

Riverside County Children and Families Commission
Regular Joint Meeting of the
Commission and Advisory Committee
Wednesday, October 12, 2011 1:30 p.m.
Riverside County Children and Families Commission
Business Office
2002 Iowa Avenue, Suite 100
Riverside, California 92507

A. Call To Order:

The Regular Joint Meeting of the Commission and Advisory Committee was called to order at 1:30 p.m. by Susan Loew, Commission Chair. She informed the public that the open session would convene after closed session.

Commissioners Present: Susan Loew; Sharon Baskett; Judee Cox; Lupe Watson; Supervisor Buster; Debbie Whitaker-Meneses; Connie Beasley as Alternate for Commissioner Morford; Debbie Franklin as Alternate for Commission

Commissioners Absent: Jay Hoffman, Steven Morford

Commission Vacancy: One

Alternates Present: Georgann Koenig; Kristy Franklin; Stan Grube; Touraj Shafai; Sylvia Deporto (arrived at 2:54 p.m.)

Alternates Absent: None

Staff Present: Harry Freedman, Executive Director; Stella Smith, Deputy Director; Lynn Stephens, Executive Assistant/Commission Secretary; Arrin Banks, Administrator, Grants and Contracts; Sandy Duncan, Administrator, Fiscal Services; Laurie Schoenberg, Administrator, Early Care & Education; Johnathan McDannell, Administrator, Outcomes Management; Veronica Hilton, Interim Administrator, Health & Community Programs; Uniqua Burgess, Program Specialist, Health & Community Programs; Sherry Watkins, Facilities and Operations Specialist; Cindy Brandon, Administrative Secretary II; Michelle Victor; Jean Alexander Booth; Jaime Ayala

Patricia Munroe was in attendance as legal counsel for the Commission.

B. Closed Session – 1:30 p.m.-2:32 p.m.

Conference with Legal Counsel

C. Open Session –2:35 p.m.

1. Report out of Closed Session – Susan Loew, Commission Chair

- a. Commission Chair Loew reported the Commission had a discussion regarding the executive director evaluation in preparation of the evaluation scheduled for next month.
- b. Commissioner Chair Loew reported the informal subcommittee that was formed last month will continue to meet and gather more information. There is nothing further to report at this time.

D. Commission and Advisory Committee Business – Susan Loew, Commission Chair

1. Commission Member Comments: None.

2. Advisory Committee Member Comments and Approval of the August 10, 2011 Special Advisory Committee Meeting Minutes.

Alternate Shafai moved to approve the Minutes of the August 10, 2011 special meeting of the Advisory Committee. Alternate Koenig seconded the motion. *Commission Chair Loew called for a vote with the result as follows: The motion carried. [Following is the vote of the Alternate members present: Five (5) in favor [Beasley, D. Franklin, K. Franklin, Koenig, Shafai], One (1) absent, (Deporto) One (1) Abstain, (Grube) Zero (0) Opposed, Zero (0) Vacant].*

3. Executive Director Comments – Harry Freedman, Executive Director: Mr. Freedman introduced Veronica Hilton who is filling the Administrator, Health and Community Programs on an interim basis. He reported on the tenant improvements and acknowledged Sherry Watkins, Facilities & Operations Specialist for her hard work during the improvement process.
4. Approval of the Minutes of the September 14, 2011 Regular Joint Commission Meeting with the Advisory Committee

Commissioner Watson moved to approve the Minutes of the September 14, 2011 regular joint meeting of the Commission and Advisory Committee. Commissioner Whittaker-Meneses seconded the motion. *Commission Chair Loew called for a vote with the result as follows: The motion carried. [Following is the vote of the Commission members present: Seven (7) in favor [Loew, Baskett, Supervisor Buster, Cox, Watson, Whitaker-Meneses, Alternate Beasley for Commissioner Morford] Two (2) Absent, (Hoffman, Morford) Zero (0) Abstain, One (1) (Alternate D. Franklin for Commissioner Hoffman), Zero (0) Vacant].*

E. Reports

1. Action Report – (Action) – Stella Smith, Deputy Director
Ms. Smith reviewed action items 11-25 through 11-29 as presented in the Commission packet. Action items were taken out of order as noted below.

11-25: Approving Policies Related to the Financial Condition of the Commission and the Amount Expended for Program Evaluation

Recommended Action: That the Commission adopt 1) the policy on the financial condition of the Commission, 2) the policy on the amounts expended for program evaluation as attached to this action report and, 3) authorize the Executive Director or designee to execute the necessary documents and actions to effectuate this action without requiring further action of the Commission.

