

MINUTES
FIRST 5 RIVERSIDE COUNTY
Commission Regular Meeting
Wednesday, October 23, 2024
2:00 PM

Commissioners Present: Zachary Ginder, Edwin Gomez, Kimberly Saruwatari, Charity Douglas, Stephanie Yost, and Elizabeth Romero

Commissioners Absent: Jose Campos, Supervisor V. Manuel Perez

Commissioners Vacancy: District V

Administrative Staff Present: Tammi Graham, Executive Director; Yvonne Suarez, Assistant Director; Charna Widby, Deputy Director; Michael Knight, Deputy Director; Lynn Stephens, Executive Assistant IV; Marinus Van Eenennaam, Administrative Service Manager I; Carol Abella, Regional Manager; Sean Pravica, Senior Public Information Specialist; Michelle Rodriguez, Public Information Specialist; Martina Guevara, Commission Coordinator; Victor Lopez, Business Process Analyst II

Legal Counsel: Kristine Bell-Valdez, Supervising Deputy County Counsel

A. Call to Order – Zachary Ginder, Commission Chair

1. Pledge of Allegiance – Commissioner Douglas
2. Roll Call – Lynn Stephens, Executive Assistant IV

B. Public Comments (for items not listed on the agenda) – Zachary Ginder, Chair

C. Commission and Advisory Committee Business – Zachary Ginder, Chair

1. Advisory Committee Comments – Tammi Graham, Executive Director on behalf of Advisory Chair, Margiotta
Ms. Graham provided highlights of today's meeting, including Oath of Office administered to newly appointed Advisory Member Diehl Hope, HealthySteps presentation by Sarah Nolan, and updates by First 5 Public Information Specialists Sean Pravica and Michelle Rodriguez.
2. Public Information Updates – Sean Pravica, Senior Public Information Specialist and Michelle Rodriguez, Public Information Specialist

Mead Valley Town Hall - First 5 honored Supervisor Jeffries for his contributions to the community and recognized his upcoming retirement.

Mead Valley Pumpkin in the Park family engagement event.

Mr. Pravica also highlights upcoming events: State of the County, First 5 funded child care center in Blythe Escuela Alegria de La Raza Open House, and F5RC All Staff Meeting

Ms. Rodriguez updated the Commission on the Aquatic Lifesaver water safety event in District 3 and shared a drowning prevention video.

3. Commissioner Comments

Commissioner Gomez thanked the First 5 staff for the drowning prevention video and for allowing children to train to swim. Chair Ginder appreciated the video as a way to educate and remind adults that drowning is the leading cause of death in children 4 and under. Commissioner Saruwatari reminded the Commission and the public that it is flu season and essential to get vaccines.

D. **Consent Items – Zachary Ginder, Chair** (a copy of all action items and attachments can be viewed at www.rccfc.org and at the Commission Business Office)

1. Approve First 5 Riverside County Draft Commission Meeting Minutes - September 11, 2024 Session
2. Approve First 5 Riverside County Commission 2025 Meeting Schedule
3. **24-30: Approve Salesforce Additional Licenses using Salesforce Reseller Contract with Tabora Solutions, Inc. From November 1, 2024 – June 30, 2025 (Contract NO. SLP-22-70-0063V) [\$10,119.06 - PROP 10 FUNDS]**
4. **24-31: Approve Contract with Reach Out West End for Community Health Worker Training from October 23, 2024 – June 30, 2025 (Contract NO. CF25106) [\$47,500 - PROP 10 FUNDS]**

Chair Ginder pulled Item D.1 from the consent block due to Commissioner Saruwari's abstention.

