

**Riverside County Children and Families Commission**  
***Regular Meeting of the Commission***  
**Monday, September 22, 2008**  
**1:30 p.m. – 3:50 p.m. Meeting**

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

**A. Call To Order**

The meeting was called to order at 1:33 p.m. by Chair Jerry Wengerd.

Commissioners Present: Chair Jerry Wengerd, Vice-Chair, Susan Loew, Jean Benson, Connie Beasley, Eric Frykman, Jay Hoffman, Supervisor Marion Ashley (arrived at 1:40 p.m.), Vicki Oltean

Commissioners Absent: Yolanda Carrillo

Advisory Committee Present: Dr. Carla Lidner, Chair, Donna Johnston

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; Sandy Duncan, Administrator, Fiscal Services; Laurie Schoenberg, Administrator, Early Care & Education; Sherry Watkins, Facilities & Operations Specialist; Cindy Brandon, Administrative Secretary; Michelle Victor, Contract Specialist, Grants & Contracts; Cassandra Adams, Contract Specialist, Grants & Contracts Uniqua Burgess, Program Specialist, Health & Community Programs; Sonia Jizrawi, Program Specialist, Early Care & Education; Rocio Zuniga, Program Specialist, Early Care & Education, Kristi Van Heule, Program Coordinator, Capacity Building Initiative

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

Consultants Present: Diane Mapes, Nancy Maich, Patti Larson and Larry Cabaldon from Board Room Solutions

**B. Commission Business – Commission Chair**

**1. Commissioner Comments:**

State Budget will be discussed later in the agenda.

**2. Approval of August 25, 2008 Special Closed Session Commission Meeting Minutes**

Commissioner Benson moved to approve the minutes from the August 25, 2008 meeting of the Commission. Vice Chair Loew seconded the motion. Following is the vote of the Commission members present: [Seven (7) in favor (Wengerd, Loew, Benson, Beasley, Frykman, Hoffman, Oltean), Two (2) absent (Ashley and Carrillo), Zero (0) opposed]

## C. Reports

### 1. Resolution Report (Action) – Stella Smith

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 08-50 through 08-53:

Resolutions 08-50 through 08-52 are presented for block approval. Riverside County Children and Families Commission members have the option of excluding specific resolutions from the master motion.

Resolution 08-53 was pulled from the master motion for declaration of conflicts and further discussion.

#### **08-50: Approving the Purchase and Hardware/Software Installation Work Order Between the Riverside County Children and Families Commission and Acorn Technology Corporation**

**Recommended Action:** That the Commission approve the Purchase and Hardware/Software Installation Work Order with Acorn Technology as attached to the resolution and authorize the Executive Director or designee to execute the necessary documents to effectuate this resolution.

#### **08-51: Approving the revised Riverside County Children and Families Commission Investment of Funds Contract Template for Use with One Time Only Contracts**

**Recommended Action:** That the Commission approve the contract template for use with one time only contracts and authorize the Executive Director to execute contracts utilizing this template for projects approved by the Commission with out requiring further action of the Commission.

#### **08-52: Approving an Increase in the Spending Authority of the Executive Director for Riverside Personnel Services, Inc. for Temporary Personnel Services**

**Recommended Action:** That the Commission authorize an increase in the spending authority of the Executive Director for expenditures associated with Riverside Personnel Services, Inc. by \$25,000 not to exceed the budgeted total of \$50,000 for Fiscal Year 08/09. Authorize the Executive Director or his designee to execute the necessary documents to effectuate this resolution.

*Commissioner Frykman moved to approve Resolutions 08-50 through 08-52 as presented. Commissioner Benson seconded the motion. Following is the vote of the Commission members present: Seven (7) in favor (Wengerd, Loew, Benson, Beasley, Hoffman, Frykman and Oltean), Two (2) absent (Ashley and Carrillo), Zero (0) opposed].*

**08-53: Approving Staff Recommendations for Granting of Funds for One Time Only (OTO) Contracts and Authorizing the Executive Director to Move Forward with Negotiations and Execution of Contracts for the Period Covering October 1, 2008 through June 30, 2009**

**Recommended Action:** That the Commission accept the recommendations of staff as attached to the resolution and authorize the Executive Director or his designee(s) to proceed with contract negotiations and execution of the contracts utilizing the Commission approved contract template without requiring further action from the Commission.

