

Riverside County Children and Families Commission

***Special Joint Meeting of the
Commission and Advisory Committee
Thursday, September 23, 2010 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 Special Joint Meeting of the Commission and Advisory Committee was called to order at 1:34 p.m. by Jay Hoffman, Commission Vice Chair.

Commissioners Present: Supervisor Benoit; Sharon Baskett; Judee Cox; Eric Frykman; Jay Hoffman; Lupe Ramos Watson; Debbie Whitaker-Meneses; and Connie Beasley was present as Alternate for Dr. Morford

Commissioners Absent: Susan Loew, Steven Morford

Alternates Present: Stanley Grube; Touraj Shafai

Alternates Absent: Sylvia Deporto; Debbie Franklin; 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; Pamela Luna, Administrator, Health and Community Programs, Sherry Watkins, Facilities & Operations Specialist; Jamie Ayala, Public Information Specialist, Cindy Brandon, Administrative Secretary; Elizabeth Watt, Office Assistant III; Cassandra Adams, Contract Specialist, Grants & Contracts; Carol Abella, Program Specialist, Early Care & Education; Jean Alexander-Booth, Program Specialist, Early Care & Education

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

First 5 Riverside Strategic Plan Consultant: Christina Bath Collosi was in attendance.

B. Commission Business – Jay Hoffman, Commission Vice Chair

1. Commission Member Comments

Commission Vice Chair Hoffman announced that Nuvew Union School District Preschool Program received NAEYC Accreditations. (Commissioner Frykman arrived at 1:35 p.m.)

2. Approval of August 26, 2010 Special Joint Meeting Minutes

Supervisor Benoit moved to approve the Minutes of the August 26, 2010 special joint meeting of the Commission and Advisory Committee. Commissioner Frykman seconded the motion. The motion carried [Following is the vote of the Commission members present: Seven (7) in favor

(Supervisor Benoit, Baskett, Cox, Frykman, Hoffman, Whitaker-Meneses, Connie Beasley as Alternate for Dr. Morford), Three (3) Absent (Loew, Morford, Watson), Zero (0) Abstain, Zero (0) Opposed, Zero (0) Vacant].

C. Reports

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

Ms. Smith reviewed the resolutions as noted below. She highlighted a correction in resolution 10-40 regarding Family Service Association. Ms. Smith explained references to the \$175,000 rollover should be disregarded as this amount was utilized and will be paid from the 2009-2010 fiscal year contract. The total dollar amount of the 2010-2011 fiscal year contract in the amendment was corrected to \$642,097. Staff is requesting an increase of \$100,000 in this contract. The rollover amount approved by the Commission in Resolution 10-33 of \$150,000 is included in this amendment to the contract.

10-40: Approving Staff Recommendations for an Increase in Funding to the Family Service Association of Western Riverside County and Approving the First Amendment to the Contract for the All Saints Project for the Period Covering October 1, 2010 through June 30, 2011 – **Contract #1438 OP-11**

Recommended Action: That the Commission **1)** approve the increase of funds not to exceed \$100,000 for the Family Service Association of Western Riverside for the contract period ending June 30, 2011 and **2)** Authorize the Executive Director or designee to finalize and execute a contract amendment subject to legal review, and take any other action relating to management of this contract without requiring further action of the Commission.

Supervisor Benoit moved to approve Resolution 10-40 as presented. Commission Alternate Beasley seconded the motion. The motion carried [Following is the vote of the Commission members present: Seven (7) in favor (Supervisor Benoit, Baskett, Cox, Frykman, Hoffman, Whitaker-Meneses, Connie Beasley as Alternate for Dr. Morford), Three (3) Absent (Loew, Morford, Watson), Zero (0) Abstain, Zero (0) Opposed, Zero (0) Vacant].

10-41: Approving the Professional Services Contract between the Riverside County Children and Families Commission and Christina Bath-Collosi for Facilitation of the Strategic Plan Revision Process for the Period Covering October 1, 2010 through June 30, 2011– **Contract #1132 PSC-11**

Recommended Action: That the Commission **1)** approve the contract with Christina Bath-Collosi for the period covering October 1, 2010 through June 30, 2011 not to exceed the amount of \$29,375 **2)** Authorize the Executive Director or designee to finalize and execute the contract as attached to the resolution, and take any other action relating to management of this contract without requiring further action of the Commission.

