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## **PUBLIC NOTICE**

### **Advisory Committee to the Riverside County Children and Families Commission**

**Regular Meeting  
Wednesday, October 15, 2008 - 1:30 p.m.  
Beaumont Library District  
125 East 8th Street  
Beaumont, CA 92223**

**Note: If special accommodations are needed to participate in this meeting please contact Lynn Stephens, Secretary to the Commission at (951) 248-0014, Ext. 269 during regular business hours of the Riverside County Children and Families Commission (M-F 8:00 a.m. – 5:00 p.m.).**

**Note: Public comments will be taken on agenda items at various times during the meeting. Please submit a request to speak form to the meeting Secretary, at any time during the meeting, indicating the item you wish to address.**

**Note: Please place all cellular phones and pagers on vibrate or off mode during the meeting.**

**The matters to be discussed at the Special Meeting are as follows:**

### **Agenda**

- I. Call to Order
- II. Chair and Committee Member Comments
- III. Approval of July 16, 2008, Regular Meeting Minutes
- IV. Update from Members on Agency Visits and Distribution of Updated First 5 Riverside Funded Programs by Supervisorial District
- V. Fiscal Information from October Commission Workshop – Harry Freedman, Executive Director
- VI. Contract Compliance Penalty Policy
- VII. One Time Only Awards – Harry Freedman, Executive Director
- VIII. Board Room Solutions – Larry Cabaldon, Patti Larson

- IX. Public Comments
- X. Future Agenda Items
- XI. Committee adjournment to the special joint meeting of the Advisory Committee and Riverside County Children and Families Commission on Monday, December 1, 2008 at 1:30 p.m.

**Riverside County Children and Families Commission  
2002 Iowa Avenue, Suite 100  
Riverside, CA 92507**

**Conflict of Interest:** Any person, or group of person present at this meeting, who wishes to speak on a matter may be required to state for the record any contributions, in excess of \$250.00 made in the past (12) twelve months, made to any Committee member, the Committee member receiving the contribution, and the matter of consideration with which they are involved.

**Agenda Posting:** Agendas will be posted at the Clerk of the Board of Riverside County and the Commission Business Office.

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  
2002 Iowa Avenue, Suite 100  
Riverside, CA 92507**

**Riverside County Children and Families Commission**  
**Meeting of the Advisory Committee to the**  
**Riverside County Children and Families Commission**  
**Wednesday, October 15, 2008 – 1:30 p.m.**  
**Beaumont Library District**  
**125 East 8th Street**  
**Beaumont, CA 92223**

**I. Call to Order**

The meeting of the Advisory Committee was called to order at 1:30 p.m. by Advisory Vice-Chair, Georgann Koenig.

Advisory Committee Members Present: Chair, Dr. Carla Lidner (arrived at 1:58); Vice Chair, Georgann Koenig; Lynne Craig (arrived at 1:39 p.m.); Donna Greene (arrived at 2:03); Betty Folsom; Donna Johnston for Supervisor Tavaglione; and Nancy Wood.

Absent: Dr. Touraj Shafai, LaShawn Butler, Judy Wood

Vacant: Two positions open in District IV

Commissioners Present: Vice Chair Susan Loew (arrived at 1:50 p.m.)

Staff Present: Harry Freedman, Executive Director; Stella Smith, Deputy Director; Lynn Stephens, Commission Secretary; Jamie Ayala, Public Information Specialist

Consultants Present: Patti Larson and Larry Cabaldon from Board Room Solutions

Board Assistant to Supervisor Ashley, Cheri Andelkovic

**II. Chair and Committee Member Comments**

Introductions were made by the Advisory Committee Members and staff. Library Director, Clara DiFelice was introduced by Advisory Committee Member, Nancy Wood.

**III. Update from Members on Agency Visits**

Nancy Wood reported on her visits to second district funded agencies. She met with Riverside County Public Library Coordinator, Barbara Brown and discussed Project Read with Me. Ms. Wood reported on parent training, and described the book loan program. Book bags with various books and supplies are provided to children to take home and return for new books as they complete their reading. She noted they only had an \$8,000 loss in books the past year which is not considered a very big loss for libraries.

(Lynne Craig arrived at the meeting at 1:39 p.m. She announced she may have to leave at 2:30 p.m.)

