

**Riverside County Children and Families Commission**  
***Special Joint Meeting of the Commission and Advisory Committee***  
**Monday, December 19, 2005 – 1:30 p.m.**  
**Riverside County Children and Families Commission**  
**Business Office**  
**2002 Iowa Avenue, Suite 100**  
**Riverside, California 92507**

**I. Call to Order**

**The special joint meeting of the Commission and Advisory Committee was called to order at 1:35 p.m. by Chair Jean Benson**

Commissioners Present: Chair Jean Benson, Connie Beasley

Advisory Members Present: Lynne Craig, Alison Elsner, Aurora Tenorio-Kerr, Judith Wood

Staff Present: Harry Freedman, Executive Director; Stella Smith, Deputy Director; Michelle Victor, Executive Assistant/Commission Secretary; Jean Macomber, Administrative Services Manager; Johnathan McDannell, Administrator, Outcomes Management; Michelle Burroughs, Administrator, Health and Community Programs; Cassandra Adams, Contract Specialist; Monique Owens, Program Specialist; Trudy A. Guthrie, Budget Analyst; Kristi Van Heule, Program Specialist, Early Care and Education; Christy Bethel, Program Specialist, Health Community Programs; Nancy Maich, Program Coordinator; Gina Engler, Program Specialist, Health and Community Programs

**II. Commission and Advisory Committee Member Comments**

New Advisory members Alison Elsner and Aurora Tenorio-Kerr introduced themselves. Commission Chair Benson welcomed them to the Advisory Committee.

There were no other comments from the Commission or Advisory members present.

*Chair Benson informed the group that there would not be a quorum of the Commission due to several Commissioners out ill. All action items will be moved to next months meeting. Chair Benson elected to change the order of the agenda in order to wait for a quorum of the Advisory Committee. Executive Director, Harry Freedman began with Agenda Item #6*

**III. Discussion/Action – Agenda Item #6**

**Agenda Item #6A – Evaluation System**

Mr. Freedman updated the Commission as to the status of the new software platform which had been scheduled to be installed in November and piloted by five partner agencies. At a presentation held a week prior to the scheduled implementation date, it became apparent to Mr. Freedman, Ms. Smith and Mr. McDannell that the modifications and customizations requested by the F5R evaluation staff were not included in the software presented to the group by the vendor, Adsystem. Adsystem implied that there had been miscommunication between TRI and Adsystem regarding what was required, but after speaking with both parties that does not appear to be the case. Mr. Freedman stated he believed there were three options available to F5R at this point:

1. Remain on the current CTK software/platform until the new RFP process has been completed.
2. Continue to deal with Adsystem, and implement their platform once it has been determined that it will meet the needs of F5R. Unfortunately, there is no way to determine an anticipated completion date.
3. Pilot several software programs along with CTK, Adsystem and another software provider, essentially running three systems at once. This could prove to be a burden to staff and pilot agencies.

Mr. Freedman's recommendation is to continue to use CTK software platform during the intervening year until the RFP process is completed during this time frame, other software options would be investigated including Adsystem and GEMS, to name two, and then be ready to implement a new software system when the RFP has been completed. The Commissioners present agreed with Mr. Freedman's recommendation.

### **Agenda Item #6B – AB 109 / SB 35 Requirements**

As a result of the new legislation, each County will be required to adopt policies following a public hearing. The policies include:

- Limits on administrative costs
- Policies on processes regarding salaries and benefits
- Conflict of interest
- Contracting and Procurement

Some policies have already been adopted by the Riverside County Children and Families Commission (RCCFC), but the State is advising that, as a result of the new legislation, it would be best to readopt them after the Commission has reviewed them held a public hearing. These policies need to be adopted by the Commission prior to July 1, 2006.

### **Agenda Item #6C – Preschool For All**

There has been a lot of discussion at the State and County level regarding Preschool For All with increased media attention due to the Reiner Initiative. Many counties have established a planning committee that will guide PFA policy decisions. Mr. Freedman recommended that F5R establish such a planning

committee to help the Commission develop a consistent and coherent policy position which can be conveyed to the media, and other interested entities or individuals.

Should the Reiner Initiative pass, the Riverside County Office of Education (RCOE) will be the lead agency for PFA implementation. Mr. Freedman has already had brief discussions with the Superintendent of Schools to determine how best to collaborate on a clearly articulated policy.

A brief discussion took place which included comments on the formation of a planning committee and the Commissions current position on Preschool For All as discussed during the revision of the Strategic Plan. The committee participant recommendations will be brought back at a future Commission meeting for approval.

*Commissioners Jerry Wengerd and Dr. Gary Feldman; Advisory Committee, Vice-Chair Georgann Koenig, Advisory members, Randon Lane, Lynne Craig and Vice-Chair arrived at the meeting during Mr. Freedman's discussion thereby establishing an Advisory Committee quorum. Mr. Lane introduced himself as the newest member of the Advisory Committee and gave a brief overview of his participation in the community.*

#### **IV. Approval of Advisory Committee Meeting Minutes**

The April 20, 2005 Regular meeting minutes and the October 26, 2005 Special meeting minutes were presented for approval. It was determined by the Advisory members that there was not a quorum of members present that had attended either of the two meetings to approve the minutes. After a brief discussion held between the Advisory Committee members present, and Lucy Furuta, county counsel, Ms. Furuta stated the minutes could be held over until the next Advisory meeting to determine if there was a quorum present. If no quorum could be established to approve the minutes, the Commission could acknowledge the minutes by motion at their next meeting and, if carried, would be submitted for the record.