Commissioner Frykman moved to approve Resolution 10-41 as presented. Commissioner Baskett seconded the motion. The motion carried. [Following is the vote of the Commission members present: The motion carried [Following is the vote of the Commission members present: Seven (7) in favor (Supervisor Benoit, Baskett, Cox, Frykman, Hoffman, Whitaker-Meneses, Connie Beasley as Alternate for Dr. Morford), Three (3) Absent (Loew, Morford, Watson), Zero (0) Abstain, Zero (0) Opposed, Zero (0) Vacant].

10-42: Approving Staff Recommendations for Funding of Additional Facilities Assistance Fund (FAF) Contracts

Recommended Action: **1)** That the Commission approve funding the remaining applications recommended by staff provided that the applicants are in good standing with Community Care Licensing and still need funding for the proposed projects. **2)** Authorize utilization of funds remaining from fiscal year 2009/2010 FAF dollars (\$41,640) and adding an additional \$30,540 from remaining ECE operational expansion dollars to fully fund the remaining recommended FAF applications **3)** Authorize the Executive Director or his designee to take any other action relating to management of the contracts with the funded applicants without requiring further action of the Commission.

Mr. Freedman noted with Commission approval this would fund all applicants that met minimum criteria.

Commissioner Baskett moved to approve Resolution 10-42 as presented for the following applications: #2108 Temple Sinai Tikvah Preschool, #2176 Nati Fuentes Centro de Ninos, #2144 Children's Montessori Center, #2075 Huerta Family Child Care and #2104, San Gorgonio Child Care Consortium. Commissioner Frykman seconded the motion. The motion carried [Following is the vote of the Commission members present: Seven (7) in favor (Supervisor Benoit, Baskett, Cox, Frykman, Hoffman, Whitaker-Meneses, Connie Beasley as Alternate for Dr. Morford), Three (3) Absent (Loew, Morford, Watson), Zero (0) Abstain, Zero (0) Opposed, Zero (0) Vacant].

(Alternate, Dr. Shafai arrived at 1:39 p.m.)

D. Discussion/Action

1. Strategic Plan Update – Stella Smith, Deputy Director

Ms. Smith provided an overview and noted it is not the intent for the Commission to make any decisions today. The information provided is for the Commission to review and formulate questions. There will be an in depth discussion at the October Commission meeting based on presentation by Christina Bath Collosi today. Commissioners were asked to direct requests for additional data or questions concerning the data to Ms. Smith or Mr. Freedman.

Ms. Collosi guided the Commission through the data that she collected in coordination with staff from a variety of sources. The data provided a summary of what First 5 Riverside (F5R) has accomplished over the previous 3 ½ years. The data included the following reports:

- **Summary Information about Unduplicated Clients Service from January 2007-June 30, 2010:**

Ms. Collosi noted the data is provided by zip code, coded to city and supervisorial districts and the core number of individual children served and the number of people serviced in groups. Ms. Collosi noted that some zip codes are too small to obtain data. Mr. Freedman pointed out the Cal Endowment Project is not reflected in the data.

Commissioner Frykman asked for follow-up on the health insurance status of children 0-5. He asked if F5R conducts follow ups on the children referred to Inland Empire Health Plan (IEHP). Mr. McDannell commented that he can and will provide follow-up information on six month follow-ups for children enrolled. (Commissioner Watson arrived at 1:44 p.m.)

- **Riverside County Community Indicators: Quintile Rankings:** Ms. Collosi reported she used census data, public health data and other sources. She provided information by zip code. The data is also displayed by city and supervisorial district. Ms. Collosi explained that some zip codes are so small that data is not available.

Ms. Collosi highlighted Perris zip code 92571 which had good API scores in a community with a lot of need.

Mr. Freedman added the information presented is the best data that is available but does not reflect results of additional resources recently devoted to specific communities such as the Cal Endowment program that is now in place in Coachella. Ms. Bath Collosi noted data sources are included in the header of the document. The most recent data available is 2008-2009.

Ms. Collosi reminded the Commission that the information provided today is to orient Commission and if they have questions after review they should let inform Mr. Freedman and Ms. Smith.

