	1212 OP-08	Nuview Union School District – Romoland Wrap	\$ 47,767
6.	1214 OP-08	Nuview Union School District – Infant and Toddler Expansion	\$ 432,173
7.	1413 OP-08	Nuview Union School District – Preschool for All	\$ 485,100

Commissioner Oltean

8.	1807 OP-08	Riverside County Child Care Consortium	\$1,120,282
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- E. 1. Revised Annual Report for Fiscal Year 2007-2008 (a copy of the revised Report may be obtained via the web at www.rccfc.org) – Johnathan McDannell, Administrator Outcomes Management
 - A. Public Hearing on the Revised Annual Report of the Riverside County Children and Families Commission for Fiscal Year 2007-2008
 - B. Resolution 08-67: Approving Adoption of the Revised Annual Report of the Riverside County Children and Families Commission for Fiscal Year 2007-2008

Mr. McDannell noted that two amendments were made to the original version of the Annual Report. These amendments impacted result areas one, two and three. The amendment does not change the total amount of FY 2007-2008 expenditures in the County Revenue and Expenditure Summary (AR-1). Corrections were made in the allocation of dollars to the noted result area. The corrected information is reflected on the F5R website and the F5CA Annual Report. In addition, an additional form in AR 2 (originally not included) was provided for result area four – Improved Systems of Care - Service Outreach, Planning, Support and Management that reflects F5R staff salaries and benefits including staff evaluation support and administrative operational expenses (e.g., printing, mileage, professional services, building lease and utilities, advertising and training).

Commission Vice-Chair Loew opened up a Public Hearing concerning the report on the Revised Annual Report of the Commission for Fiscal Year 2007-2008. There being no public comment, Commission Vice-Chair Loew closed the Public Hearing.

Advisory Committee Member Craig asked if another Annual Report would be published. Mr. Freedman clarified this Annual Report is the electronic report to the State. Ms. Smith informed all that the amended Report is available on the F5R website for review.

Recommended Action: Adopt the amended Annual Report as submitted after public hearing on the document (required by Section 130150 of the Health and Safety Code). Authorize the Executive Director or designee to execute any documents to effectuate this action.

Commissioner Benson moved to approve Resolution 08-67 as presented. Commissioner Frykman seconded the motion. Following is the vote of the Commission members present: [Five (5) in favor (Loew, Benson, Frykman, Hoffman, Oltean), Four (4) absent (Wengerd, Ashley, Beasley and Carrillo), Zero (0) opposed]

F. Discussion/Action- This item was taken out of order as it appears on the agenda due to lack of quorum until Dr. Frykman arrived (First discussed after Advisory Committee section)

1. Child Care/Preschool Data Project – Harry Freedman, Executive Director

Mr. Freedman reported staff has been working on providing the Commission with data to make strategic decisions on how to assist with the child care needs in Riverside County. The proposal from the Advancement Project was reviewed. Mr. Freedman noted due to overlap in the EIR report and the Advancement Project report staff is pursuing a proposal from three bidders on a combined report. There is an overlap in the data that makes it more efficient when combined.

Mr. Freedman requested Commission provide approval for staff to move forward with pursuing a contract with an agency to include everything inclusive in the proposal of the Child Care Comprehensive Data and Economic Impact of The Child Care Industry. Mr. Freedman clarified the update of the EIR was in the work plan the Commission approved for the Capacity Building initiative and the work plan with an outside funding source that is part of the ABCD contract.

Mr. Freedman suggested staff will ask the approved bidder to provide information Commission requested first and then the EIR update and have it all rolled into one.

This item was brought back for an action item when a quorum was present.

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

(Dr. Shafai left the meeting at 1:45 p.m. and returned at 1:50 p.m.)

Commission returned to this discussion after the Annual Report amendment presentation.

Mr. Freedman provided an overview on his earlier update. He added this is to gather statistical information to assist the Commission in making a decision on how to strategically use funding to address the gap between the child care need and supply in Riverside County. A proposal was received from the Advancement Project. Staff decided they would like to expand what they are looking for. They would like to have one provider to assist with the child care data and EIR report update to save on costs. An outline of what staff would like included in the proposals has been issued to three potential bidders who specialize in the services.

Staff is recommending approval for the Executive Director to be authorized to proceed with the scope of work as presented and select one of three bidders within Executive Director's spending limit before the next Commission meeting if time allows.

Staff will ask the selected bidder to provide the information the Commission is interested in first and then that information and EIR update will be rolled into one report and contract.

