

Advisory Committee To The
Riverside County Children & Families Commission
Wednesday, October 21, 2003
Mt. San Jacinto College
1499 N. State Street
San Jacinto, California

I. Call to Order

Chair Jean Benson called the meeting to order at 1:47 p.m.

Chair Benson elected to change the order of the meeting until a quorum was present.

Advisory Members present: Jean Benson, Carla Lidner, Helen Sisson, Sheila Hillis, Jane Block, Lynne Craig, (Georgann Koenig and Judith Wood arrived at 1:55 p.m.).

Staff Present: Carolyn Wylie, Executive Director; Stella Smith, Deputy Director; Michelle Burroughs, Administrator, Community Engagement, Michelle Victor, Commission Secretary.

II. Chair and Committee Member Comments

No Chair or Committee Member comments.

III. Approval of Minutes from January 15, 2003 and May 21, 2003

Judith Wood moved to approve the January 15, 2003 meeting minutes. Jane Block seconded the motion. The motion carried on a vote of the Advisory members present: [Eight (8) in favor, two (2) absent, one (1) vacant, zero (0) opposed]

Helen Sisson moved to approved the May 21, 2003 meeting minutes. Carla Lidner seconded the motion. The motion carried on a vote of the Advisory Members present [Eight (8) in favor, two (2) absent, one (1) vacant, zero (0) opposed]

IV. Discussion:

A. Role of Advisory Committee

Carolyn Wylie discussed the Draft proposal for the Role of the Advisory Committee, which included a brief history of the role of the Advisory Committee and its correlation to the Commission.

During the first active years of the RCCFC, an Advisory Committee was appointed to represent the Board of Supervisors and community sectors involved with early childhood development issues. This committee served as a communication link for the Commission and its staff.

The original Committee assisted with the structure and content of the Strategic Plan, and assured there were links to each region of the county and to the communities and programs funded to perform Prop. 10 work in health, childcare, language and literacy. A spectrum of decisions on staffing, granting cycles, priority setting and the identification of significant gaps in services were dependent on the valuable participation of the Committee.

After the second granting cycle when the bulk of the Commission's funds were contracted, the staff and Commission began to focus on the areas of accountability and program support. Once programs began to implement the work funded the administrative unit began developing policies, procedures, and processes for accountability and oversight. At this point, the viability and communication benefits of the Advisory Committee members became somewhat muted. Although information and feedback from the county regions continued to be important, the difficult issues of geographic equity, inclusiveness and competitive funding were for the most part solved.

F5R staff urged members of the Advisory Committee to become invested in the activities of the multiple working groups supporting the expansion of services throughout the county; however mostly members with specific areas of professional interest became so engaged. There remained a need to develop and implement great engagement in the work of F5R throughout the county.

Presently, F5R has now arrived at a point where two important elements of First 5 implementation have come together:

- The Strategic Plan is being updated to reflect on Outcomes Structure, to align all the work of the Commission with Quality Assurance Tools; and
- The work of the Commission has reached a point where it needs the support and engagement of each community in which Proposition 10 investments are made.

The following recommendations were made to transition into the next phase of the Advisory Committee:

- √ The Advisory Committee is still important as the primary communication link with the members of the Board of Supervisors and the community each of them represents. The Advisory Committee should be the liaison between the community it represents and the Board member that represents that community.
- √ The updated Strategic Plan has been drafted with participation from both the Commission and Advisory Committee. The Draft Strategic Plan needs to be presented to constituents in each of the Supervisorial Districts. This will be

conducted in Forums by F5R Community Outreach staff, which will work closely with the Advisory Committee members to insure each Supervisorial District is adequately represented.

- √ The F5R staff recommendation is that the Advisory Committee becomes the sponsors of continued Civic Engagement practices on behalf of the Commission. This kind of community commitment has the potential to build community capacity and improve the possibility of success for Prop. 10 activities.

The Advisory Committee, supported by assigned staff members, would host Community Engagement Forums in each region to provide each community with updated information on the achievements of the Commission and present the framework Recommendations of the Revised Strategic Plan.

Each forum would promote the inclusion of ideas for implementation of the plan in that community, as well as determining what balance of new services might be considered for funding in the future.