#### **V. Approval of Commission Meeting Minutes**

*There being no quorum of the Commission, this action item was held over until the regular meeting scheduled for January 23, 2006.*

#### **VI. Resolution Report (Action) – Stella Smith**

*There being no quorum of the Commission, the following action items were held over until the next regular meeting scheduled for January 23 and will be renumbered for 2006:*

- A. 05-56: Approve the First Amendment to the Memorandum of Understanding between the Riverside County Children and Families Commission and Hemet Unified School District**
- 05-57: Approve and Ratify the First Amendment to the Personal Service Contract between the Riverside County Children and Families Commission and Nuview Union School District**
- 05-58: Approving the Amendment to the Conflict of Interest Code for the Riverside County Children and Families Commission**
- 05-59: Approving and Ratifying the First 5 Service Corps (AmeriCorps) Agreement with Prevent Child Abuse California (PCACA) for Project Years 2004-2007**
- 05-60: Approve and Ratify the First Amendment to the Payroll Services Memorandum of Understanding between Prevent Child Abuse California and First 5 Riverside County**

## **VII. Presentation – Altmayer Consulting, Inc. – Christine Altmayer**

Christine Altmayer provided a presentation to the Commission based on review of F5R's evaluation system, and provided recommendations, particularly in light of the revised State evaluation framework. Ms. Altmayer noted the need to evaluate the effectiveness of locally funded programs, the aggregate impact of the Commission on the community, and an annual evaluation of the Commission's progress towards meeting the goals contained in the strategic plan. She indicated that since operational funds were not allocated based on specific strategic plan objectives, evaluation of impact on the community, and strategic plan is difficult. She also discussed the difficulty in establishing direct causation of outcomes based on First 5 funds. She noted that First 5 funds are often designed to strengthen/enhance services, and therefore contribute to successful outcomes rather than causing them. Ms. Altmayer also noted the need for additional information to be brought to the Commission for review. This will better enable the Commission to make effective program level funding decisions, and evaluate community impact. A copy of Ms. Altmayer's entire presentation is attached hereto, and is on file as part of the official meeting minutes.

*Advisory member, Alison Elsner left the meeting during Ms. Altmayer's presentation.*

## **VIII. Information Items**

### **A. Regional Foundation Feasibility Study – Harry Freedman**

The Southern California Regional Association continues to pursue the concept of a Regional Foundation in order to augment First 5 funds. A firm has been engaged to do a feasibility study to determine the feasibility of a

Regional Foundation that would benefit children 0 – 5. This information will be reported back to the Commission at an upcoming meeting.

**B. October and November Financial Statements – Harry Freedman**

Copies of the October and November Financial statements were included as part of the Commission/Advisory meeting package. Mr. Freedman asked the Commissioners if they would like a formally approved mid year budget revision. He noted that in past years this has been the process, but went on to point out that the monthly financial statements provide a column estimating the year end revenue and expense positions. This is, in effect, an ongoing budget revision. The Commissioners agreed that a formal budget revision would not be necessary unless there were very significant changes to individual line item(s).

Dr. Feldman noted the projected surplus, and asked if Mr. Freedman felt this represented a trend. Mr. Freedman responded that there will undoubtedly be some variation in revenues and expenses, and was sure that the current projections will change by year end. He also reminded the Commission of their previous decision to place year end surpluses in the sustainability fund until it reached its pre-determined level.

**C. Commission and Advisory Meeting Calendar for 2006**

A copy of the 2006 meeting calendar was provided to the Commission and Advisory Committee in their packet. No action necessary, informational purposes only.

**D. Evaluation Committee Report**

Committee Chair, Cynthia Hinckley is not present at today's meeting, but co-chair, Jean Benson commented on the Evaluation Committee's commitment to the Commissions objective and a report will be presented at a future Commission meeting.

**E. Health Care Tobacco Tax Initiative – Harry Freedman**

Mr. Freedman reported that originally there were two separate Health Care tobacco tax initiatives that were collecting signatures. They have now been combined into one that would increase the tobacco tax by \$2.60. Besides the tobacco tax, the backfill language was an issue with previous two draft initiatives, but the State Association believes there is sufficient language in this combined initiative with regard to a Proposition 10 backfill.

**F. Conditional Status Contracts**

Three contracts were placed on conditional status in July 2006 for six months. Two have had their conditional status removed. The remaining contract will expire at the end of December 2005.

**G. Evaluation Report – Johnathan McDannell**

Johnathan McDannell distributed and discussed the Evaluation Committee Reports (4<sup>th</sup> Quarter from last fiscal year and 1<sup>st</sup> quarter from the current fiscal year). Mr. Freedman thanked the Evaluation staff for their dedication and hard work on preparing these reports. He also noted that these are the most basic reports to look at - they display targets and progress towards target completion. The fact that staff has to go to such effort to prepare the reports is a demonstration of a structural problem with the existing system. Copies of both reports are on file as part of the official meeting minutes.

#### **H. Executive Director Report – Harry Freedman**

Mr. Freedman verbally highlighted several points from his written report. A copy of the complete report is on file as part of the official meeting minutes.

#### **IX. Public Comment**

No public comment

#### **X. Future Agenda Items**

1. Action items held over from December 19, 2005 Special joint meeting
2. Recommend participants for Preschool For All committee
3. Evaluation Committee report

#### **XI. Advisory Committee Adjournment to the Regular Meeting of the Advisory Committee on Wednesday, January 18, 2006, 1:30 p.m.**

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#### **XII. Commission Adjournment to the Regular Meeting of the Commission on Monday, January 23, 2006, 1:30 p.m.**

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**Meeting adjourned at 2:40 p.m.**