- **F5R Status Report- Implementation of the Strategic Plan from 1/2007-6/2010:**

Ms. Collosi explained F5R accomplishments are provided in all areas of service (Health, Child Care and Education).

Commissioner Frykman had questions related to programs that target child care provider retention and education. He requested information that would show a comparison between current status versus 2007 and if we are getting better. Ms. Collosi responded that they may be able to provide information on how many ECE providers are participating in formal quality improvement.

After a brief discussion, Mr. Freedman noted staff is hoping through Strategic Planning discussion that the Commission will make decisions that will result in narrowing the funding focus based on what the Commission desired improvements and taking into consideration limited funding and coming up with sophisticated measures of services.

- **F5R Five Year Allocation Plan:** Ms. Collosi reported working with staff on a simplified budget demonstration to focus attention on important items. She highlighted that projected revenue over the next five years is 50 million less than the previous five years so narrowing focus will be required by the Commission. She also noted that the Fund Balance went from 60 million to 32 million dollars during the last year.

Ms. Collosi added that the assumption presented includes maintaining funding levels for services provided through current operational contracts. The Commission will need to determine which contracts will move forward based on the updated Strategic Plan. Ms. Collosi also noted that staffing dollars were based on current staff pending future discussions around staffing needs. Once the revisions to the Strategic Plan are made a determination can be made about staffing changes that may be needed if any. Commissioner Watson clarified F5R is decreasing by one third the amount invested in the community based on strategic goals. She asked if discussion will take place about administration staffing. Ms. Collosi responded that will be part of future discussion. Ms. Collosi further noted that many other county Commissions have done staffing changes as appropriate.

Commissioner Frykman asked what the plan is to move forward regarding the information they received today. Mr. Freedman noted previously it was decided to have the Commission discuss information as a whole initially. Financial distribution will be driven by Commission decisions. Ms. Collosi noted next month she will ask the Commission

questions such as where do they see making the most impact and where do they consider the highest priorities in areas. She noted the amount of funding that goes into 0-5 services in the community is larger than just F5. Some priorities may be a continuance or some may be new. After Commission discussions, staff will provide further suggestions based on Commission input for further discussion. The Commission will receive public comment on preliminary proposals looking at equity making sure people are served in areas that need to be served. Mr. Freedman added that leveraging as discussed last month will be looked at.

Commissioner Frykman asked what opportunity there is between now and the next Commission meeting to ask questions or provide comments related to the information presented. Mr. Freedman responded the Commission can address questions to Ms. Smith or himself and they will follow up with Ms. Collosi.

Commissioner Cox asked if response to Commission questions will be shared with everyone. Ms. North noted that if there are questions on information it would be appropriate to have discussion at the next meeting but staff can provide direct responses to requests for information without a group discussion.

Commissioner Frykman noted it takes work to look through the documents, he proposed that an aggressive timeframe set aside with specific items such as a special session to talk about strategies. He encouraged that the Commission engage in as many sessions as possible instead of limiting to a few. Ms. Collosi responded it is not anticipated that final decisions will be decided at next month's Commission meeting. If at the next meeting no one is ready to decide then more discussion will take place. Mr. Freedman added at last month's Commission meeting the Commission decided to provide additional time to work through the plan. Ms. North added that the approach includes at least an hour or hour and a half will be dedicated to Strategic Planning during each commission meeting.

Commissioner Baskett indicated that a special session may need to be devoted to strategize and decide where to put funding. Ms. Collosi is open if the Commission wants to hold a session on another day she will facilitate another discussion. Commissioner Baskett noted it may be difficult to get all Commission together. She suggested special meetings if necessary.

Commissioner Frykman agreed with setting aside extra time during the Commission meeting to work on the Strategic Plan. He asked if there is a way to drop off of some of the regular Commission business for a period of time so the Commission does not have to come to separate meetings. The Commission suggested holding off on presentations and informational items until the plan is complete. Mr. Freedman noted staff will make efforts to minimize regular business items on the agenda. Commissioner Watson noted with her other Commissions it is practice to set aside dedicated time for strategic plan and goal setting. She would be comfortable with staff condensing the business meeting portion and dedicating more time to the strategic plan process.