(Supervisor Ashley arrived at 1:40 p.m.)

Following is a record of action(s) taken by Commission on Resolution 08-53. Ms. Smith called for conflicts. Commissioners reviewed staff recommendations.

**Child Care RFP Recommendations #1-20**

**Conflicts**

Commissioner Beasley declared a conflict on RFP #12 The Carolyn E. Wylie Center for Children, Youth & Families

**Child Care RFP Recommendations #1-20**

**Abstain**

Supervisor Ashley abstained from voting on Child Care RFP #1-20

**Education RFP Recommendations #89-92**

**Conflicts**

No conflicts declared

**Health RFP Recommendation #125**

**Conflicts**

Commissioner Frykman declared a conflict with RFP #125 Riverside County Department of Public Health

Ms. Smith provided overview of OTO recommendations.

August 8 – August 14, 2008: Application submission deadline; review and evaluation by panel of readers; staff review and development of recommendations.

- Applications were reviewed by a panel of independent readers with expertise in child care/early education.
- A total of sixteen readers assisted in the review process.
- Conflicts of Interest were reviewed then, each application was assigned, read and scored by three readers.
- Scores represent an average of individual reader scores.
- Staff recommendations are based on reader scores and comments, information obtained during agency site visits and a staff review of the application.

Ms. Schoenberg highlighted Child Care and Education RFP applications as noted in the Resolution Report. There were over 122 applications between the two RFPS. Over 12 million dollars was requested between both programs. Total dollar amount available for the two RFPS is over two million dollars. Ms. Schoenberg thanked the Commission for their approval of the OTO funds.

Ms. Schoenberg informed the Commission of the RFP approval process. Applications were considered based on reader's recommendations. Highest scores descending to the lowest scores up to the total funding amount in each RFP area were considered. Staff then went beyond the funding amount to allow for adjustments.

Areas of due diligence included following up on questions as outlined by readers, staff questions, site visits to agencies that were not a current partner agency or had not been a past partner agency. Any licensing violations with Community Care Licensing within the past two years were researched for all applicants applying.

Ms. Schoenberg provided clarification on the process staff used for reduction of requested dollar amounts. Reader's comments were reviewed, agencies were contacted for more information. If there was a site visit required, curriculum items may have been reduced based on staffs observation of agency actual needs. Recommendations were provided to agencies for input and possible negotiation before finalizing reductions in requested dollar amounts.

Ms. Schoenberg highlighted six new agencies are being recommended including three family child care centers. OTO funding is opening up 372 new spaces.

Child Care RFP recommendation spreadsheets were reviewed. Child Care RFP numbers one through seventeen were noted to be the agencies recommended for funding. Number seven, eight and nine were noted as not being recommended for funding and reasons were shown on the handout.

**Ms. Schoenberg highlighted Child Care RFP requests spreadsheet consisting of recommended funded agency numbers one through 17.**

Ms. Schoenberg reported on reader concerns with logistics, cost and the time frame for the funding of RFP number 17, Riverside County Office (RCOE). RCOE proposed three full day institutes and three half day institutes for a total of 42 direct training hours. Their overall goal is to increase quality and education of providers in Riverside County. Staff requested clarification from RCOE on their RFP proposal. RCOE provided information that was not included in the initial application. After receiving the information, First 5 noted the clarified application was extremely ambitious so they requested assistance from the First 5 Association's Statewide Program Director, Moira Kenney. Ms. Kenney reviewed the chart submitted by RCOE to determine if it was a reasonable training plan, how many attendees were needed to make this work, if the cost of \$436,800 was reasonable, and if it was reasonable to assume all six institutes could be accomplished by June 30, 2009. Ms. Kenney's response indicated from a logistic perspective it could not work, from an educational perspective not in best practice and from a financial perspective, too costly for the program as proposed in intended results. Due to the noted consideration staff proposed to reduce the number of the three full day institutes to one full day institute and maintain the three half day institutes and eliminate the trainer for baby signs for a recommendation of \$179,006.00.

