

Riverside County Children and Families Commission
Special Joint Meeting of the Commission and Advisory Committee
Monday, December 4, 2006 – 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 Commission Chair Jean Benson.

Commissioners Present: Chair Jean Benson, Vice Chair Cynthia Hinckley (arrived at 1:40 p.m.) , Celia Ayala, Connie Beasley, Yolanda Carrillo, Gary Feldman (arrived at 1:40 p.m.), Vicki Oltean, Jerry Wengerd (arrived at 1:37 p.m.)

Absent: Supervisor Marion Ashley

Advisory Members Present: Chair Carla Lidner, Vice Chair Georgann Koenig, Lynne Craig, Donna Greene, Randon Lane, Touraj Shafai, M.D., Aurora Tenorio-Kerr, Judith Wood

Absent: Debbie Lauda, Donna Johnston for Supervisor Tavaglione,

Vacant: One open position in District II and District IV

Staff Present: Harry Freedman, Executive Director; Stella Smith, Deputy Director; Michelle Victor, Executive Assistant/Commission Secretary; Johnathan McDannell, Administrator, Outcomes Management; Cheryl Gilbert, Administrator, Fiscal Services; Cassandra Adams, Contract Specialist, Grants & Contracts; Sharon Baskett, Administrator, Early Care & Education; J. Uniqua Burgess, Program Specialist, Health & Community Programs; Monique Owens, Program Specialist, Early Care & Education; Richard Williamson, PR; Gina Engler, Program Specialist, Health & Community Programs; Kisha Johnson-Boozer, Contract Specialist; Nancy Maich, Special Program Coordinator, Michelle Burroughs, Administrator, Health & Community Programs; Shawn Burrell, Secretary, Contracts and Fiscal; Rene Ramirez, Administrative Services Technician; Sonia Jizrawi, Program Specialist, Early Care & Education; Arrin Banks, Administrator, Grants & Contracts

Lucy Furuta, Deputy County Counsel was in attendance as legal counsel for the Commission.

II. Advisory Committee Business

A. Chair and Advisory Member Comments

Lynne Craig announced that the West County Child Care Consortium will have a holiday tea fundraiser on Sunday, December 10, 2006 at the California Citrus State Park. Ticket information is available by contacting the West County Child Care Consortium.

Dr. Touraj Shafai expressed his concern about the lack of funding made available to local hospitals for the support of breastfeeding. Executive Director Harry Freedman responded that at last month's meeting the Commission approved staff's recommendations to fund one breastfeeding program. Deputy Director Stella Smith clarified that what Dr. Shafai was referring to were the funds previously awarded to Loma Linda University who opted not apply this time because of the limited funds available in the health pool. There were several hospitals that applied on their own individually and San Geronio was one of the hospitals granted those funds. The two hospitals referred to by Dr. Shafai had recently begun the implementation process under previous funding with Loma Linda's Perinatal Services Network but had not progressed very far into the process at the point the new RFPs were released. Both of these hospitals, as well as others, were not recommended for initial funding at the last Commission meeting, but were included in the group of agencies to be funded if funds were available after contract negotiations with the initial group..

B. Approval of Advisory Committee Meeting Minutes

1. July 19, 2006 Regular Meeting Minutes

Lynne Craig moved to approve the July 19, 2006 regular meeting minutes. Touraj Shafai seconded the motion. The motion carried on a vote of the Advisory members present: [Eight (8) in favor, two (2) absent (Lauda, Johnston for Supervisor Tavaglione), two (2) vacant (District II and IV)), zero (0) opposed]

2. April 19, 2006 Regular Meeting Minutes

Lynne Craig moved to approve the July 19, 2006 regular meeting minutes. Touraj Shafai seconded the motion. The motion carried on a vote of the Advisory members present: [Eight (8) in favor, two (2) absent (Lauda, Johnston for Supervisor Tavaglione), two (2) vacant (District II and IV)), zero (0) opposed]

A. Chair and Commission Member Comments

Commissioner Oltean asked for a status on contract negotiations. Mr. Freedman stated that contract negotiations had begun and that details would be provided later in the agenda, under information items

Commissioner Ayala stated that at last months meeting she had asked about contracts going through the year 2011. Mr. Freedman responded that the Initiative RFP's go to 2011 and the Response fund RFP's go out two and a half years and then will either be renewed, at which point the Commission will need to make a decision about the continuation of each individual contract., or a new RFP process implemented.