Commissioner Hoffman moved to approve staff recommendations as presented. Commissioner Benson seconded the motion. Following is the vote of the Commission members present: [Five (5) in favor (Loew, Benson, Frykman, Hoffman, Oltean), Four (4) absent (Wengerd, Ashley, Beasley and Carrillo), Zero (0) opposed]

2. 2009 Commission Schedule – Susan Loew, Vice-Chair – This item was taken out of order as it appears on the agenda due to lack of quorum until Dr. Frykman arrived (**discussed after initial discussion of child care**)

Commission Vice-Chair Loew explained that the 2009 Commission schedule was reviewed and approved. However, it was later discovered that the approved Commission meeting schedule conflicts with departmental meetings that Commissioners Wengerd, Loew and Frykman are required to attend. In addition, Vice-Chair Loew has two reoccurring meetings on the third Thursday of the month. The January 2009 Commission meeting is to proceed as scheduled for January 15, 2009, however the remaining meeting dates require to be revisited. Commission Secretary will poll the Commission for alternate meeting dates and times for February through December 2009.

G. Information Items

1. Fund Balance Update – Stella Smith, Deputy Director
Mr. Freedman announced Ms. Smith will be presenting in Ms. Duncan's absence. Ms. Smith reviewed First 5 CA Prop 10 revenue through 2007-2008 with projections through 2011-2012. She noted this information was provided from First 5 CA staff and is considered accurate. The information demonstrates an estimated decline in Prop. 10 revenues in the upcoming years. F5R revenue and expenditures actual information was reviewed. Ms Smith noted that the fund balance includes unspent Mental Health funds that will be spent over the next two years along with the 10% Set Aside Funds that were recently made available by Commission action. This illustrates that continued spending at the current level will result in a significant gap between revenues and expenditures. Current service levels can not be maintained with anticipated revenues. This will be the focus of discussion at the January 2009 Financial Commission Workshop.

Commission Vice-Chair Loew asked if staff can look at if the rate of decline for Riverside County is greater then the rate of decline statewide. Mr. Freedman replied this can be reviewed. He reminded the Commission that State Commission Initiative revenue will be reduced to zero.

Ms. Smith noted Fund Balance templates will include the bottom line at the January financial workshop.

2. **October Financial Statements – Stella Smith, Deputy Director**
Ms. Smith highlighted items on the financial statements including a credit in the month to date expenditures in Miscellaneous Expenditures. Ms. Smith explained that a credit was

received for disputed items on credit card accounts. Other credits noted in month to date expenditure column for: Personnel Services and Special Program Expense were due to reversals made to place expenditures in the correct line item.

(A complete copy of Ms. Smith's reports presented on Ms. Duncan's behalf is on file at the Commission business office.)

3. Public Relations Update – Harry Freedman, Executive Director

Mr. Freedman reported on Ms. Ayala's behalf. Various literacy events took place at Barnes and Noble book stores, WIC sites and county libraries. Barnes and Noble donated seven gift cards as prizes for event participants. Commission Vice-Chair Loew will draw names for one winner for each event site.

(Advisory Committee Chair, Dr. Carla Lidner arrived at 1:55 p.m.)

(Commissioner Frykman arrived at 1:58 p.m.)

(A complete copy of Mr. Freedman's Public Relations report presented on Ms. Ayala's behalf is on file at the Commission business office)

4. Web Site Update – Jamie Ayala, Public Information Specialist – This item was held over to the January meeting due to Ms. Ayala's absence.

At this time there was a quorum. The Commission returned to approve the Commission Minutes.

5. Organizational Assessment Update – Susan Loew, Commission Vice-Chair

Commission Vice-Chair Loew provided an update on the progress of the Organizational Assessment to evaluate the effectiveness of First 5 Riverside. Commission, staff and Advisory Committee have been interviewed and participated in the online assessment. Board Room Solutions staff are in process of organizing and analyzing the data and will provide an update at the January 2009 Commission meeting.

Ms. Loew is recommending that an amendment to the contract with Board Room Solutions be made to expand the scope of the assessment. Due to interest expressed by the County Board of Supervisors (BOS), Ms. Loew requested that the expanded scope include interviews with each BOS member.

Commissioner Hoffman expressed concerns about balancing the need to obtain input, with the importance of Commission independence. He wondered if formally interviewing the Board of Supervisors as part of the organizational assessment process could inadvertently lead to confusion regarding governance structure.

