

**Riverside County Children and Families Commission & Advisory
Regular Meeting Minutes
Monday, November 19, 2001
Children and Families Commission Office
2020 Iowa Avenue, Suite 101
Riverside, California 92507**

I. Call to Order

The meeting was called to order at 1:45 p.m. by Chair, Jan Peterson.

II. Roll Call

Commissioners Present: Connie Beasley, Dennis Boyle, Supervisor Bob Buster, Dr. Gary Feldman, Dr. David Long, Jan Peterson and Margaret Szczepaniak.

Advisory Members Present: Jean Benson, Katherine Botts, Maryann Edwards, Gary Melton, Judy Nieburger and Judith Wood.

Staff Present: Carolyn Wylie, Executive Director; Stella Smith, Deputy Director; Lucy Furuta; Deputy County Counsel, Penny Pietrasiewicz, Grants & Contracts Administrator; Marjorie Franzen-Weiss, Community Resource Analyst; Nnamdi Nwuda, Contracts & Budget Analyst and Petrina Knox, Commission Secretary.

III. Advisory Committee Business – Jean Benson, Chair

A. Chair and Advisory Member Comments

Benson: Expressed concern regarding attendance at meetings held in outlying areas. In Palm Desert there were only three members who attended. Ms. Benson stressed the importance of attending all meetings as well as the requirement to advise the Board Supervisor who made the appointment of Commission and Advisory Committee activities.

B. Approval of Minutes from the October 17, 2001 Meeting

***Motion:** Ms. Edwards moved to approve the minutes of the Meeting held on October 17, 2001 as presented. Ms. Nieburger seconded the motion. The motion carried.*

***Vote:** The motion carried by a voice vote of 6-0-7 with Advisory Members Benson, Botts, Edwards, Melton, Nieburger and Wood voting “YES”, no “NO” votes, and seven (7) absent; Block, Koenig, Shafai, Sisson, Tavaglione, Valhos and Youth Commission Representative.*

C. Discussion of Recommended Changes to Advisory Committee Bylaws – Penny Pietrasiewicz & Marjorie Franzen-Weiss

Ms. Franzen-Weiss reviewed the recommended changes to the Advisory Committee Bylaws. Changes were to items in Division A, Section 3c. (A copy is on file with the Official Minutes.) The recommended changes are as follows:

- Members shall serve a term of two (2) years;
- Election of Chair and Vice-Chair will take effect at the first meeting annually; and
- Effective January 01, 2002, regular meetings will be held on the 4th Wednesday of every month except when the meeting date is a holiday, in this event a meeting shall not be held for that month.

***Motion:** Ms. Edwards moved to approve the amended Bylaws. Ms. Nieburger seconded the motion. The motion carried.*

***Vote:** The motion carried by a voice vote of 6-0-7 with Advisory Members Benson, Botts, Edwards, Melton, Nieburger and Wood voting “YES”, no “NO” votes, and seven (7) absent; Block, Koenig, Shafai, Sisson, Tavaglione, Valhos and Youth Commission Representative.*

IV. Commission Business

A. Special Presentation – Jan Peterson and Carolyn Wylie

Advisory Committee Members were presented with a plaque and logo emblem “shoe” pin to express the Commission’s appreciation of their dedication to the Advisory Committee to the Riverside County Children and Families Commission.

B. Chair and Member Comments

Buster: The Board of Supervisors will be considering the additional funding for the Healthy Kids Initiative on November 20, 2001 at the regular BOS meeting.

C. Approval of Minutes from the October 15, 2001 Meeting

Ms. Furuta informed the Commission that there is a change to the minutes on page 4 item B, resolution 01-44. The title should read: “Approving the Award Letters for the 2001/2002 Funding Cycle of the Riverside County Children and Families Commission.”

***Motion:** Dr. Feldman moved to approve the minutes of the Meeting held on October 15, 2001 with the stated correction to page 4, section B to read 01-*

44: Approving the Award Letters for the 2001/2002 Funding Cycle of the Riverside County Children and Families Commission. Supervisor Buster seconded the motion. The motion carried.

***Vote:** The motion carried by a voice vote of 7-0-2 with Commissioners Beasley, Boyle, Buster, Feldman, Long, Peterson and Szczepaniak voting “YES”, no “NO” votes, and three (2) absent; Carrillo and Ryan.*

D. Resolution Report – Stella Smith

Ms. Smith gave a brief synopsis of each of the three resolutions listed in section E of the agenda.