11-26: Approving the First Amendment to the Professional Services Contract between the Riverside County Children and Families Commission and Vavrinek, Trine, Day & Co., LLP – **Contract #1147 PSC-11**

Recommended Action: That the Commission approve 1) approve the First Amendment to the contract with Vavrinek, Trine, Day & Company, LLP as attached to this action report, and 2) authorize the Executive Director or designee to execute the necessary documents and actions required to effectuate this action without requiring further action of the Commission.

11-27: Approving and Ratifying the First 5 Service Corps (AmeriCorps) Agreement between the Riverside County Children and Families Commission and Prevent Child Abuse California (PCACA) for Project Year 2011-2012 – **Contract # 135 CE-12**

Recommended Action: That the Commission 1) approve the agreement with PCACA as attached to the report and ratify this agreement back to September 1, 2011 and, 2) authorize the Executive Director or designee to execute the necessary documents/action to effectuate this resolution without requiring further action of the Commission.

Commissioner Watson moved to approve action items 11-25 through 11-27 as presented. Commissioner Franklin seconded the motion. Commission Chair Loew called for a vote with the result as follows: The motion carried. [Following is the vote of the Commission members present: Eight (8) in favor [(Loew, Baskett, Supervisor Buster, Cox, Watson, Whitaker-Meneses, Alternate Beasley for Commissioner Morford, Alternate D. Franklin for Commissioner Hoffman), Two (2) Absent, (Hoffman, Morford), Zero (0) Abstain, Zero (0), Zero (0) Vacant].

F. Presentations

1. Swearing in of First 5 Service Corps Members (AmeriCorps) for Project Year 2011-2012 – Stella Smith, Deputy Director and Patricia Munroe, Deputy County Counsel Ms. Smith provided an overview of the program and introduced the members. Ms. Munroe issued the Oath of Office to the members Ms. Smith administered the AmeriCorps pledge.
2. Annual Audit for Fiscal Year 2010-2011 (a copy of the report may be obtained via the web at www.rccfc.org and can be viewed at the Commission business office) –Roger Alfaro of Vavrinek, Trine, Day & Co., LLP, Certified Public Accountants presented.

Ms. Duncan introduced Roger Alfaro from VTD. Mr. Alfaro reviewed the current year end audit. VTD issued an clean opinion on the financial statements noting they are free of material misstatement. A finding was noted related to formalizing policies and procedures related to the Commission on program evaluation and financial policies.

- a. Public Hearing on the Annual Audit of the Riverside County Children and Families Commission for Fiscal Year 2010-2011

Commissioner Chair Loew opened the public hearing concerning the Annual Audit of the Commission for Fiscal Year 2010-2011. There being no requests for public comment, Commission Chair Loew closed the public hearing.

- b. **11-28:** Adoption of the Annual Audit of the Riverside County Children and Families Commission for Fiscal Year 2010-2011

Recommended Action: That the Commission 1) adopt the Annual Audit Report as presented for FY 2010-2011 after conduct of a public hearing and, 2) authorize the Executive Director or designee to execute the necessary documents and actions to effectuate this action without requiring further action of the Commission.

Commissioner Baskett recommended tabling the audit for further review before adopting. Ms. Duncan noted that the approved Audit is due to the State by November 1. After a brief discussion the motion was made as noted below.

Commissioner Supervisor Buster moved to approve action item 11-28 as presented. Commissioner Watson seconded the motion. Commission Chair Loew called for a vote with the result as follows: The motion carried. [Following is the vote of the Commission members present: Six (6) in favor, (Loew, Supervisor Buster, Watson, Whitaker-Meneses, Alternate Beasley for Commissioner Morford, Alternate D. Franklin for Commissioner Hoffman), Zero (0) Absent, Zero (0) Abstain, Two (2) Opposed (Cox, Baskett), Zero (0) Vacant].

(Supervisor Buster left the meeting at 3:00 pm.)

3. Annual Report for Fiscal Year 2010-2011 (a copy of the report may be obtained via the web at www.rccfc.org and can be viewed at the Commission business office) – Johnathan McDannell, Administrator Outcomes Management
 - a. Public Hearing on the Annual Report of the Riverside County Children and Families Commission for Fiscal Year 2010-2011

Commissioner Chair Loew opened the public hearing concerning the report on the Annual Report of the Commission for Fiscal Year 2010-2011. There being no requests for public comments, Commission Chair Loew closed the public hearing.