III. Commission Business

A. Approval of October 23, 2006 Special and Regular Commission Meeting Minutes

Connie Beasley moved to approve the October 23, 2006 Special and Regular Meeting Minutes. Vicki Oltean seconded the motion. The motion carried on a vote of the Commission members present: [Eight (8) in favor, one (1) absent (Ashley), zero (0) opposed]

PUBLIC COMMENT: *Annie Bradberry from the Foundation For Community and Family Health thanked the Commission for their support and past funds and also conveyed the positive impact First 5 funds has had on children in Riverside County. She also referenced her pending appeal, which she hopes will result in the funding of an application submitted by her organization.*

IV. Special Presentation to Commissioner Gary Feldman, M.D.

Commission Chair Jean Benson presented a plaque to Dr. Feldman for his years of service to the Commission. Dr. Feldman not only served as a Commissioner, but as Commission Chair as well. He is a charter member and his input and knowledge have had a profound impact on the children and families of Riverside County.

Mr. Freedman added that Dr. Feldman has overseen a tremendous expansion in both quantity and quality of health services provided to children in this county. On a personal level and on a narrow Commission level, the whole county is going to miss him; he is a tremendously intelligent person who brings a great deal to the discussions and issues that have been dealt with by the Commission.

Dr. Feldman thanked the Commission and commented that the work that has been done and the work that the Commission will do, will be of great significance to the county.

Dr. Feldman's plan include taking some time off but continuing his volunteer work all over the world helping children and families.

V. Resolution Report (Action) – Stella Smith

Following is a record of action(s) taken by the Commission on each of the following resolutions:

06-79: Approving the Revision of the Investment of Funds Contract Template of the Riverside County Children and Families Commission

Staff recommendation: That the Commission approve the contract template as attached to the resolution and authorize the Executive Director of designee to execute the necessary documentation to effectuate this resolution.

Additional discussion: Prior to the vote, Ms. Smith reminded the Commission that this contract template was voted on and approved at last month's meeting minus the Revenues Received - Section 13G. This section was held over pending additional discussions with other Commissions and County departments who also issue contracts. Staff is recommending reinstatement of the original language that was in the contract, which requires that outside revenue be reported and used to fully compensate expenses within the First 5 funded program and/or provide additional services with those additional monies.

Also, in the course of reviewing the contract, staff noted that there was some language clean up needed under 13B which had to do with budget adjustments. In the past, each agency has been allowed to make budget adjustments up to 10% of contract total. The intent was to allow 10% of the total contract over the contract term. Current language allows 10% of the total contract amount each fiscal year. The revised language, permits periodic adjustments without prior approval, but the total of those adjustments will not total more than 10% of the entire contract over the contract term.

Commissioner Carrillo asked for further clarification regarding the Commission's request from last month's meeting with regard to section 13G. She stated that the concern brought up last month had to do with creating a disincentive to find other funding sources. Ms. Smith said that Mr. Freedman had additional conversations with other Commissioners who run county departments, looked at their contract language and got their input. Staff does not see this as a disincentive because agencies can use those funds to either increase services or they can offset other expenses for the First 5 funded program.

06-80: Approving Professional Services Contract between the Riverside County Children and Families Commission and Mosaic Network Incorporated for Implementation of an Evaluation Data Management System

Staff recommendation: That the Commission approve the contract between the Commission and Mosaic Network, Inc. for implementation of the new evaluation software platform for a three year contract. Further,

that the Commission authorize the Executive Director or designee to execute any document necessary to effectuate this resolution.