Ms. Schoenberg further reported that F5R staff had spoken with RCOE staff and were currently waiting on additional requested information from them. At this time the recommendation stands as it is noted on spreadsheet.

**Ms. Schoenberg highlighted Child Care RFP requests spreadsheet consisting of recommended funded agency numbers 18 19 and 20.**

They were noted to have the same scores. Requested dollar amounts have been adjusted to recommended dollar amounts as shown on OTO spreadsheet.

Commissioner Oltean requested information on what agencies plan to do with their funds since their requested amount will be less. Ms. Schoenberg will be providing the agencies with their adjusted amounts and request clarification of what they will decide to use the funds for. She reported St. John's Lutheran and Thousand Palms are both looking to increase spaces in their facility.

**Ms. Schoenberg highlighted Education RFP requests spreadsheet consisting of recommended funded agency numbers 89 through 92.**

Adjustment in dollars on RFP number 90, Thousand Palms Child Care Center discussion took place. They had intended on using some of the requested funds to install tree houses. After discussion with staff they decided it would be best to eliminate this part of the request from their proposal because of it being a potential safety issue. A reduction of \$6,000 dollars was made and installing the tree houses will be eliminated from their RFP.

RFP number 91, Family Service Association received left over funds in this category. The agency will continue to place modules at two different facilities. The adjustment to dollars was made by them eliminating their proposal to purchase new property.

RFP number 92, San Gorgonio Child Care Consortium, is strictly teacher provider training.

Commissioner Oltean clarified with Ms. Schoenberg that Thousand Palms Child Care Center is increasing spaces by 24 in infant/toddler and preschool.

**Public Comments:**

**Laura Dunn representing Alicia's Preschool**

Ms. Dunn expressed her appreciation for the opportunity of writing a grant for child care education and health. In addition she thanked First 5 staff for their support and allowing her the opportunity to participate on the ABCD Task Force. She noted that this is her first time writing a grant. She is looking into opening a home based child care.

**Sharon Baskett, representing Riverside County Office of Education (RCOE)**

Ms. Baskett thanked the Commission for making the OTO RFP available to agencies in Riverside County. Ms. Baskett stated when contacted by F5R staff, RCOE provided clarification on their goal of providing 20 strands of workshops and institute certifications. Utilizing consultants, credited trainers, facilities and workshops resulted in a proposed cost at \$1,000-\$1,500 per hour. She expressed that communication with staff was vague and challenging. Ms. Baskett appreciates any funding available to go out to Riverside County Children and Families and offered to answer any questions. Ms. Baskett reported to Commission that RCOE is ambitious and is prepared to provide the trainings with quality. They will approach all child care providers at free of cost, with substitutes built in to allow teachers time for trainings without them having to attend on a Saturday.

Vice Chair Loew asked if RCOE has offered this training before. Ms. Baskett noted three trainings at a time have not been done but she has been willing to provide them with the assistance of consultants. Capacity building in Riverside County is RCOE's goal by trying to make it free for teachers that would in turn go back to their centers and train their staff. RCOE liaisons could follow up on this during their site visits. She expressed the goal of trying to get the training done in threes was in hopes of reaching more people in the county. Vice Chair Loew expressed her reservations due to the costs and readers notes of not having enough clarity from RCOE of the goals and the possibility of having a small audience participate in the trainings.

Ms. Baskett replied she was surprised at the response that the \$1,500 per hour cost was unreasonable. She expressed RCOE could possibly provide the services for \$300,000. She reminded Commission, that people are not donating their time for services as they use to. RCOE is not charging for registration, food and is offering to cover substitute cost and mileage for people coming from rural areas. Their goal is to serve those on mailing RCOE's mailing list approximately 250 participants at the large institutes and at least 50 at the small institutes.

**Malinda Smith Owner and Director of ABC Child Care Center**

Ms. Smith thanked the Commission and staff. She found staff to be friendly and helpful. Ms. Smith expressed concern that her application scored 70 which was higher than some of the agencies that were funded. She asked the Commission for consideration that the choice of approved RFPs are not left up to the readers. She asked for Commission to take one more look at their applications.