Lynne Craig reported on her visit to the zero to two year old program at Rubidoux Family Child Care Center where her granddaughter attends. She reported staff is teaching the children baby signs and they have an excellent learning program.

(Commissioner Vice Chair, Susan Loew arrived at 1:50 p.m., Carla Lidner arrived at 1:58 p.m., Donna Greene arrived at 2:03 p.m.)

#### **IV. Approval of Minutes**

*Betty Folsom moved to approve the July 16, 2008 Advisory Committee regular meeting minutes. Nancy Wood seconded the motion. Following is the vote of the Advisory Committee members present: [Seven (7) in favor (Lidner, Folsom, Craig, Greene, Johnston, Koenig, and N. Wood); Three (3) absent (Shafai, Butler, J. Wood); Zero (0) abstention, Zero (0) opposed]*

(Due to lack of quorum this item was taken out of order as it appears on the agenda)

#### **V. Fiscal Information from October Commission Workshop – Harry Freedman, Executive Director**

Mr. Freedman introduced Jamie Ayala, Public Information Specialist. Ms. Ayala provided flyers with information on the November 8 literacy event that F5R is conducting at the Beaumont Library. Advisory Committee members were invited to assist as volunteers. Ms. Ayala reported F5R will have radio and newspaper advertisements to help get the word out on the event.

Mr. Freedman added all First 5 southern region counties are holding literacy events during the month of November. This is a collective effort to focus media attention on literacy events and First 5 efforts.

The literacy kick off event will be held on November 13. Advisory Committee volunteers were requested to assist at various locations.

Mr. Freedman previewed the October 27 Commission financial workshop which will be centered around fiscal issues. Available fund balance, surpluses and under expenditures that can be spent between now and 2011 will be discussed during the workshop. Staff will review existing commitments and the fund balance.

Mr. Freedman noted some of the previous Commission discussion around Senator Cox's articles.

New information involves discussion of funds from the Prop 10 State pot diminishing. Riverside County's share has gone up due to an increased birthrate in the county. Mr. Freedman noted the State allocation consists of the State keeping 20% and dispersing the rest among to counties for local implementation. A portion of the State's 20% is also distributed to applicant counties for Initiative's such as School

Readiness, Special Needs Project, Cares and Healthy Kids. All of the listed initiatives require a local cash match. They all have expiration dates beginning as soon as June 2009 up to 2012.

The State Commission (F5CA) is in the process of deciding which initiatives they will continue to fund as of 2011. They have informed the counties that the expiration dates of the current projects will end when the contract expires. Effective July 2011 they are aiming to go from seven initiatives to having as few as two. F5CA may replicate two projects from the current initiatives or they may elect to create new initiatives. Counties will have to apply for the new initiatives.

F5R Commission is in the process of evaluating if they want to maintain their current initiatives and if so at what level. If the Commission decides to, it would take an additional \$3.1 million to continue funding for the state initiatives (state match portion) through 2011. The Commission will be looking at current existing fund balance, what's committed and what's available and decide how they want to proceed in the future.

Advisory Member Lynne Craig questioned if the fund balance money can be used for initiatives. Mr. Freedman clarified that the fund balance has been committed as outlined in the allocation plan. Sustainability funds are to be used as state funds diminish.

Commissioner Vice Chair Loew informed the Advisory Committee that the Commission will be discussing how far they will go with the sustainability fund at the October 27 Commission meeting. She added the majority of discussions have been based on the gap in child care and ways to consider funding once the sustainability funds are spent.

Donna Johnston asked if F5R is committed to continue to fund the initiatives. Mr. Freedman replied it is up to each local Commission individually to decide.

Lynne Craig noted her frustration with the Rob Reiner Center being open but basically empty. Mr. Freedman noted that a number of child care slots F5R created are not being fully utilized do to affordability issues for the parents. This is in part due to lack of state funds available to assist parents. The Commission is looking at where the gaps are, income level and the state availability is being researched. This is an effort to assist F5R to not continue to create child care slots that are not used. Commissioner Loew added DPSS continues to assist with child care subsidies for their families who need child care.

