

Riverside County Children and Families Commission
Meeting of the Advisory Committee to the
Riverside County Children and Families Commission
Wednesday, July 16, 2008 – 1:30 p.m.
Riverside County Children and Families Commission
2002 Iowa Avenue, Suite 100
Riverside, CA 92507

I. Call to Order

The meeting of the Advisory Committee was called to order at 1:40 p.m. by Advisory Chair, Carla Lidner.

Advisory Committee Members Present: Chair Dr. Carla Lidner; Betty Folsom; Donna Johnston for Supervisor Tavaglione; Georgann Koenig, Dr. Touraj Shafai; Judy Wood; LaShawn Butler; and Nancy Wood.

Absent: Lynne Craig; Donna Greene

Vacant: Two positions open in District IV

- II. Staff Present:** Stella Smith, Deputy Director; Lynn Stephens, Commission Secretary; Michelle Burroughs, Administrator, Health and Community Programs; Arrin Banks, Administrator Grants and Contracts; Johnathan McDannell, Administrator, Outcomes Management; Jamie Ayala, Public Information Specialist; and Sherry Watkins, Facilities and Operations Specialist.

III. Chair and Committee Member Comments

Congratulations were extended to Dr. Shafai on being selected to serve on the American Academy of Pediatrics (AAP) Chapter Breastfeeding Coordinator Subcommittee. He was chosen from seventy-five people nationwide.

Dr. Shafai reported that Dr. Burgman from South America will be here in November to speak to women and pediatricians in the Banning/Beaumont area on breastfeeding and Kangaroo Baby Care. Kangaroo Baby Care refers to children who are sent home in South America prematurely because there is no availability in hospitals. Ms. Burroughs will provide him with contacts at San Gorgonio Memorial Hospital.

Advisory member Nancy Wood reported Mid-County Counsel is sponsoring Gail Ryklyn, the author of *Pocket Parent*, during April 12-18, 2009. This will occur during the Week of the Young Child, or National Library Week which is the following week. She is coordinating the event. If anyone would like to collaborate on activities, they should contact Nancy.

Dr. Shafai reported next month is National Breastfeeding Month. He expressed his pleasure with the First 5 article in the Press-Enterprise.

Introductions were made by Advisory Committee Members and staff.

IV. Approval of Minutes

Betty Folsom moved to approve the April 16, 2008 regular meeting minutes. Dr. Shafai seconded the motion. Following is the vote of the Advisory Committee members present: [Seven (7) in favor (Lidner, Folsom, Koenig, Shafai, Butler, J. Wood and N. Wood); Two (2) absent (Craig, Greene); One (1) abstention Donna Johnston; Zero (0) opposed]

V. Update from Members on Agency Visits

Dr. Lidner asked if members have visited funded agencies. Georgann Koenig reported on visiting a clinic in Hemet in the spring. She reported the agency was promoting breastfeeding and everyone seemed happy.

Ms. Smith asked Advisory Committee to contact Commission Secretary, Lynn Stephens, for any assistance needed with scheduling agency visits.

Dr. Lidner reported on visiting Mead Valley Dental Clinic. She is working on visiting old clinics and agencies. Dr. Lidner inquired on the disposition of equipment previously purchased for dental clinics. Ms. Banks informed her that the equipment has been moved to be used in the new NuView clinic. Dr. Lidner went on to report that she is working with the Dental Association Foundation for assistance with funding dentists. She shared that a dentist had examined the equipment and ensured the Nuview facility was stocked with the equipment and supplies needed.

VI. One-Time Only RFP Update – Arrin Banks, Administrator Grants and Contracts

Ms. Banks updated the Committee on the status of One-Time Only Funding opportunity released on July 9, 2008. The deadline to submit applications is August 8th by 3:00 pm. The One Time Only Timeline was shared. The voluntary Pre-Bid Conference was attended by approximately sixty people from various agencies. Agencies did not have to attend the Pre-Bid Conference to apply. Most who attended the conference demonstrated interest in Child Care and Education applications, while five were interested in Health. One participant indicated an interest in applying in all three categories. It has been requested that applications be submitted early. Applicants can view the website for answers to questions. Staff is in the process of contacting readers to evaluate completed applications. Once applications are read and scored, there will be an update at the August Commission Meeting.

Stella reminded the Committee of their contribution to development of this RFP. She thanked them for their input.

Stella specified that some agencies interested in enhancing child care environments by offering training to providers expressed concern the OTO RFP did not include funding for staffing. Inquirers were informed they could include costs of substitutes needed to cover staff shifts while staff was involved in training/staff development activities funded by the grant.