Commissioner Hoffman commended staff on their great deal of care and consideration on the process. Mr. Freedman concurred.

Vice Chair Loew proposed giving staff the flexibility through their negotiations to make additional recommendations and modifications of what is presented to Commission if it becomes a question of whether the proposals can be fulfilled based on revised recommendations.

Commissioner Frykman added points of clarification stating that, negotiations and conversation within the staff proposal presented, and if other recommendations don't fit staff will move down the RFP list and include more agencies in their recommendation of funding.

Ms. Furuta expressed her concern with the Commission authorizing staff to increase beyond the dollar amount approved today or funding an agency that is not authorized to be funded at today's meeting. She would like the staff to bring back recommendations that are not authorized today back to the Commission or if they want to add on specific numbers that are not approved today.

If an agency felt that they cannot provide services with reduced funds, staff will return with additional recommendations to the Commission. Commission agreed.

Mr. Freedman indicated that the majority of the contracts have been negotiated. If there is additional funding freed up through agency discussion, staff will continue to fund agencies moving down the RFP list. He would like Commission to act on items today up to the amount of funding provided for previously. If Commission makes additional funds come available staff can look at funding additional agencies at next months Commission meeting. The intent would be to move down the list with recommendations. Mr. Freedman reported the majority of the contracts will be ready to go by October 1.

Commissioner Benson expressed concern with child care centers being funded on the list. She is concerned that new agencies are not given the opportunity to receive funds for start up. She suggested the Commission explore the possibility of adopting another category for funding those who would like to apply for start up costs. She agrees with the recommendations but noted that agencies should not automatically be funded because they always have been. She reminded the Commission that was not part of the Mission to continue to fund agencies on an ongoing basis.

Supervisor Ashley agreed with Commissioner Benson's comment. Commissioner Ashley asked if there are additional funds coming available. Mr. Freedman noted this will be discussed at October Commission meeting by the Commission. Chair Wengerd added there is a balance from last year that is due to be discussed.

### **Child Care RFPs Only**

*Vice Chair Loew moved to approve Resolution 08-53 Child Care recommendations as presented in the order listed up to the maximum amounts listed per agency, and up to the maximum threshold per category approved by the Commission, subject to final negotiation of the conditions of award by the Executive Director or his designee with the modification that staff is provided the flexibility through negotiations with the providers to evaluate whether any other changes in the recommendations would be warranted. Staff is provided the flexibility to contract with additional agencies listed on the spreadsheet (in order), without going back to the Commission, if funds become available through negotiations. Commissioner Frykman seconded the motion. Following is the vote of the Commission members present: Six (6) in favor (Benson, Wengerd, Loew, Frykman, Hoffman and Oltean), One (1) absent (Carrillo), One (1) Conflict, (Beasley RFP #12 The Carolyn E. Wylie Center for Children, Youth & Families), One (1) Abstain (Ashley), Zero (0) opposed].*

### **Education RFPs Only**

*Vice Chair Loew moved to approve Resolution 08-53 Education recommendations as presented in the order listed up to the maximum amounts listed per agency, and up to the maximum threshold per category approved by the Commission, subject to final negotiation of the conditions of award by the Executive Director or his designee with the modification that staff is provided the flexibility through negotiations with the providers to evaluate whether any other changes in the recommendations would be warranted. Staff is provided the flexibility to contract with additional agencies listed on the spreadsheet (in order), without going back to the Commission, if funds become available through negotiations. Commissioner Beasley seconded the motion. Following is the vote of the Commission members present: Eight (8) in favor (Ashley, Benson, Wengerd, Beasley, Frykman, Hoffman, Loew and Oltean), One (1) absent (Carrillo), Zero (0) Conflict, Zero (0) Abstain, Zero (0) opposed].*

### **Health RFPs were reviewed by Ms. Burroughs**

Ms. Burroughs reported RFP number 125, Riverside County Department of Public Health is recommended for approval of the entire award amount for implementation of the Healthy Habits for Life Program. They were selected because they already have experience providing a similar service. There would not be a lot of time needed planning implementation, they propose providing a county wide service, they have established a strong collaboration with Child Care Consortium and are providing match funds from the Network of Healthy California. She reported to the Commission that the scores were close between the agencies and there were a lot of good proposals written. Commission had no questions or comments on Health.