Commission Vice Chair Hoffman asked if the Commission is comfortable using next month's meeting to dedicate to the strategic plan as discussed. He noted he would like the time and hold off until next months Commission meeting to process the information provided today so he is able to make the best contributions to future discussion. Ms. Collosi noted that the tentative goal is for the Strategic Plan to be complete by February 2011. She referenced examples of Fresno and San Mateo County strategic plan models.

Fresno's model was to conduct business for an hour and then Ms. Collosi worked with them on their strategic plan for three hours. San Mateo's model was to have a sub-committee where a lot of work was done and the Commission meetings were shorter.

Commissioner Frykman asked what method Ms. Collosi would propose for F5R as the next meeting. Ms. Collosi proposed various seating arrangements such as putting Commissioners, public and staff at tables for an hour to have a diverse meeting followed up by having the Commissioners sit alone with her as a facilitator. She noted as a group it does not provide the Commission an opportunity to go over data together. . She offered to come up with a set of questions for discussion. Alternate Beasley suggested trying the new seating arrangement to see how it goes. Ms. Collosi suggested coming up with a set of questions. She asked the Commission to review data over the next month and return for a group discussion.

After a brief discussion concerning the next meeting, it was decided that staff will condense the Commission business to no more than an hour and the Commission will maintain the current seating arrangement with Ms. Collosi facilitating. The Commission will discuss the overall vision and be open to receive public feedback. Commissioner Baskett reported that she has a scheduling conflict for next month's meeting. She asked if she could call into the Commission meeting as she would have valuable information to be shared. Ms. North explained the Brown Act posting and public participation process requirements for teleconferencing.

Commissioner Frykman suggested rescheduling the meeting to a date when all members can be in physical attendance. He asked Ms. Collosi to provide a lay out relating to the process next step and this may help with this process. Ms. Colossi noted this information was provided at the last Commission meeting and is laid out in the Scope of Work in her contract. She will provide an additional timeline and process steps at next month's meeting.

Mr. Freedman noted staff will attempt to reschedule the October Commission date to obtain 100% attendance, if possible.

Ms. Collosi summarized the Commission's decision to look at a different day to hold the Commission meeting to allow all members to attend. If this is not possible, the date will remain the same. Regular Commission business will be kept to an hour with the remaining time dedicated to Strategic Plan discussion. She will provide next steps and guiding questions to help the Commission achieve outcomes and global goals.

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

2. Creation of a Commission Sub-Committee for the second level appeal of Tot Spot Daycare & Preschool regarding the New Capacity for High Needs Areas Funding Opportunity – Harry Freedman, Executive Director

Mr. Freedman provided an overview of the second level appeal received by Tot Spot Daycare and Preschool. Commission Vice Chair Hoffman volunteered to be on the subcommittee and asked for other volunteers. Commissioners Frykman and Cox volunteered. Staff will provide information to the appeal sub-committee for review.

3. **Impact of the State Budget on Child Care Funding – Harry Freedman, Executive Director**
Mr. Freedman referred the Commission to the letter sent to Governor Schwarzenegger by Commission Chair Loew. There was no Commission discussion on this item.

E. Information Items

1. **Childcare Contract Advances – Harry Freedman, Executive Director**

Mr. Freedman shared the spreadsheet of advances made to agencies. He noted staff has the authority to grant approval for requests if the requests are warranted and provided that the agencies will meet their contractual and scope of service obligations. In addition to the two child care agencies listed, Borrego Community Health Foundation's request was approved as noted on the spreadsheet.

2. **Comprehensive Approaches to Raising Educational Standards (CARES) Plus – Harry Freedman, Executive Director**

Mr. Freedman reported the State Commission issue another matching fund opportunity, CARES Plus. The State Commission anticipates a six week response time. Mr. Freedman will provide more information as the details are released. He noted if the Commission does decide to move forward with the opportunity, money would need to be devoted prior to the completion of the Strategic Plan.

3. **City of Riverside Inquiries regarding Advancing Funds for Child Care providers – Harry Freedman, Executive Director**

Mr. Freedman noted discussion with the City of Riverside, City Manager Brad Hudson to concerning an overview of F5R fund balance information and First 5 Legislation. He also provided Mr. Hudson with documentation of F5R funding in the City of Riverside. Mr. Freedman informed Mr. Hudson regarding the Commission's previous position on taking on the State responsibility for issuing child care subsidy payments. Commission Chair Loew also wrote letter to Councilman Melendrez as provided in the Commission packet.