- b. **11-29:** Adoption of the Annual Report of the Riverside County Children and Families Commission for Fiscal Year 2010-2011

Recommended Action: That the Commission 1) adopt the Annual Report as presented for FY 2010-2011 after conduct of a public hearing and, 2) authorize the Executive Director or designee to execute the necessary documents and actions to effectuate this action without requiring further action of the Commission.

Commissioner Watson moved to approve action item 11-29 as presented. Commissioner Beasley seconded the motion. Commission Chair Loew called for a vote with the result as follows: The motion carried. Following is the vote of the Commission members present: Eight (8) in favor, (Loew, Supervisor Buster, Baskett, Cox, Watson, Whitaker-Meneses, Alternate Beasley for Commissioner Morford, Alternate D. Franklin for Commissioner Hoffman), Two (2) Absent, (Hoffman, Morford), Zero (0) Abstain, Zero (0) Opposed, Zero (0) Vacant].

G. Discussion/Action

1. Strategic Plan Implementation – Harry Freedman, Executive Director presented.
(See Commission packet distributed pursuant to this September 14, 2011 Commission meeting, a copy of which may be viewed at the Commission business office at the address listed at the end of this agenda.)
 - a. RFP Procurement Process-taken out of order of the agenda
Mr. Freedman provided an overview of how Riverside County Procurement will help with the RFP process. F5R will maintain full control over the content and the Commission will maintain full control over the award.
 - b. RFP Design-RFP/RFQ Policy issues-taken out of order of the agenda
Stakeholders and staff meeting: Mr. Freedman noted if the Commission is unable to make a decision today staff will not be able to move forward with the July 1, 2012 contract implementation date, and added a delay in implementation of new contracts would be workable if they chose this outcome. He asked that the Commissioners to report if they have a conflict regarding this agenda item. Ms. Bath Collosi gave a recap of how F5R got to this point and presented the potential policy issues.

After discussion it was Commission consensus to agree for staff to move forward with creating guidelines as stated and amended:

- ***Limit of scholarship awards to each agency will be provided with an approximate cap of 24 children and/or not to exceed approximately 25 percent of the provider's total capacity.***

- **Guidelines for scholarship distribution: Establish a guideline of approximately 60/40 percent. Let the applicant decide what they want to apply for. Language will be crafted in the RFP to reflect the guideline. No action motion needed.**
 - **Agencies will be allowed to apply for scholarships for any age child 0-5 as they deem appropriate.**
There was no motion needed.
2. Update and Recommendation on the Probationary Status and Corrective Active Plan for The Wylie Center – **Contract #1240 OP-12 and 1435 OP-12** – Laurie Schoenberg, Administrator Early Care & Education presented.

Commissioner Beasley acknowledged her conflict with The Wylie Center agenda item and left the meeting before discussion at 4:10 p.m. Ms. Schoenberg provided an update and reported that staff recommendation to extend the probationary status and corrective action plan until the February 2012 Commission meeting in order to allow Grants and Contracts time to provide their administrative review.

Commissioner Cox moved to approve extension as presented. Commissioner Baskett seconded the motion. Commission Chair Loew called for a vote with the result as follows: The motion carried. Following is the vote of the Commission members present: Eight (8) in favor, (Loew, Supervisor Buster, Baskett, Cox, Watson, Whitaker-Meneses, Alternate Beasley for Commissioner Morford, Alternate D. Franklin for Commissioner Hoffman), Two (2) Absent, (Hoffman, Morford), Zero (0) Abstain, Zero (0) Opposed, Zero (0) Vacant].

- H. Information Items** (Copies of complete reports are on file at the Commission’s business office.)
1. Update on the Probationary Status and Corrective Action Plan for the Lake Elsinore Unified School District Local School Readiness – **Contract #7013**
– Laurie Schoenberg, Administrator Early Care & Education
Ms. Schoenberg provided an update and Laurie will report out next month.
 2. August Financial Statement – Sandy Duncan, Administrator, Fiscal Services
Commissioner Beasley returned to the meeting at 4:18 p.m.
 3. Executive Director Report – Harry Freedman, Executive Director
Hershey Cause will provide a presentation next month.
 3. Public Relations Update – Jamie Ayala, Public Information Coordinator
Jamie will check with commissioners on growing healthy minds event to see when they are available.

I. Funded Agency Public Comments – Heidi Meske: Parkview Community Hospital presented a plaque in honor of F5R investment and support and them becoming baby friendly hospital.

J. Public Comments - No comments.

K. Future Agenda Items

Commission Adjournment at 4:30 p.m. to the Regular Joint Meeting of the Riverside County Children and Families Commission and Advisory Committee on Wednesday, November 9, 2011 beginning at 1:30 p.m.:

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