### **Health RFP Only**

*Supervisor Ashley moved to approve Resolution 08-53 Health recommendations as presented. Commissioner Hoffman seconded the motion. Following is the vote of the Commission members present: Seven (7) in favor (Ashley, Beasley, Benson Wengerd, Loew, Hoffman and Oltean), One (1) absent (Carrillo), One (1) Conflict (Frykman, RFP #125 Riverside County Department of Public Health), Zero (0) Abstain, Zero (0) opposed].*

Mr. Freedman indicated he wanted to respond to Commissioner Benson's comment, pointing out that by nature of maturity of some of the agencies they have a greater capacity of grant writers so they score higher, Whereas new agencies have difficulty writing grants. He reminded the Commission that they had previously discussed wanting to create new capacity and safe guard the funds by insuring a new organization will have the capacity to deliver the services without failing.

Commissioner Frykman requested staff provide information on what funding agencies that scored 56 and were not chosen had proposed in their RFP to do to increase capacity. He suggested rather than opening up a new RFP, that ED and staff use the current RFP template, and bring the proposal to expand by amount of slots indicated by agencies not funded to Commission. Mr. Freedman supported Commissioner Frykman's suggestion and added this was part of discussion for later in agenda and for October meeting as is the expansion of existing contracts possibly requiring more money then available.

Chair Wengerd supported Commissioner Frykman's request for staff to begin the process for of looking at the ranking scores of the RFPs and come back to future meeting with additional recommendations. Commission agreed to authorize staff to move forward with this process and bring recommendations back to the October Commission meeting for further discussion.

## **2. Advisory Committee – Dr. Carla Lidner, Chairperson**

Chairperson Dr. Lidner reported on Advisory Committee agency site visits. She had a visit with Blindness Support Services with CEO, Peter Benavidez. She gave an overview of the services Blindness Support provides. She also visited the School Readiness Program at Rob Reiner Center. During Dr. Lidner's visit she observed busses arriving with Autistic children and the medical therapy unit. Some parents of the children are donating services in the classrooms two days a month and attend parenting classes. Dental Health, Who's In Control, TV or Me, Interview Tips, Lead Poisoning Prevention, Dog Bite, Low Cost Safety Seats, Building Self Esteem were a few of the parenting classes noted.

## **D. Discussion/Action**

### **1. Contract Compliance Subcommittee Report-Chair, Jerry Wengerd**

Chair Wengerd provided background on the appeal from the Family Service Association. The initial Sub-Committee was Dr. Hoffman and Chair Wengerd. Due to questions about the number of reports required monthly from agencies and the level of financial penalty they decided to request another Sub-Committee to review F5R policy. The new Sub-Committee consisting of Commissioner Benson, Vice Chair Loew and Chair Wengerd met to review the penalty policy. The Sub-Committee agreed the financial penalty is not needed as there is language contained within the contract which permits withholding of funds until the deficiency is corrected. The penalty applies to two different monthly reports for each contract which the Sub-Committee deemed excessive.

The Sub-Committee suggested that the cash penalty phrase in the paragraph on Compliance and Disallowance be removed. Mr. Freedman responded to Commissioner Wengerd's question, indicating that monthly entry of data is not state mandated. He reminded Commission in the past the only penalty that could be applied by F5R was termination of the contract. In trying to come up with a reasonable safe guard on how agencies could be encouraged to comply with reporting the current policy was developed. He also indicated that for some agencies, withholding a full quarter payment may be more problematic than a 1% penalty.

Mr. Freedman explained F5R is one of the few agencies with the policy of pre-payment and advancing agencies funds every quarter. He expressed staff has discussed the possibility of paying agencies in arrears. Funds have rarely been held because F5R advances funds leaving the only chance to withhold for non compliance during the final quarter payment of the year. Commissioner Beasley suggested including staff that attend the staff visits in the Sub-Committee discussions for input. Chair Wengerd clarified that the only issues in question are who requires data, how often and the financial penalty.