#### **VI. Contract Compliance Penalty Policy – Harry Freedman, Executive Director**

Mr. Freedman reported two years ago a penalty policy was implemented for new operational contracts. If agencies did not meet data or fiscal reporting requirements a 1% penalty was assessed. Some agencies have been penalized multiple times in the past year for not meeting reporting requirements. Agencies had the ability to request an extension and if granted a penalty was not assessed. Approximately 23 penalties have been applied. Agencies who received penalties had the opportunity to file an

appeal with the Executive Director. If they did not agree with the Executive Director's decision they had the option of a second level appeal to the Commission.

After reviewing an agencies appeal, the Sub-Committee established to review the appeal recommended the creation of a separate Sub-Committee to review the penalty policy. The second subcommittee recommended doing away with the 1% penalty clause. They noted staff has a contract that contains other language sufficient to address agency non-compliance with reporting requirements.

Staff previously explored alternatives consisting of terminating contracts or continuing to request information from agencies when not provided on time. Another clause in the contract allows F5R to withhold payments until the agency complies with the reporting requirement. Georgann Koenig agreed that penalties are applied out of necessity. She expressed agencies should be complying with the reporting requirements. Lynne Craig commented if the agency is not reporting there may be a fiscal problem in house that staff should consider investigating.

Mr. Freedman noted since there has not been a diminishing amount of non compliance, the Commission is looking at alternative ways to the approach such as withholding funds rather than taking the 1%.

Going forward, when looking at new RFPs previous performance of currently funded agencies who apply will be considered as part of the RFP review process.

## **VII. One Time Only Awards – Harry Freedman, Executive Director**

One Time Only Award spreadsheets were distributed. The Department of Public Health was funded to implement the Sesame Street Workshop's Healthy Habits for Life program. The program focuses on healthy lifestyles such as nutrition and physical activity. The goal is to provide support and training for any child care provider willing to implement and continue the service. Services will be available county wide.

Child Care and Education programs focused on services that will be sustained when the one time funding is depleted. Mr. Freedman explained the application and review process. Applications are initially screened by staff for technical compliance, applications that pass the screening phase go to a panel of readers. Each application is read by three separate readers. Readers then discuss scoring and any concerns if applicable. A 70% threshold is needed for an application to be considered however, meeting the 70% threshold does not guarantee funding. Staff follows up on reader questions, comments and/or recommendations.

Staff conducted site visits, as needed, at agencies being considered for funding. Mr. Freedman commended Laurie Schoenberg, Administrator of Early Care and Education for her thoroughness with checking for agency licensing violations. By doing so, she was able to determine if the agency was performing well or had any recent violations. Mr. Freedman reported there were no violations discovered during Ms. Schoenberg's investigations. During the staff's site visits with the agencies, the scopes of works were created making it easier to complete contracts.

If there are additional funds made available for the One Time Only awards, staff has the authority to move down the list of qualifying applicants as long as they do so in the order agencies are presented on the spreadsheet of recommendations.

Lynne Craig expressed her excitement in seeing that the funds are going toward areas the Advisory Committee had recommended.

**VIII. Board Room Solutions – Larry Cabaldon, Patti Larson**

Commission Vice Chair Loew provided an overview of the organizational assessment process and related Commission discussions. The scope of the organizational assessment is to define how the Commission works with the Advisory Committee and staff and looking at ways to improve the way F5R conducts business. She introduced Larry Cabaldon and Patti Larson of Board Room Solutions. Ms. Larson and Mr. Cabaldon have been interviewing Commissioners and staff since August. Commission Vice Chair Loew encouraged the Advisory Committee to take advantage of the opportunity of meeting with them and being open during their group interview.

Ms. Larson informed the Advisory Committee an on online assessment will be available for further input by the Commission, Advisory Committee and staff after all interviews are complete. Members were informed that they may contact Commission Secretary, Lynn Stephens with any questions or concerns and she will forward them to Ms. Larson or Mr. Cabaldon.

**IX. Public Comments**

No public comments.

**X. Future Agenda Items**

**XI. Adjournment at 2:30 p.m. to the special joint meeting of the Advisory Committee and Riverside County Children and Families Commission scheduled for Monday, December 1, 2008 at 1:30 p.m. at:**

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

**Meeting adjourned at 2:30 p.m.**

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