E. Resolutions

1. 01-53: Establishing the Appeal Process for Existing Contracts, Agreements and Award Letters

***Motion:** Dr. Feldman moved to approve the resolution 01-53: Establishing the Appeal Process for Existing Contract, Agreements and Award Letters. Mr. Boyle seconded the motion. The motion carried.*

***Vote:** The motion carried by a voice vote of 7-0-2 with Commissioners Beasley, Boyle, Buster, Feldman, Long, Peterson and Szczepaniak voting “YES”, no “NO” votes, and three (2) absent; Carrillo and Ryan.*

2. 01-54: Approving the Award Letters for the 2001/2002 Funding Cycle of the Riverside County Children and Families Commission

- a. Casa Blanca Home of Neighborly Service – Award #01-9306 OP - \$126,645
- b. College of the Desert – Award #01-9214 CO - \$89,455
- c. Concilio for Spanish Speaking of the Inland Empire – Award #01-9313 CO - \$149,994
- d. Corona Public Library – Award #01-9357 OP - \$29,850
- e. Desert Sands Unified School District-Early Childhood Programs – Award #01-9416 OP - \$271,109
- f. Desert Sands Unified School District-Early Childhood Programs – Award #01-9417 CO – \$106,716
- g. Escondido Community Clinic Award #01-9264 CO - \$135,000
- h. Family Services Association of Western Riverside County – Award #01-9406 CO - \$150,000
- i. Family Services Association of Western Riverside County – Award #01-9407 CO – 150,000
- j. The Growing Place Child Care Centers – Award #01-9254 CO - \$75,000
- k. John F. Kennedy Memorial Foundation – Award #01-9354 CO – 150,000
- l. Lake Elsinore Unified School District - Award #01-9323 OP - \$770,533
- m. Mary’s Tot Stop – Award #01-9216 CO - \$20,000
- n. Mt. San Jacinto College – Award #01-9228 OP - \$300,670

- o. Riverside Community College-Workforce Preparation – Award #01-9333 OP - \$300,000

Supervisor Buster moved to approve A through O. Mr. Boyle seconded the motion. The motion carried. [7 in favor; 2 absent (Carrillo and Ryan); 0 opposed.]

- p. Riverside County Child Care Consortium – Award #01-9431 OP - \$85,000

Supervisor Buster moved to approve the proposal. Ms. Beasley seconded the motion. Conflict declared by Ms. Peterson. The motion carried. [6 in favor; 1 conflict; 2 absent (Carrillo and Ryan); 0 opposed.]

- q. Riverside County Superintendent of Schools-Children’s Services Unit – Award #01-9232 OP - \$420,403

Supervisor Buster moved to approve the proposal. Ms. Beasley seconded the motion. Conflict declared by Dr. Long and Ms. Peterson. The motion carried. [5 in favor; 2 conflict; 2 absent (Carrillo and Ryan); 0 opposed.]

- r. Riverside Community College-Early Childhood – Award #01-9415 OP - \$38,384
- s. Riverside Community College – Award #01-9425 OP - \$163,417
- t. Riverside Life Services – Award #01-9307 OP - \$164,135
- u. San Jacinto Unified School District – Award #01-9341 CO - \$135,250

Supervisor Buster moved to approve R through U. Mr. Boyle seconded the motion. The motion carried. [7 in favor; 2 absent (Carrillo and Ryan); 0 opposed.]

- v. The Unforgettables Foundation – Award #01-9351 CO - \$61,750

Supervisor Buster moved to approve the proposal. Ms. Beasley seconded the motion. Conflict declared by Dr. Long. The motion carried. [6 in favor; 1 conflict; 2 absent (Carrillo and Ryan); 0 opposed.]

- w. YWCA of Riverside County – Award #01-9300 CO - \$17,386

Supervisor Buster moved to approve the proposal. Ms. Beasley seconded the motion. The motion carried. [7 in favor; 2 absent (Carrillo and Ryan); 0 opposed.]

3. 01-55: Approval and Ratification of the Amendments to the Phase I Funding Award Letters for Renewal Funding for Fiscal Year 2001/2002

- a. Riverside County Community Health Agency-Health Education Branch [\$250,278]

Supervisor Buster moved to approve the proposal. Mr. Boyle seconded the motion. Conflict declared by Dr. Feldman and Ms. Szczepaniak. The motion carried. [5 in favor; 2 conflict; 2 absent (Carrillo and Ryan); 0 opposed.]

- b. Riverside County Department of Mental Health [\$235,132]

Supervisor Buster moved to approve the proposal. Mr. Boyle seconded the motion. Conflict declared by Ms. Beasley. The motion carried. [6 in favor; 1 conflict; 2 absent (Carrillo and Ryan); 0 opposed.]

- c. Riverside County Superintendent of Schools (01-24) [\$613,580]

Supervisor Buster moved to approve the proposal. Mr. Boyle seconded the motion. Conflict declared by Dr. Long and Ms. Peterson. The motion carried. [5 in favor; 2 conflict; 2 absent (Carrillo and Ryan); 0 opposed.]