Below is the timeline shared by Ms. Banks:

Release of Request for Proposal (RFP)	Wednesday, July 9, 2008
Pre-Bid Conference at First 5 Riverside	Tuesday, July 15, 2008 9:00 a.m. – 11:00 a.m.
RFP Application Due	Friday, August 8, 2008 at 3:00 p.m.
RFP Application Review/Evaluation	Monday, August 11, 2008 through Friday, August 15, 2008
Site Visits/Negotiations	Monday, August 18, 2008 through Friday, August 22, 2008
Notification of Recommendation to Agencies (Send notification to agencies that will not be moving forward for Commission approval)	Monday, August 25, 2008
Commission Approves Recommendations and Contracts	Monday, August 25, 2008
Appeal Process (20 calendar days)	Monday, August 25, 2008

VII. Expectations for One-Time Only RFP Agency Visits – Michelle Burroughs, Administrator, Health and Community Programs

Ms. Smith gave an overview of conversation with the Commission relating to the agency visits. It was proposed that the Advisory Committee could possibly assist with the visits on behalf of First 5.

Ms. Burroughs shared the expectations document. Staff would like Advisory members to take notes and provide feedback on what they observe at the visit and provide it to the F5R administrator responsible for the funded program. Site visits are scheduled August 18th through the 22nd. Ms. Smith request Advisory to contact the Commission Secretary with the sites they would like to visit and when they are available. This information will be shared with the administrators who will contact Advisory members to schedule visits. The Administrator will also provide Advisory Committee with the program description of what the proposing Agency is requesting.

Georgann Koenig noted she was formerly a Child Credentialing Associate. She would like to be able to address concerns she notes during site visits.

Ms. Smith clarified this visit by the Advisory Committee is to provide information on whether the proposing agency is able to provide services for which they are applying. This visit is not to be confused with the visit made to currently funded agencies.

The Following was shared by Ms. Burroughs:

Advisory Members Expectations for Agency Site Visit

1. Review program description to familiarize yourself with Commission's expectations of the service delivery.
2. Conduct a tour of the facility.
3. Observe program/services being delivered.
4. Take notes on observation (please include constructive comments and program quality observations).
5. Submit notes to appropriate administrator overseeing the program management.

VIII. Evaluation Report – Johnathan McDannell, Outcomes Management

Mr. McDannell shared his duties at F5R. He reported agencies will not use the GEMS system for the One-Time Only RFPs. The awarded agencies will be provided with electronic reports to complete quarterly. The Program Progress Report (PPR), Direct Services Activity Form and Provider Capacity Building Training/Other Form was reviewed. Direct Services will be reported by counting unduplicated numbers of clients served. Detailed intake and consent information on clients served will not be captured. Mr. McDannell noted that agencies selected to perform a capital outlay project in Education or Child Care will have to report for five years on the status of their program. It is a requirement for them to stay in business for at least the same amount of time. There is a penalty clause in their contract specifying the penalty should they not provide their reports in a timely manner. Ms. Smith added all agencies are allowed to request an extension on their reporting. Any anecdotal stories can be reported to F5R as a vignette and these may be used in the F5R annual report.

Ms. Smith added many of the agencies applied to add additional space to increase licensed capacity or enhance outdoor play space. F5R would like to know how F5R dollars have increased the number of quality spaces available to children. F5R would like to ensure that the businesses are able to sustain services after their contract has ended. If the Agency is not operable all of the five years, they will repay the award on a prorated basis for each year under five they are not open. F5R staff will send out documents to agencies at the end of the year so they can report on their sustainability status. Mr. McDannell expressed the ability to track how many children continue to be assisted helps in capital outlay reporting in the F5R annual report.

The Health program may extend past June 30th because of training needs identified in the proposals, however no additional dollars will be allocated. Advisory members expressed their pleasure with the reporting forms shared. Georgann Koenig asked if there is data as to why some of the child care centers are closing. She would like clarification whether it is because of companies closing, or people losing their jobs in Riverside County and not being able to utilize child care. Ms. Smith replied this may be something the ABCD Task Force could consider.

Mr. McDannell reported that some waiting lists exist because parents cannot afford the child care costs. The Provider Capacity Building reporting form will track where applicable training is being provided by Zip Code to ensure training is being provided in areas with the most demonstrated need.

IX. Commission Meeting Follow Up – Stella Smith, Deputy Director

Ms. Smith reported that out of the eight agencies involved in the focus group around the development of the Mental Health RFP, only two submitted proposals. One proposer attempted submittal, but did not meet the application deadline. Of the two that were submitted, the readers did not feel either were fundable. One application did not address all of the elements and the readers did not feel that the Agency could carry out the RFP. The other was not an easy read but did address all of the elements, however the readers felt that this Agency could not satisfactorily carry out the RFP.

The Commission elected to re-release the RFP to the eight agencies and the general community. There will be some minor alterations to the RFP based on the comments from agencies who applied and the eight who were involved in formulating the RFP. Feedback was requested on their input. There will be a report at the July 28th Commission meeting.