Commissioner Watson requested that if it goes any further she would like Mr. Freedman to bring an update back to the Commission for discussion to assure that all cities are treated equally. Mr. Freedman agreed he would report back to Commission.

4. **Inland Regional Center (IRC) Update – Harry Freedman, Executive Director**

Mr. Freedman updated the Commission on the status of conversations with IRC. Staff met with IRC staff concerning the funding previously approved by the Commission. Based on the information provided during the meeting with IRC, F5R staff is not recommending a sole source contract, but is recommending issuing an RFP instead. Staff will come back to the Commission with RFPs process. There was no Commission discussion on this item.

5. **Quarterly Evaluation Reports – Johnathan McDannell, Administrator, Outcomes Management**

Mr. McDannell reviewed the F5R Target and Facilities Assistance Tracking reports as provided in the Commission packets. He highlighted agencies that did not meet target accomplishments and provided a summary of the circumstances. (Supervisor Benoit left the meeting at 3:05 p.m.) There was no Commission discussion on Mr. McDannell's reports. *(A copy of Mr. McDannell's complete report is on file at the Commission's business office.)*

6. Executive Director Report – Harry Freedman, Executive Director

Mr. Freedman highlighted several items in his report. He noted a second regional meeting of the Southern County Commissions is being scheduled for the end of the year. He will keep Commission informed of the scheduled date.

Mr. Freedman shared information from Community Care Licensing indicating that due to financial constraints, the agency will be changing priorities. In addition to focusing primarily on complaints and enforcement actions, the agency indicates an intention to suspend processing applications, conducting orientations (beginning October 1st) and processing provider appeals. This could have a dramatic impact on overall childcare/preschool capacity as well as the funding F5R has awarded for expansion of licensed capacity. Mr. Freedman added is these actions are connected to reduced funding. Mr. Freedman will update the Commission on any additional information received.

Mr. Freedman reported that Patricia Monroe will be F5R's new Deputy County Counsel. Ms. North will be leaving the Commission. She is providing transition to Ms. Monroe. Ms. North will continue to work at the County Counsel office and be available to assist Ms. Monroe during the transition. She noted Ms. Monroe has background in contracts. Ms. North will be at October Commission meeting but in December Ms. Monroe will be on her own. *(A copy of Mr. Freedman's complete report is on file at the Commission's business office.)*

7. August 2010 Financial Statements – Sandy Duncan, Administrator, Fiscal Services

There were no Commission questions on this item.

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

8. Public Relations Update – Jamie Ayala, Public Information Specialist

Ms. Ayala referred the Commission to her report in the Commission packet. Mr. Freedman noted Ms. Ayala has updated the Funded Agency brochure as included in the Commission packet. It is being distributed throughout the County and is also available on the website. There were no Commission questions. *(A copy of Ms. Ayala's complete report is on file at the Commission's business office.)*

F. Funded Agency Public Comments

No Funded Agency Public Comments.

G. Public Comments

Commissioner Frykman thanked child care providers for taking the Whooping Cough seriously. The state rate is up six times. The primary reason is that California does not have a middle school vaccination for the Whooping Cough. There is a law in the process of being passed to mandate this vaccination for junior high school students. This year, nine children have passed away from the disease. All have been three months and younger. None were in Riverside County. Commissioner Frykman pointed out that younger children may not present with a cough. He encouraged everyone to get this booster. The Vaccine for Children (VC) covers this vaccine.

There were no other public comments.

I. Future Agenda Items
Strategic Plan discussion.

Commission Adjournment at 3:26 p.m. to the Special Joint Meeting of the Riverside County Children and Families Commission and Advisory Committee on Tuesday, October 26, 2010 beginning at 12:30 p.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 persons present at this meeting, who wish (es) to speak on a matter may be required to state for the record any contributions, in excess of \$250.00 made in the past (12) twelve months, made to any Commission member, the Commission member receiving the contribution, and the matter of consideration with which they are involved.

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

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

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

If a public record document that relates to a matter on the open session of the Agenda is distributed less than 72 hours prior to the meeting date, the public record document shall be available for inspection, at the same time it is distributed, at the address listed above.

Upon request, this Agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990.