- d. Riverside County Superintendent of Schools (01-25) [\$277,922]

Supervisor Buster moved to approve the proposal. Mr. Boyle seconded the motion. Conflict declared by Ms. Peterson. The motion carried. [6 in favor; 1 conflict; 2 absent (Carrillo and Ryan); 0 opposed.]

F. Financial Report and Presentation of Draft Budget for FY 2000/2001 – Penny Pietrasiewicz, Nick Nwuda

Ms. Wylie informed the Commission that the Annual Report, the Annual Audit Report and public hearing would be on the agenda for the December meeting.

Ms. Pietrasiewicz presented a draft budget for the year ending June 30, 2002. (A copy is on file with the Official Minutes.) Ms. Pietrasiewicz provided details of expenses incurred and anticipated for the current year. Staff was asked to provide the Commission with the following:

1. Analysis of aging grants
2. Monthly/Quarterly expenditure report with balance sheet
3. Break out Prop 10 funding from initiatives
4. Five (5) year budget projections and spending plan

G. Director's Report – Carolyn Wylie

Ms. Wylie highlighted several points of her report.

Terms of Service

Terms of Service will be coming to a close for some members of the Commission. Staff recommends amending Ordinance 784 and ratifying the terms as they stand.

Ms. Furuta stated that one amendment to the Ordinance must be made to reflect the Director of Public Health.

Staff was asked to initiate a Form 11 for approval by the BOS with the necessary changes made to the Ordinance.

Granting Process

The grant applications are due November 20, 2001. If everyone who submitted a letter of intent applies, there will be approximately 270 proposals for both Planning and Innovative grants. Staff will bring the Commission recommendations as site visits and negotiations are completed.

New Parent Kits

Riverside County's launch of the new parent kits will take place in January 2002. The final recommendations and costs will be finalized this week to discuss what Riverside County will add to the kits.

Space/Expansion

Staff reviewed options to expand the current office space. The office is not adequate for the needed expansion. Staff is now working on recommendations to relocate to another facility in the complex. Both conference rooms will be used as office space until another suitable location for Commission offices can be obtained. Meetings previously scheduled in the Commission offices will be moved to other locations.

Medical Home Grant

Ms. Beasley informed the Commission and the public that Riverside and San Bernardino County will work together. There will be eight (8) regions in the State that will be funded.

Staff was asked to draft a resolution to request the Commission to fund the proposal writer's time.

Financial Advisory Board

The meeting of the Financial Advisory Committee has been scheduled for Thursday, January 10, 2002. Commissioners will advise staff if they are interested in attending.

Board of Supervisors Report

Staff has requested time to present to the BOS information on the last two years of the Children and Families Commission. Commissioners will be notified of the date/time of the presentation.

211/CAIRS Board

Ms. Wylie has agreed to sit on the Steering Committee for the California Alliance of Information and Referral Services.

At the federal level, Senators Clinton, Dodd and Slaughter have introduced legislation after September 11, 2001 to address the health, mental health and support service needs of children through funding for the implementation of 211 nationally.

Homeless Children Working Group

Ms. Smith stated that Commissioners Boyle and Ryan along with the Advisory Committee Chair, Jean Benson, brought back recommendations addressing Homeless Children and Families at the last Commission meeting. Staff recommends initiating a working group to study the issue and make recommended appropriate actions. The group will review current services, identify gaps and barriers and bring back a comprehensive plan for Commission consideration the early part of next year.

Commission Meeting Locations

Ms. Smith provided location information for the next Commission and Advisory Committee meetings.

December 10, 2001 Commission Meeting

Riverside County Office of Education
3939 Thirteenth Street, 4th Floor Board Room
Riverside, California

December 19, 2001 Advisory Committee Meeting

Department of Mental Health
4095 County Circle Drive
Riverside, California

IV. Public Comments

Malinda Smith, Owner – ABC Child Care Center

Ms. Smith commended the Commission and staff on the outstanding work being done in Riverside County by the Commission. Ms. Smith would like to request that ABC Child Care Center's application 9421 OP be brought for appeal to a sub-committee of the Commission.

Ms. Smith was informed that her request would need to be received in writing prior to the application being brought to the sub-committee.

The sub-committee will consist of Commissioners Boyle, Long and Szczepaniak.

Dr. Mary Nolan – Martha's Village and Kitchen

Dr. Nolan commended Jean Benson, Chair of the Advisory Committee for participating in the Homeless Conference and following through by visiting their facility to see what could be done to help the homeless children and their families.

Dr. Feldman would like to be a part of the Homeless Working Group.

V. CLOSED SESSION

With respect to every item of business to be discussed in closed session pursuant to Section 54957:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

The Commission reconvened from this closed session and announced that there was nothing to report.

VI. Future Agenda Items

No future agenda items.

VII. Adjournment to December 10, 2001 at 1:30 p.m.

Advisory Committee Adjournment to December 19, 2001 at 1:30 p.m.

Meeting adjourned at 3:50 p.m.