Michelle Burroughs, F5R, Administrator, Community Engagement will assign program outreach staff teams to support each regional forum with the guidance of the Advisory Committee members. Staff would obtain meeting sites, make all meeting arrangements, and assure the efficient operation of the Civic Engagement Forums. Every attempt will be made to complete the forums by mid-December, so that the F5R Commission could adopt the new Strategic Plan in January 2004.

During the spring quarter, the Advisory Committee would work with the Civic Engagement and Outreach staff to connect each region to a communication system linking all F5R programs in the region and building upon the School Readiness Centers and other program in each region. A VISTA volunteer will be assigned to each of the School Readiness Centers to assist specifically with Civic Engagement for the parents and families being served by programs in that geographic area.

Advisory Committee members had questions regarding how certain situations would be handled.

Questions: If there is an overlap of agencies and/or community leaders within a couple of different Supervisorial Districts, what is the best way to approach that between the Advisory Committee members effected.

Answer: That is one of the ways F5R can help knit together different areas of the community. There is no problem with an agency or community leader attending two different Advisory Committee Forums.

Jean Benson said she envisions some kind of reporting system back to the Advisory Committee coming from staff regarding the content of the various forums as well as any feedback.

Jean Benson moved to adopt the Draft Proposal for the Role of the Advisory Committee as presented. Georgann Koenig seconded the motion. The motion carried on a vote of the Advisory Members present [Eight (8) in favor, two (2) absent, one (1) vacant, zero (0) opposed]

Other discussion comments included:

- The excellent advertising currently on television spotlighting First 5 California which draws a lot of positive attention to Proposition 10 and what it does for the community. Additionally, it was pointed out that Riverside needs to do more self promotion for the leadership role it has played within the First 5 California Commission
- Other advertising options: billboards, radio, local television
- The California budget crisis and how Prop 10 funds can remain a sustainable force in the community helping children and families
- A history of First 5 Riverside from inception to the present day including all of the positive things brought into the community by Prop. 10 funds
- A history of childcare status and issues in Riverside County
- Provide a FAQ sheet for F5R

V. Meeting Schedule and Locations – Stella Smith

Ms. Smith went over the current Advisory Meeting schedule. Meetings are scheduled quarterly with one joint meeting with the Commission per year. Members were asked to review the schedule and recommend how the schedule might work in concert with the proposed community forums. Advisory Committee Members will work with Commission staff to determine date, time and location of community meetings.

A calendar will be provided at the joint Commission / Advisory Meeting with regular meeting dates for 2003/2004 and 2004/2005.

VI. Membership Update – Stella Smith

Current membership stands at eleven positions filled, one vacant (District 1). Staff has been working with Supervisor Buster's office to obtain candidates names.

VII. Reports

A. Staff Report – Stella Smith

Ms. Smith explained briefly how the new staffing plan relates to the recommended changes to the Advisory Committee. While the traditional role of the Advisory Committee will not change significantly, there is more detail provided with regard to interactions with Commission outreach staff, the Board of Supervisors, the Commission and the community. The goal is to create an active dialogue between the Board of Supervisors, their constituents, local community leaders and F5R.

The original staffing plan called for a major expansion in terms of bringing on program staff, specialists that will work in the various areas that the Commission does work. The Commission has a number of working groups, F5R staff will be available to provide support and direction and be link between to assure constant and effective connections. F5R would like to become more successful at obtaining continual input and feedback from parents in order better serve the needs children 0-5 and their families.

Another area that Michelle Burroughs will work with is the AmeriCorps / VISTA project. These community volunteers will be aligned with Supervisorial Districts and with School Readiness Centers in order to foster community support and make sure community members have opportunities to contribute input and feedback to F5R.

VIII. Public Comment

There was no public comment.

IX. Future Agenda Items

1. Open House and 5th Birthday Party for First 5 Riverside scheduled after the joint meeting of the Commission and Advisory Committee on November 10, 2003.

X. Adjournment to next Joint Meeting of the Commission and Advisory Committee – November 10, 2003 at 1:30 p.m.

First 5 Riverside
Riverside County Children and Families Commission
2002 Iowa Avenue, Suite 100, Conference Room A
Riverside, California 92507

The meeting adjourned at 4:15 p.m.