Commissioner Hoffman added that some agencies have no issues with turning in reports in a timely manner. He suggested looking at new grantees and agencies that are currently funded. He agreed that staff concerns should be considered by the Commission. A more comfortable reporting requirement should be considered for agencies with less staff and those who are current with their reporting status. Commissioner Benson added it is not the intention of F5R for agencies to have to over report. Mr. Freedman noted much of the reporting is entry into the data system

**SUB-COMMITTEE RECOMMENDATIONS:**

1. Delete financial penalty
2. They will address staff to see if the requirements of the monthly data are required by the State Commission.
3. In light of recommendations to delete the financial penalty they will review any past agency penalties.
4. Re-visit the issue at the October meeting with recommendations from staff.

**2. Commission Policy for Funded Agency Communication – Harry Freedman**

Mr. Freedman reminded the Commission that this discussion is a follow-up from last months Commission meeting. The intent is to facilitate discussion and input with funded agencies without conflicting existing policies by going directly to Commission for issues they should be going to staff for. The draft of the policy was reviewed. Ms. Furuta noted there was no for further action by Commission. This item could be added as an additional item on future agendas. Staff will add to the agenda beginning with the next meeting.

(2:55 Commissioner Oltean and Frykman left the meeting) (Commissioner Oltean returned at 2:57)

**3. 2009-10 Contract Extensions – Harry Freedman, Executive Director**

Mr. Freedman provided Commission with overview of previous discussion. Staff requested current funded agencies describe the degree to which they could expand services within the existing scope. Staff made rough estimates of amount of funding that could be devoted to such expansion.

Mr. Freedman introduced Sandy Duncan, recently hired to fill the vacant Fiscal Administrator position. Ms. Duncan provided overview of the fiscal status in relation to the five year allocation plan. She described the amount of dollars available by goal area and degree to which staff estimates of existing services can be expanded through current contract agencies. Mr. Freedman noted there would be overspending in ECE and under spending in Health.

Ms. Duncan reported the actual expenditures for fiscal years 06/07 and 07/08. She explained that contract amounts for Fiscal Years 09/10 and 10/11 were based on the actual amount contracted in 2008-09 plus a 5% increase for each year to determine the assumed savings. To clarify a question regarding the assumed savings Ms. Smith clarified staff took

the original amount Commission planned to spend in the first two years, and deducted the actual contract expenditure to arrive at the savings for the first two fiscal years. Rather than estimating expenditures on the full amount available in fiscal years in 09-10 and 10/11, staff based the estimated expenditure on the actual amount contracted for the current fiscal year (taking into account a 5% in 5% increase. There would be money left over considering this scenario.

Chair Wengerd expressed he would like the Commission to discuss this year's actual before moving forward with the next two years. Mr. Freedman added this information is being shared as preliminary information for the Commission only and to answer their questions from previous Commission meetings on how existing contracts can be expanded. Next month the Commission will receive this information and related information to begin thinking about how to approach funding for the remaining years of the current allocation plan. The Commission will have the opportunity to discuss if they want to move funds between programs. He suggests looking at current year and next two years projections as a whole to make sure all programs will be able to be sustained in the future two years.

(Commissioner Frykman returned to meeting at 3:06)

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

4. **State Budget – Harry Freedman, Executive Director**

Mr. Freedman reported much was discussed at the State Association and State meeting. Handouts were shared.

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

5. **Commission Meeting Schedule – Susan Loew, Commission Vice Chair**

At the request of Supervisor Ashley, rescheduling the monthly Commission meeting day was discussed. Vice Chair Loew reviewed proposed Commission meeting schedule survey results of Commissioner availability. She noted the third Thursday of each month at 1:30 looks best for a new meeting date. Commissioner Benson added the afternoons are best for her. Mr. Freedman reported Commissioner Carrillo will only be able to attend meetings every other month due to a conflict in her schedule.