06-81: Approving the Software License Agreement between the Riverside County Children and Families Commission and Mosaic Network Incorporated

Staff recommendation: That the Commission approve funding recommendations as attached to the resolution for an amount not to exceed the amount recommended and authorize the Executive Director or designee to move forward with further contract negotiations and execution of contracts utilizing the approved contract template.

06-82: Approving Staff Recommendations for Granting of Funds for Local School Readiness Contracts and Authorizing the Executive Director to Move Forward with Negotiations and Execution of Contracts for the Period Covering: January 1, 2007 through June 30, 2009

Staff recommendation: That the Commission approve funding recommendations as attached to the resolution for an amount not to exceed the amount recommended and authorize the Executive Director or designee to move forward with further contract negotiations and execution of contracts utilizing the approved contract template.

06-83: Approving the Second Amendment to the Professional Services Contract between the Riverside County Children and Families Commission and Community TechKnowledge (CTK)

Staff recommendation: That the Commission approve the Second Amendment to the Contract between the Commission and CTK for an amount not to exceed \$110,200. Authorize the Executive Director or his designee to execute the necessary documents to effectuate this resolution.

06-84: Approving the First Amendment to the Professional Services Contract between the Riverside County Children and Families Commission and Fleming Environmental, Inc.

Staff recommendation: That the Commission approve the first amendment to the contract between the Commission and Fleming Environmental, Inc. in the amount of \$79,800 and authorize the Executive Director or his designee to execute the necessary document to effectuate this resolution.

Prior to the vote on the slate, Commissioner Wengerd declared a conflict with regard to Resolution 06-82.

Celia Ayala moved to approve Resolutions 06-79 through 06-84. Yolanda Carrillo seconded the motion. The motion carried on a vote of the Commission members present: Resolutions 06-79, 06-80, 06-81, 06-83, 06-83: Eight (8) in favor, one (1) absent (Ashley), zero (0) opposed. Resolution 06-82: Seven (7) in favor, one (1) abstention (Wengerd), one (1) absent (Ashley), zero (0) opposed.

VI. Presentations

A. Annual Evaluation Report for Fiscal Year 2005/2006 – Sonia Taddy, Harder+Company

Ms. Taddy presented the first Annual Evaluation Report of the Riverside County Children and Families Commission. A copy of the Executive Summary was made available to the public and the entire presentation will be available on the First 5 Riverside website.

B. ABCD Activity Update – Nancy Maich, Special Programs Coordinator

Ms. Maich presented an activity update with regard to the ABCD Taskforce and an overview of the entire program. A copy of Ms. Maich's presentation will be on file and is available upon request.

VII. Discussion/Action Items

A. Medical Home, Screening and Assessment Initiative RFP

Mr. Freedman informed the Commission that prior to contract negotiations beginning with the recipient of the Medical Home RFP, clarification was requested by staff with regard to the RFP being written to provide services county wide. The application submitted and recommended for approval by the readers and SRP committee did not provide county wide services., and the SRP indicated that a primary issue for negotiation was to ensure that services were indeed provided countywide. Mr. Freedman had a discussion with the applicant; the Health Department, and after careful consideration, the Health Department stated they believe there was not enough resources to go county wide in accordance with the way the RFP was written.

Mr. Freedman said there are a couple of options that could be considered:

- a. Award the contract to the applicant as written even though it doesn't meet the requirements of the RFP. Mr. Freedman does not recommend this.

- b. Reissue the RFP exactly as written. Mr. Freedman also recommends against this. The initial RFP only garnered three applicants, one of which was viable.
- c. Review the RFP as written to determine whether it meets the Commission's intent from a policy perspective, and is able to be accomplished. This review could result in revision of the RFP.

Mr. Freedman's recommendation is to look at the barriers that resulted in so few applications being submitted and look at modifying or rethinking the RFP. His recommendation includes looking at the RFP from a policy perspective; exactly how to use those funds and what the Commission would like to see occur throughout the community. His recommendation also includes bringing in a consultant to facilitate the process of reviewing the RFP, and to help the Commission identify the operationalized indicators. Mr. Freedman would like to bring in a consultant that has worked with other Commissions and have the consultant facilitate a policy discussion and also take a look at the barriers to implementing this RFP. Identification of the problems with this RFP will assist with drafting an RFP that will more likely meet the needs as identified by the Commission and get the results that the Commission wants.

