

**Riverside County Children and Families Commission**  
***Regular Joint Meeting of the***  
***Commission and Advisory Committee***  
**Wednesday, September 14, 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, Eric Frykman; Jay Hoffman; Steven Morford; Lupe Ramos Watson; Supervisor Buster; Debbie Whitaker-Meneses

Commissioners Absent: None

Alternates Present: Connie Beasley; Sylvia Deporto (arrived at 2:30 p.m.); Touraj Shafai

Alternates Absent: Debbie Franklin; Kristy Franklin; Stanley Grube; Georgann Koenig

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; Uniqua Burgess, Program Specialist, Health & Community Programs Sherry Watkins, Facilities and Operations Specialist; Cindy Brandon, Administrative Secretary II

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

**B. Closed Session – 1:30 p.m.-2:40**

Conference with Legal Counsel

**C. Open Session –2:40 p.m.**

1. Report out of Closed Session – Susan Loew, Commission Chair
  - a. Commission Chair Loew reported at the August 10 Commission meeting Dr. Luna provided public comments identifying several concerns. The Commission recommends a committee be formed to review specific issues concerns expressed by Dr. Luna that impact the Commission. The Committee will invite feedback from staff. Commissioners Loew, Hoffman and Cox will be the committee members.
  - b. Commissioner Chair Loew reported there is nothing to report out on the Intervention in litigation with the State.

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

1. Commission Member Comments: None.
2. Advisory Committee Member Comments: Alternate Chair Beasley reported pointed out the minutes are in the packets for approval.

- a. No quorum to approve minutes.
3. Executive Director Comments – Harry Freedman, Executive Director: No Comments.
4. Approval of the Minutes of the August 10, 2011 Regular Joint Commission Meeting with the Advisory Committee

Commissioner Hoffman moved to approve the Minutes of the August 10, 2011 regular joint meeting of the Commission and Advisory Committee. Commissioner Morford 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: Nine (9) in favor [Loew, Baskett, Supervisor Buster, Cox, Frykman, Hoffman, Morford, Watson, Whitaker-Meneses, Zero (0) Absent, Zero (0) Abstain, Zero (0) Opposed, Zero (0) Vacant].*

## E. Reports

1. Action Report – (Action) – Stella Smith, Deputy Director  
Ms. Smith reviewed action items 11-22 through 11-24 as presented in the Commission packet. Action items were taken out of order as noted below.

**11-23:** Authorizing the Executive Director to Enter into a Month to Month Agreement with CB Summit Business Center, LLC for Use of the Space in 2010 Iowa for Closed Sessions and Other Meetings

**Recommended Action:** That the Commission **1)** authorizes the Executive Director to enter into a month to month lease with CB Summit Business Center, LLC for use of meeting space in 2010 Iowa in the amount of fifteen hundred dollars (\$1,500.00) per month and, **2)** authorize the Executive Director or designee to take the necessary actions including executing agreements required to effectuate this action.

Commission discussed savings by not renewing the lease. Commissioner Cox motioned to approve the lease for September and Supervisor Buster seconded the motion. County Counsel suggested the Commission approve the lease through October to allow staff adequate time to make necessary arrangements. Commissioner Cox amended her motion for approval of month to month lease for September and October as necessary. Supervisor Buster seconded the amended motion.

*Commissioner Cox moved to approve action items 11-23 with the amendment as noted above for the months of September and October. Supervisor Buster 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: Nine (9) in favor [Loew, Baskett, Supervisor Buster, Cox, Frykman, Hoffman, Morford, Watson, Whitaker-Meneses, Zero (0) Absent, Zero (0) Abstain, Zero (0) Opposed, Zero (0) Vacant].*

**11-24:** Approving the Contract for Services Agreement between the Riverside County Children and Families Commission and the Environment Rating Scales Institute for Training of External Raters Utilizing the Early Childhood Environment Rating Scale (ECERS) for Assessment of Applicants for Commission Funding – **Contract #135 CE-12**

**Recommended Action:** That the Commission **1)** approve the agreement between the Commission and the Environmental Rating Scales Institute for an amount not to exceed \$30,820.00 and, **2)** authorize the Executive Director or designee to execute the necessary

documents and actions necessary to effectuate this action without requiring further action of the Commission.

Discussion regarding line item expenses, particularly travel and indirect expenses, within the contract and the need to be prudent with allowed expenditures.

Ms. Smith clarified that if the cost of the contract falls below \$25,000 it will be within the ED signing authority. After a brief discussion, it was Commission consensus to approve Mr. Freedman to execute the contract without bringing back to the Commission if it is negotiated within his signing limit.

**11-22:** Approving Adjustments to Fiscal Year 2010/2011 Budget to Cover the AB 99 Expense for the Riverside County Children and Families Commission

**Recommended Action:** That the Commission approve an appropriation increase in the amount of \$30,090,718.50 for fiscal year 2010/2011 in account "576000 CA-AB 99" and a decrease to the annual budget for fiscal year 2011/2012 for the amount budgeted of \$30,000,000.00 in order to cover the AB 99 expense and accrued liability in accordance with the GFOA's recommendations.