Based on the consensus of the Commissioners present, Ms. Furuta noted a resolution will be brought back at the next Commission meeting to change the monthly meeting of the Commission to the third Thursday at 1:30 to be effective in January 1, 2009.

6. **Organizational Assessment Update - Susan Loew, Vice Chair**

Vice Chair Loew introduced Patti Larson and Larry Cabaldon from Board Room Solutions. They have been contracted to conduct the organizational assessment of the Commission. Mr. Cabaldon provided overview of the steps for the organizational Assessment.

All Commissioner and Administrator interviews have been conducted and Advisory Chair Dr. Lidner was interviewed today. There may be some follow-up interviews.

Next Steps:

- Mr. Cabaldon and Ms. Larson will attend the Advisory Committee meeting and interview them as a group at their October 15 meeting.
- An Online Board assessment will gather input of Commissioners, Staff and Advisory Committee. A report will be provided on the results at a future Commission meeting.

Mr. Cabaldon's objective is to add to Commission performance standards, "More, better faster."

7. **Facility Assistance Fund – Harry Freedman, Executive Director**

Mr. Freedman reported as a result of the modification to FAF application criteria, three unanticipated policy issues have arisen:

1. **Pre Development costs**

Some applicants have applied for funding for permit fees, licensing fees, etc. There is a risk that F5R could fund such fees, only to have approvals denied, and therefore the project is never implemented.

2. **Increase of Personal Assets**

Many of the family based provider applications result in a re-model or room addition to increase capacity. As a result, F5R is increasing the value of their home which they will ultimately sell and profit from.

3. **Religious Funding**

We support the provision of services by faith based organizations, and contractually require that F5R funds are not used for religious worship, instruction, or proselytizing. This prohibits faith based organizations that use religious materials as part of the curricula to receive operational funds. Some faith based FAF applicants use religious materials as part of the curricula, but believe they are complying with our requirements because F5R funds are being used for capital expenditures such as playground equipment.

**STAFF RECOMMENDATIONS:**

Staff recommends that the Commission review and establish policy guidelines regarding these three issues. Staff further recommends that:

1. No more than \$2,000 be awarded for "pre-development" costs, and only if no other funding is available.
2. Remodeling and related expenses be allowed for family based providers, up to a maximum of \$10,000.
3. Faith Based Organizations shall not use F5R funds for religious worship, instruction or proselytizing. This restriction should apply to the program F5R funds are being used within, not simply the specific purchase being funded by F5R.

Commissioner Frykman supports staff recommendations. He would like to strike the wording in number one of "if no other funding available" or find a way to scrutinize the language in order to avoid it hindering the process. Commissioner Hoffman recommended staff establish guidelines for providing the funds if the agency is a good risk. He agreed that the funding level should be based on the Community level.

Commissioner Benson agreed with Commissioner Frykman. She expressed concern with funding the \$2,000 startup fees to get a CUP with a business plan of how they will succeed in the future. She agreed with remodeling and playground funds. Commissioner Frykman suggested the \$2,000 go towards remodeling related expenses and allow for reimbursement for pre-development costs as opposed to up front. Commissioner Benson agreed with this concept.

Mr. Freedman reported there were a few agencies that needed the start up costs to apply for licenses. Commissioner Beasley added if they don't have the start up fees on their own they may be worse off than when they started if F5R were to provide them with start up fees.

Commissioner Frykman suggested providing "post development reimbursement" for recommendation number 1 and helping build capacity. Chair Wengerd asked the Commission if they wanted to add the \$2,000 start up fees to the \$10,000? Commissioner Benson moved to pass staff recommendation two and three and leaving recommendation number one for discussion at the next meeting so the Commission can work on deciding ways they could help establish new child care centers and develop a formula of the amount of funds they want to put into the new centers. Chair Wengerd seconded the motion. Commissioner Beasley suggested looking at the whole package instead instead of one piece at a time.

Mr. Freedman informed the Commission he is seeking guidance opposed to a formal motion. He added there are proposals currently pending. Mr. Freedman clarified his understanding of today's discussion is that the Commission is uncomfortable with pre-development costs unless they are reimbursed. He suggested he would approve the applicants pending that are currently in process under the current guidelines. Commissioners agreed with Mr. Freedman's clarification of this discussion.