Dr. Feldman commented on the ambitiousness of this particular RFP and that when the Health Department looked at the RFP and thought about the resources and relationships that it would take to make it work, it soon became clear to the Health Department that there was not a good match between resources allocated to the project and the breadth of trying to provide those services county wide. Without putting additional resources in, Dr. Feldman recommends the Commission take a look at and decide how it wants to limit the Medical Home project. Dr. Feldman stated that all the children cannot be served in a comprehensive fashion for the amount of money that has been allocated to the project.

Mr. Freedman's recommendation is to hire a consultant to assist the Commission with identifying and resolving barriers with the current Medical Home RFP and why the Commission received so few applications.

Mr. Freedman also informed the Commission that there were at least three sub-contractors included in the Health Department application that did not apply on their own, and if the Health Department application is not funded what suggestions does the Commission have about those subcontracting agencies.

Motion: Commissioner Ayala made the motion to accept Mr. Freedman's recommendation to hire a consultant to assist the Commission with the recrafting of the Medical Home RFP. Connie Beasley seconded the motion. The motion carried on a vote of the Commission members present: [Six (6) in favor, one absent (Ashley), two (2) abstentions due to conflict (Feldman and Wengerd), and zero (0) opposed.
The motion carried.

The second part of this discussion had to do with the three programs that were wrapped into the Health Department application for the Medical Home RFP. These programs will now be adversely affected because the Health Department will not be proceeding with the awarded grant. The three programs in question are: two from Riverside County of Education (Audiology and Autism) and one from Department of Mental Health that are existing programs that did not apply on their own, but rather wrapped those existing services into the Health Departments application for the Medical Home RFP as sub-contractors. Those currently funded agencies contracts will expire December 31, 2006. Two of the agencies have come to Mr. Freedman and asked about the possibility of extending their current contract for an estimated six month period and if approved out of what funding source. Mr. Freedman would caution against extending these contracts on the basis that they are good programs that they are going to expire December 31, 2006 because there are many agencies that are good programs that are going to expire on December 31, 2006. Rather, Mr. Freedman's suggestion is that if the Commission decides to extend these contracts, it is based upon anticipating that the services these contracts currently provide will be in the new Medical Home RFP, why not consider continuing to service those children while the new RFP is being developed. Mr. Freedman gave a brief overview of each of the three projects in question. Dr. Feldman then informed the Commission that the Healthy Children Connection project is another program affected by the Health Departments withdrawal from the Medical Home RFP that would need to be extended.

Commissioner Hinckley expressed concern about extending contracts with some understanding that the final RFP is going to in any way resemble the RFP that this somehow gives preferential treatment to those agencies already participating in it. All of the Commissioners agree that in no way do they want to leave anyone with that impression.

Advisory Member Kerr left the meeting at 3:55 p.m.

A discussion was held regarding the cost of extending the current four contracts for an additional six months. It was determined by staff to be approximately \$1,533,000.

Motion: *Commissioner Hinckley made the motion to accept the consideration being put forth to extend the existing four contracts under their current contract arrangements for the past six months for the future six months with no guarantee of any inclusion or consideration in the RFP that is going to be remade for the Medical Home Screening and Assessment Initiative. Commissioner Benson seconded the motion. The motion carried on vote Commissioner members present: [Five (5) in favor, one (1) absent (Ashley), three (3) abstentions due to conflict (Ayala, Feldman and Wengerd) and zero (0) opposed)].* ***The motion carried.***

The four contracts approved for extension are:

1. Riverside County Office of Education – Audiological
2. Riverside County Office of Education – Autism

3. Department of Mental Health – PCIT
4. Community Health Agency – Healthy Children Connection

Commissioner Feldman left the meeting at 4:00 p.m.

B. Playground Status

Mr. Freedman updated the Commission on the status of the playground installed at a provider's site that ceased providing services within weeks of the installation. At a previous meeting, the Commission decided to move the playground to another site in the desert.