He suggested that building a relationship and informing of the BOS could be addressed outside of the assessment.

Commissioner Benson expressed the same concerns as Commissioner Hoffman.

Commissioner Frykman asked where the suggestion to include the Board of Supervisors in the assessment originated. Mr. Larry Cabaldon, Board Room Solutions Consultant, made the suggestion after Commission Vice-Chair Loew made him aware of the recent exchange

at the last Board of Supervisors meeting. Commissioner Frykman requested the pros and cons of including the Board of Supervisors in the assessment.

Mr. Cabaldon requested the Commission entertain interviews being conducted with the Board of Supervisors to see if it would add value to the assessment. Mr. Cabaldon explained even though the Board of Supervisors has no direct authority, they have a member on the Commission and staff on the Advisory Committee and they have a tremendous amount of influence. He expressed his goal was not to bring them in as part of the assessment but to include them informally so they may provide their input on F5R services. Information obtained from the Board of Supervisors can be incorporated as part of the solution.

Mr. Freedman noted this a good example of how complicated F5R is. All the comments of the Commissioners are well taken. He noted the Board of Supervisors is a significant stakeholder in what F5R does and they have been respectful of F5R's independence. He would like that to continue. Commissioner Benson added inclusion of the BOS in the assessment may give the general public reason to go directly to the BOS concerning issues with F5R instead of addressing them to the Commission. She requested that BOS comments be captured outside the assessment process.

Advisory Committee Member Craig noted the Commission appointed the members of the Commission, and questioned where a community member would go if they had complaints. She expressed an agency or individual may feel more comfortable going to the Board of Supervisors with complaints. The Commission forum may not be as comfortable for someone wanting to register a concern. She agreed input from the Board of Supervisors would be valuable but not relevant to the F5R assessment.

Mr. Cabaldon acknowledged Ms. Craig's comments and clarified he is not including the Board of Supervisors as the others were included who were more involved. They would be included in providing clarification of their perception, recommending solutions and committing to reassess an appropriate role for them in assisting F5R. He would also request establishing proper guidelines for agencies or individuals to report complaints or concerns.

Commissioner Hoffman noted there is a complaint/comment procedure that begins with informal steps for individuals and agencies to follow.

Advisory Chair Lidner replied some of the positions on the Commission are appointed by the Board of Supervisors. Mr. Freedman clarified that two positions (County Health Officer and a member of the BOS) are mandated by the legislation and the remaining members are designated by the local county ordinance. He pointed out that all Commissioners are appointed by the Board of Supervisors.

Advisory Chair Lidner expressed it could be perceived that agencies who have department heads on the Commission are receiving more funding then other agencies. Mr. Freedman replied the Board of Supervisors has not expressed these sorts of concerns

Advisory Committee Member Donna Johnston recommended going to the Board of Supervisors at some point for input. She noted the Board of Supervisors is very actively achieving within their district. Child care is an economic development issue that is close to their mission. She urged the Commission to not exclude them. She further noted the Board of Supervisors is not interested in gossip. They are interested in whether or not the money

is being spent effectively. She urged the Commission that at this point in its history it would be a good time to make an assessment on a bigger strategic plan and how money could be spent in the County. She noted the assessment allows F5R to go to each Supervisor individually and get their input on how F5R is operating in their district or how they perceive it should be. She indicated it may not have the same response if they are interviewed after the assessment is complete.

Mr. Freedman noted an invitation to present a workshop came up at the Board of Supervisors meeting. Commissioner Vice-Chair Loew suggested it would be beneficial to have the results of the assessment shared with the Board of Supervisors as part of the workshop.

Commission Vice-Chair Loew provided her perspective on the assessment. She is looking at how the Commission, Advisory and staff is functioning and would like to make sure the time they spend in those roles is the most beneficial for F5R. Her goal is to make sure there is integration between them. An effective way to do business is finding ways to streamline, make improvements in the way business is done without bestowing authority on anyone outside of the Commission.

Public Comment – Supervisor Ashley’s Assistant, Cheri Andelkovic

Ms. Andelkovic assured the Commission that Supervisor Ashley and the Board of Supervisors supports them and would like to work with them towards keeping F5R funded and providing more child care. She expressed even though Supervisor Ashley is not physically at the Commission meeting today his weight is felt in the County. The Board of Supervisors would like more child care for their districts. They might be a good partner for F5R and they are informed on Commission’s activities.