In response to comments regarding the amount of time that has been spent on this RFP, Ms. Smith clarified that the original focus and allocation of funds was for a home visitation project, followed by a medical home focus. The mental health focus has been a fairly recent endeavor.

The Commission approved extending the Department of Mental Health contract through the end of the year to ensure the services continue to be provided until a new contractor is selected through the current RFP process.

Ms. Smith reported Dr. Sosna (who was the consultant on the RFP) felt it was well written and an easy read. The scoring matrix will be tweaked based on reader recommendations and reviewed by Dr. Sosna's before being finalized.

Ms. Wood asked how the Commission determines when to release a new RFP. Ms. Smith replied it is based on planning and funding availability. The Commission released contracts on a two year basis. They wanted enough time to work with, and also wanted to allow currently funded agencies adequate time to implement and generate results for evaluation, while also determining future funding priorities based on whether needs are being met adequately through current efforts.

Ms. Smith explained that funds were made available from a fund originally set aside to match new state initiatives that require a local match. The Commission opted to make funds in this set aside available since there had not been a new state initiative opportunity for some time now. Ms. Wood thanked Ms. Smith for clarifying the process to her.

Ms. Smith shared the discussion on the AmeriCorps program at the Commission meeting. California Volunteers oversees the grant from the federal government for the AmeriCorps program. They requested all First 5 agencies focus on services to provide a common set of outcomes. Recommendations from Ms. Burroughs were made at the June Commission meeting. The Commission approved the staff recommendations for First 5 to be included in the State Commission program to extend to 2012 and increase the living allowance of members due to the cost of living increase and increase mileage reimbursement to match what the County is providing.

F5R will direct some of the local funding to focus on distribution of the Kit for New Parents through OB/GYN offices and birthing classes. The AmeriCorps program will focus on oral health.

X. Update on State Budget – Stella Smith, Deputy Director

Ms. Smith reported on the state budget. Senator Cox has proposed legislation with a bill that will redirect all of First 5 monies to other programs. The community needs to be aware of what First 5 programs fund and the advantage of First 5 being able to fund based on local needs. Communication has been sent to funded partners requesting them to send letters in opposition of the bill. The Board of Supervisors has approved a resolution to oppose the Cox bill.

Ms. Smith commented that there have been a number of misleading articles printed regarding the First 5 fund balances. Local First 5 agencies are developing and distributing information to inform the public on positive programs and services funded by F5 and also providing accurate information on fund balances and funding commitments. She asked the Committee that if they are aware of agencies or community members who have benefited from F5 funding to request them to send a letter of opposition.

Georgann Koenig added Senator Cox's approach is not a good one. Dr. Shafai shared a letter from John Benoit regarding two million dollars sitting in First 5 fund balances. He reported the Senator never showed up for a scheduled meeting with him and the California Medical Association and American Pediatrics committees. He expressed that lobbyist Chris Calvert is working actively to lobby for F5.

Child care early education needs would not be addressed if the funds are taken. Dr. Shafai added Senator Cox would like to abolish all First 5 agencies and use all the money for health. Ms. Smith added Ms. Ayala has developed information to share with local legislators and have conducted a tour of F5 programs to inform them on services being provided in their respective districts. Mr. Freedman and other F5 executive directors are working on methods by which local F5 agencies can maintain local control on how their dollars are spent.

XI. October Meeting Location – Stella Smith, Deputy Director

Ms. Smith asked Advisory Committee to let Commission Secretary know if they could provide a site for the October meeting. She informed the Committee the Bylaws state the meetings have to take place at different locations to give the community the opportunity to participate and stay connected.

Advisory member Nancy Wood offered to have the next Advisory Committee meeting at her library in Beaumont. Ms. Stephens will contact Nancy Wood to make the arrangements.

XII. Public Comments

Dr. Shafai suggested getting an article in the Press-Enterprise for Breastfeeding Month. Ms. Ayala reported she is currently working on a breastfeeding awareness campaign. August 1st through the 8th posters and cards will be distributed to the community through funded agencies. F5R will attend the WIC celebrations. The slogan is “Go for the Gold” as gold is the symbol for breastfeeding. Staff will be mailing materials in the near future.

No public comments.

XIII. Future Agenda Items

Ms. Smith requested that future agenda items for the next Advisory Committee meeting be sent to the Commission Secretary, Lynn Stephens. Dr. Lidner requested members to provide information to be presented at the monthly Commission meetings. Ms. Smith added examples of information that related to feedback from their community visits or any updates they would like to share are acceptable.

XIV. Adjournment at 2:55 p.m. to the regular meeting of the Advisory Committee scheduled for Wednesday, October 15, 2008 at 1:30 p.m. at:

**Beaumont Library District
125 East 8th Street
Beaumont, CA 92223
951-769-1565
Cross streets - California and 8th Street**

Meeting adjourned at 2:55 p.m.

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) working days prior to the meeting date:

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