Mr. Freedman recommends that the Commission empower staff to:

1. Make the decision about which applicant to award the playground to and that the decision is based on a combination of scoring, need and logistical factors.
2. The recommendation by staff will be approved by the Executive Committee.
3. That the current provider will be charged for the removal of the playground and that the new awardee will not be charged for installation.

Motion: *Commissioner Beasley made the motion to accept Mr. Freedman's recommendation with regard to the playground and the four points as detailed. Commissioner Wengerd seconded the motion. The motion carried on a vote Commissioner members present: [Seven (7) in favor, two (2) absent (Ashley, Feldman), and zero (0) opposed].* **The motion carried.**

C. Use of Preschool For All funds for PFA Committee Consultant

Harry Freedman informed the Commission that First 5 Riverside has two funding categories that have not been awarded. The first is the ABCD / LIIF fund totaling \$500,000 and the second is the 10% set aside in the education fund to fund Preschool For All (PFA) activities. The Commission has not made any decisions about what those activities would be so those funds are still available.

Currently there has been \$3,158,485 set aside over a five year period for PFA. There is a joint (RCOE/First 5 Riverside), Preschool for All planning, co-chaired by Harry Freedman and Celia Ayala that has met a few times. The goal of the committee is to come up with a comprehensive plan and then make recommendations to both the Commission and RCOE about what preschool for all services should be implemented in this county. Mr. Freedman is requesting a consultant to dedicate time to plan development and to steer the committee and to actually write up the plan. Mr. Freedman is requesting that the Commission provide authorization to expend some of the Preschool For All funds to hire a consultant to facilitate the process.

Motion: Commissioner Wengerd made the motion to accept Mr. Freedman's recommendation to hire a consultant for Preschool for All to help with the planning and development of a plan that will be submitted to the Commission. Funds to pay for this consultant will be designated to come from the Preschool for All set-aside. Commissioner Carrillo seconded the motion. The motion carried on a vote Commissioner members present: [Seven (7) in favor, two (2) absent (Ashley, Feldman), one (1) abstention due to a conflict (Ayala) and zero (0) opposed)]. **The motion carried.**

D. Riverside County Office of Education Contract Extension

Riverside County Office of Education has made a request to extend their contract past December 31 expiration date. The contract provides subsidy payments to child care providers chosen by parents who are on the state subsidy waiting list. They qualify for state subsidy but they are not high enough on the list to receive services. There are approximately 164 children in service though this contract, some of whom can be transferred to state funding. RCOE is expecting an under expenditure of approximately \$106,000. RCOE is requesting that the term of the contract be extended on a no cost basis and that any funds not expended by December 31 be continue to provide subsidy payments to parents who continue to be eligible either for a six month period or until the money runs out.

Staff recommends approval with the following conditions:

1. RCOE or First 5 Riverside notifies each of the families impacted and provide information regarding new vendors that will funded as of January 1. This will provide parents with a choice for continuing with RCOE or utilizing services of a new vendor.
2. RCOE utilizes the unexpended funds to maintain subsidies for families that elect to stay with them.
3. That the funds be spent in the same ratio budgetarily as they currently are.
4. No subsidy paid for any child that ages out.
5. No children be added.
6. That the extension be limited until June 30, 2007.

PUBLIC COMMENT: *Patti Hafner from Riverside County Office of Education clarified a couple of points made to the Commission by Mr. Freedman. Ms. Hafner said they have the ability to extend the contract with the same budget constraints because funding for the staff has been pulled out. Expansion dollars from other State grants has recently been awarded and that money will go towards staff. All of the excess money from First 5 Riverside will go entirely towards subsidies.*

Commissioner Carrillo asked if this could open the Commission to additional agencies/contractors that under expend their contract coming back to the Commission and asking for an extension and making budgetary adjustments back to the beginning of this fiscal year?