Mr. Cabaldon suggested having the Board of Supervisors take some ownership of the success of F5R. He asked if there is a way to formulate a question/strategy to get the Board of Supervisors involved and accountable but keep them out of the day-to-day business of F5R (i.e. suggestions for making F5R successful). He suggested delaying meeting with the BOS and include them in participating in solutions.

An alternate suggestion would be speaking with the Board of Supervisors and reframe the questions to get the most out of the meeting, allowing positive input from the Board of Supervisors with them being part of the solution without being part of the official assessment. Mr. Cabaldon offered to sit down with Commissioners who have concerns and look at what the meeting should be about. Commissioner Frykman supported Mr. Cabaldon’s proposal of working out questions with the Commission prior to meeting with the Board of Supervisors and also maintaining the Commission’s independence.

Commissioner Hoffman expressed he feels strongly about the governance issues that emerge from including the Board. He agrees if the parameters Mr. Cabaldon proposed are observed it would be informative for him to meet with the BOS. Commissioner Hoffman expressed he hopes no one leaves the meeting feeling he had any negativity against the BOS. He is in support of moving ahead with some carefully crafted conversations with the them. He further suggested some of the conversation involve sharing information that would create a clear understanding of what F5R resources are available and what processes F5R uses to provide services.

Commissioner Benson agreed she has no problem with Mr. Cabaldon speaking with the Board of Supervisors as she has a good relationship with Supervisor Ashley and other BOS

members. She expressed the conversation needs to focus on what they think F5R can do as opposed to what they want F5R to do.

Commissioner Oltean added everyone plays a part in the assessment. She agreed with Mr. Cabaldon in speaking to the Board of Supervisors to establish what they can do to help F5R.

Commissioner Vice-Chair Loew clarified that all Commissioners present were comfortable with a framed discussion with the Board of Supervisors. In January a contract amendment will be brought back to the meeting for approval to include Mr. Cabaldon meeting with the Board of Supervisors. Mr. Cabaldon will share the questions for input from the Commission before he meets with the them.

6. Quarterly Target Report – Johnathan McDannell, Administrator Outcomes Management

Mr. McDannell noted Hemet Valley Medical Center and Riverside Community Hospital are making progress toward target accomplishment. Services have been implemented; these (2) hospitals have been experiencing difficulties with start-up; activity numbers are lower than anticipated for first quarter results.

Target goals for AmeriCorps and IEHP will be reported in the next quarter since not all information has been entered for both contracts into GEMS.

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

(Advisory Committee Member, Dr. Shafai left the meeting at 3:15 p.m.)

7. Executive Director Report – Harry Freedman

Mr. Freedman highlighted several items from his Executive Director report.

Mr. Freedman reported there is vacant space at the Rob Reiner Center due to many providers leaving. Ms. Schoenberg added there are 36 child care slots empty between two classes for which there is no provider. Ms. Schoenberg is trying to direct potential providers to the center.

Commission Vice-Chair Loew asked if the Rob Reiner Center staff have indicated what would assist them in overcoming their issues with filling the Center. Mr. Freedman noted, rent and providers not being able to fill the slots are big issues. The Center is neither accessible nor on a bus route. He added Rob Reiner Center staff may need some encouragement from the Commission that they do not want to see empty centers. This will be part of the discussion in January.

January Fiscal Workshop

Mr. Freedman reported staff is developing materials for the Commission to use at the Fiscal Workshop in January to help facilitate discussion and decision-making regarding allocation of funds beyond 2011. As noted at the October meeting, the decline in state revenues, and utilization of fund balance, make it impossible to maintain existing levels of service indefinitely. Staff will develop the one-page summaries of State Initiative programs to help with the more immediate decisions required for these programs.

A letter from Family Service Association thanking the Commission for their assistance with the state budget crisis was shared in Commission packets.

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

8. Holiday Schedule – Harry Freedman, Executive Director

Mr. Freedman reported it is F5R tradition to close the office to the public for a week between Christmas and New Year's Day. F5R will be closed December 25th and 26th and January 1st and 2nd in observance of the holidays. The office will also be closed to the public December 29th, 30th, and 31st. Many staff will use this opportunity to take vacation. Those staff who wish to do so may work during the time the office is closed to the public.

H. Funded Agency Public Comment

None

I. Public Comment

None

J. Future Agenda Items

1. Financial Workshop

K. Commission Meeting Adjournment

Adjournment at 3:34 p.m. to the Closed Session Meeting on Thursday, January 15, 2009 at 11:00 a.m.

Riverside County Children and Families Commission Office
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