Ms. Duncan provided clarification on this budget on this item. After a brief discussion this item was approved as noted below.

*Commissioner Hoffman moved to approve action item 11-22 as presented. Commissioner Frykman 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: Nine (9) in favor [Loew, Baskett, Supervisor Buster, Cox, Frykman, Hoffman, Morford, Watson, Whitaker-Meneses), Zero (0) Absent, Zero (0) Abstain, Zero (0) Opposed, Zero (0) Vacant].*

Advisory Committee Member Comments: this item was taken out of order of the Agenda

- a. Approval of the Minutes of the August 10, 2011 Special Advisory Committee Meeting. Committee Chair Beasley and Advisory Member Shafai agreed there were no changes needing to be made to the draft Minutes of the August 10, 2011 special meeting of the Advisory Committee. No quorum of the Advisory Committee available to take action.

## F. Discussion/Action

1. Strategic Plan Implementation – Harry Freedman, Executive Director  
(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 Design – RFP/RFQ Timeline

Draft Timeline for RFP Process:

Mr. Freedman informed the Commission that two consultants were hired to develop RFP's based on the implementation strategies approved by the Commission in August. Consultants will not participate as readers or in scoring applications.

Early Care and Education (ECE):

Implementation Update: Mr. Freedman reported there will be a stakeholder group to review policy issues concerns before the RFP is released. Recommendations from the stakeholders will be brought to the Commission at the October Commission meeting. The stakeholder group members will not be eligible to apply for the RFP. Commission Chair Loew noted the Commission and Alternates can be on the stakeholder committee as long as they understand they cannot apply for

the RFP. Ms. Schoenberg is looking into stakeholders in the desert and Inland or outside of the county if necessary. The Commission noted it is a tight timeline to implement as presented, and an extension may be required. There was no action needed or taken on this item.

Personnel: This item was part of the Executive Director report. It was taken out of order of the Agenda in response to Commissioner Baskett's inquiry. Mr. Freedman reported F5R is in the process of recruiting for an interim and permanent position for the vacant Health Administrator position. The recruitment for the permanent position is open through October 2.

**G. Information Items** (Copies of complete reports are on file at the Commission's business office.)

1. Elsinore Unified School District Local School Readiness – **Contract #7013**

– Laurie Schoenberg, Administrator Early Care & Education

The Commission referenced the update provided in the packets. Commissioner Chair Loew asked that this item continue to be a monthly information item to keep the Commission updated.

2. Quarterly Evaluation Reports – Johnathan McDannell, Administrator, Outcomes Management  
Mr. McDannell reviewed the report provided in the Commission packet. After Commission discussion, Commissioner Frykman asked for a comment column be added to future reports that show what the future of the agency is and what they will do to improve if needed and why. (Dr. Shafai left the meeting at 3:28 p.m.) Mr. Freedman noted contracts are monitored and if there is a serious performance issue the agency is put on probation with a corrective action plan. Operational contracts: many are continuing at a lower level for base not expansion and school readiness are continuing while some are phasing down. Mr. McDannell will add the comment notes requested by the Commission on the future reports.

3. July and August 2011 Financial Statements and June 2011 Final Unaudited Financial Statement – Sandy Duncan, Administrator, Fiscal Services

Ms. Duncan reported on the financial statements included in the Commission packet. The \$30 million dollar adjustment for compliance with AB99 is included in the financial statements. Ms. Duncan provided School Readiness information requested during the August Commission meeting. School Readiness under spending was largely due to under expenditure of subcontractor line item and under estimated rollover from the previous year. (Dr. Shafai returned at 3:35 p.m.)

Ms. Duncan reported Prop 10 Revenue is down 8 percent, there are no unusual expenses, except contracts were up from prior years.

Final Unaudited Statements: Mr. Freedman noted that any money that was removed from 2011/2012 contracts for Mental Health related services were restored unless declined by agencies, (when Department of Mental Health was able to use Prop 63 money in lieu of F5R funds). There were some funds that will be reallocated next year, these remaining funds are in the fund balance reserve.

4. Executive Director Report – Harry Freedman, Executive Director

Mr. Freedman highlighted items in his report as provided in the Commission packet.

AB 101: He reported he received a call from a family child care provider expressing concern that they may go out of business from the impact of the bill. She indicated she currently only has four children enrolled, two of which are funded through RCOE and will soon be discontinued. Supervisor Buster asked for an estimate on the number of agencies in the county receiving public funds that will be affected by AB 101. Staff will see if they can obtain information on the numbers of affected agencies.

5. Public Relations Update – Jamie Ayala, Public Information Coordinator  
(Supervisor Buster left the meeting at 3:44 p.m.) Jamie asked the members participate in the survey coming out for the F5R newsletter. She reported all Riverside County Barnes& Noble bookstores will be hosting an Early Literacy kick off next month.

**H. Funded Agency Public Comments** - No comments.

**I. Public Comments** - No comments.

**J. Future Agenda Items**

Commission Adjournment at 3:45 p.m. to the Regular Joint Meeting of the Riverside County Children and Families Commission and Advisory Committee on Wednesday, October 12, 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**