Mr. Freedman responded in the affirmative and explained that any current provider that meets the same set of criteria would be considered. The criteria would include:

1. Will not expend all of funds by December 31.
2. Has children currently in service and that no new children will be added.
3. Children in service that need continued service and would not be transferred to some other program if the program doesn't continue.

Motion: *Commissioner Oltean made the motion to accept Mr. Freedman's recommendation with regard to the extension of the Riverside County Office of Education contract. Commissioner Carrillo seconded the motion. The motion carried on a vote Commissioner members present: [Seven (7) in favor, two (2) absent (Ashley, Feldman), one (1) abstention due to a conflicts (Ayala) and zero (0) opposed].* **The motion carried.**

E. Inland Empire Health Plan – Health Access for Healthy Kids Contract

Mr. Freedman reported that a new Inland Empire Health Plan contract will be brought back next month for a vote of the Commission. He informed the Commission that the contract will need to be ratified back and will include the following additions:

1. Utilization measures, which track immunization measures, well baby visits, emergency room visits, dental visits so that First 5 Riverside can tell not just those children that are covered, but what they do with that coverage.
2. As a result, IEHP has requested partial funding of a staff position to track this information. IEHP also works with First 5 San Bernardino and has asked them to do the same. San Bernardino has agreed to do so.

VIII. Information Items

A. Facility Update

Mr. Freedman updated the Commission regarding the status of the building purchase. The owners of the building have entered into an agreement with another party to sell them the entire complex. The current owners suggested waiting until the deal was finalized with the new owners and then approach

them about purchasing the building. Mr. Freedman said that after the holidays staff will again begin looking for an appropriate property for purchase.

B. RFP Status

There are seven Preventative Health Contracts, the Budgets and Scopes have been completed for three of them, budgets have been done on the balance and the scopes of work have been done on two of the remaining four. So far, there does not appear to be sufficient funds to fund any of the “bubble” agencies.

There are twenty-four Early Care and Education contracts. Budgets are complete on twenty-three and one scope has been finalized. It appears that there will be sufficient funds to fund one, possibly two “bubble” agencies.

There has been one second level appeal submitted by one additional agency. This application has been read by the readers and reviewed by the Selection Review Panel (SRP). There has been an Appeal Committee appointed, however, Commissioner Hinckley served on the SRP and feels that it would be inappropriate, and everyone agreed, that essentially she would be reviewing her own work. Mr. Freedman requested the Commission Chair to appoint another person to sit on the Appeal Committee. Commissioner Oltean volunteered to sit on the Committee and review the second level appeal.

Advisory Committee Chair Lidner asked if at some point an Advisory Committee member could be a part of the Appeal Subcommittee. At some point in the future, this suggestion will be brought back before the Commission.

C. Evaluation Software Update

Discussed earlier in the meeting.

D. Public Information Policies

A copy of the draft Attribution Policy and Sponsorship Policy will be forwarded to the Commissioners for their review and comment.

E. March 15 State Commission Meeting

The state Commission meeting will be held in Riverside and staff will be given fifteen minutes to give an overview to the state about what First 5 Riverside has accomplished.

F. October Financial Statement

The October financial statement was distributed for review and a copy of same is on file. Mr. Freedman pointed out the low Administrative Rate.

G. Investment Report

The investment report was distributed for review and a copy of same is on file.

H. 2007 Commission and Advisory Committee Meeting Schedule

The 2007 calendar for the Commission and Advisory Committee meeting was distributed.

I. Executive Director Report – Harry Freedman

Mr. Freedman distributed his Executive Director report.

(A copy of the complete report is on file with the Commission Secretary).

IX. Public Comment

See above for public comments made throughout the meeting.

X. Future Agenda Items

A. IEHP Contract

XI. Advisory Committee Adjournment to the regular meeting of the Advisory Committee scheduled for Wednesday, January 17, 2007 at 1:30 p.m.

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

XII. Commission Adjournment to the Regular meeting of the Commission scheduled for Monday, January 22, 2007 at 1:30 p.m.

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2002 Iowa Avenue, Suite 100, Conference Room A
Riverside, California 92507

Meeting adjourned at 4:30 p.m.