Chair Wengerd questioned how many faith based centers that have contracts pending will be discouraged by the language. Mr. Freedman responded he could not give an exact number but there are some faith based who will be may be discouraged by the language. He clarified there is no change in the language of the contract and the concerns have come up when the new contracts have been presented for signing at sight visits.

Ms Furuta added that the reason for the language clarification is a legal issue and staff is not asking to change the contract. Mr. Freedman informed the Commission there had not been far fewer questions from agencies about the language in the contract regarding faith based policy in the past.

Mr. Freedman noted this is a policy question on implementing the contract language. He is concerned with making sure the Commission has a consensus that if there is a complaint that F5R sign is on an organization if there is a question asked if F5R funds are providing funding for religious instruction or only the playground that the Commission is ok with noting they are just funding the program. Vice Chair Loew agreed she was ok with this. Commissioner Beasley suggested a sign noting F5R is only funding the playground and not religious programs. Mr. Freedman noted this is already done and it is clear F5R does not fund religious programs.

After discussion it was pointed out no motion was necessary and no action was taken.

## **E. Information Items**

### **1. Public Relations Information – Jamie Ayala –Public Information Specialist**

Ms. Ayala shared her monthly PR report. She provided an overview on F5R Public Information plan for the balance of the year. She request Commission and staff spread the word of F5R services.

She noted the cost of the Annual Report should be less than \$29,000. It will be distributed to legislators and other stakeholders. Vice Chair Loew noted her appreciation of the plan to bring

more attention to F5R. She asked if highlighting some of the partner agencies will be part of the campaign. Ms. Ayala confirmed this will be part of the promotional campaign. Commissioner Beasley suggested something resembling the United Way of the Inland Valleys ads to advertise services with each of the partners. She suggested Ms. Ayala pursue this with the Press Enterprise. Mr. Freedman agreed that recommendation is worth pursuing Ms. Ayala's thanked the Commission for allowing her to be creative and proposing new ideas.

(Commissioner Ashley left the meeting at 3:40 p.m.)

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

## **2. Executive Director Report – Harry Freedman**

Mr. Freedman highlighted several items from his Executive Director report. He reported the only thing clear at this point is next years budget will be more difficult then this year. The State First 5 Association and State Commission are working on determining what worked well this year and what needs to be changed for next year.

At next month's Commission meeting, Mr. Freedman would like for the Commission to discuss how to spend down the fund balance with the exception of the sustainability fund and perhaps revisit the amount of the sustainability fund. He reminded Commission of what programs will be reduced and phased out by the State Commission. Mr. Freedman will include project end dates and dollar amounts of impacted programs. Vice Chair Loew clarified that F5R can continue to support programs with local dollars even if the State Commission no longer funds a program.

Mr. Freedman reported the financial report for July and August were inadvertently omitted from the agenda. Any questions or concerns regarding the financial statements can be addressed at the October Commission meeting.

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

## **F. Public Comment**

1. Nancy Maich, current consultant and former Program Coordinator of the ABCD Project and Capacity Building Initiative for the past four years at F5R announced this is her last Commission meeting. She thanked the Commission for allowing her to provide years of service for the past four and a half years. She announced there is a faith based small business summit event on October 9 for Orange, San Bernardino and Riverside Counties. She suggested that a member of staff, Advisory or Commission attend. The keynote speaker is Dr. Jeffry Decker. His topics will include preserving business ethics and service excellence in difficult economic times.

Ms. Maich reminded the Commission that currently one third of the licensed child care facilities providing services in Riverside County are by faith based organizations. She requested the Commission continue to find ways to continue to build partnerships with them given the difficulty it is to build a new child care center from the ground up.

## **G. Future Agenda Items**

1. Financial Workshop

## **H. Commission Meeting Adjournment**

**Adjourned at 3:55 p.m. to the Special Closed Session Meeting scheduled for Monday, October 27, 2008 at 10:00 a.m.**

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