*Commissioner Romero moved to approve Consent items 2-4. Commissioner Yost second the motion. **Absent:** Commmissioners Campos and Perez. **Motion Carried Unanimously.***

*Commissioner Gomez moved to approve Consent Item 1. Commissioner Romero second the motion. **Abstain:** Commissioner Saruwatari. **Absent:** Commmissioners Campos and Perez. **Motion Carried.***

E. **Presentations/Action - Zachary Ginder, Commission Chair**

1. **24-32: Ratify and Approve First Amendment to Memorandum of Understanding (MOU) with Riverside University Health Systems - Public Health for Shared Space from April 18, 2022 – June 30, 2026 (MOU NO. 23-069) [\$500,000 - DPSS FUNDS]**

Supervising Deputy County Counsel Bell-Valdez noted the revision to section 6, item 8.3. All other items in this action item remain the same. Chair Ginder noted conflicts of interest for Commissioner Saruwatari and Commissioner Douglas. Commissioner Saruwatari and Commissioner Douglas left the Chamber at 2:22 p.m. and were not part of the discussion or vote.

Ms. Graham provided a brief overview of action item 24-32.

Commissioner Romero expressed how great it is to see this integrated service model delivery for County services.

Ms. Graham shared a recent success story from the co-located Jurupa Valley Community Health Center and Family Resource Center. A Mom, during a well-child visit for her 4 month old, received support from the First 5 funded HealthySteps Specialist and was walked over to the Jurupa Valley Family Resource Center for social services supports. This family needed immediate emergency basic needs support and coordination for longer-term benefits. Through team collaboration and interdepartmental work, the JV FRC Team supported the family through the direct connection to partner agencies.

*Commissioner Romero moved to approve action item 24-32. Commissioner Yost second the motion. **Conflicts:** Commissioners Douglas and Sarawutari. **Absent:** Commissioners Campos and Perez. **Motion Carried.***

2. **24-33:** Approve Home Visitation Investment Request for Qualifications (RFQu) with Community Providers [**\$1,562,931 - California Department of Social Services CalWORKs FUNDS**]

Ms. Widby provided an overview of action item 24-33.

Upon Commissioner Yost's request, Ms. Widby explained the allocation of CalWORKs funds had not been fully expended in prior years. In the last year the home visiting programs have increased enrollment and are getting closer to service capacity which makes it an appropriate time to procure another provider with the unawarded funds already allocated to CalWORKs home visiting.

*Commissioner Gomez moved to approve action item 24-33. Commissioner Yost second the motion. **Conflicts:** Commissioners Douglas and Sarawutari. **Absent:** Commissioners Campos and Perez. **Motion Carried.***

Commissioner Douglas returned to the meeting at 2:24 p.m.

3. **24-34:** Approve the Third Amendment with Parents as Teachers National Center, Inc. for Home Visiting Agency Training and Certification from September 1, 2023 – June 30, 2026 (**Contract NO. CF24135**) [**\$100,000 - PROP 10 FUNDS**]

Ms. Widby provided an overview of action item 24-34.

Ms. Widby explained that training funds come from Prop 10 and, if possible, we would claim reimbursement from CalWORKs.

Commissioner Romero asked for clarification between the Parents as Teachers (PAT) program and the Home Visiting program. Ms. Widby explained that PAT is one of the Home Visiting program models and each evidence-based model, requires training, certification, and model fidelity elements to implement.

*Commissioner Yost moved to approve action item 24-34. Commissioner Romero second the motion. **Conflict:** Commissioner Sarawutari. **Absent:** Commissioners Campos and Perez. **Motion Carried.***

Commissioner Saruwatari returned to the meeting at 2:29 p.m.

F. Presentations/Action Items/Public Hearings – Zachary Ginder, Commission Chair

1. Presentation of First 5 Riverside County Annual Audit Report for Fiscal Year 2023/2024 (a copy of the report may be obtained at www.rccfc.org and can be viewed at the Commission Business Office) - David Showalter, CPA Partner, Eide Bailly, LLP

Mr. Showalter provided highlights of the First 5 Annual Audit, noting a clean audit report on First 5 financial statements. One significant finding on audit adjustment recommends that management implement internal controls over inter-departmental journal entries to ensure they are approved correctly. Recommendation, noted on Page 46, has been prescribed related to transactions in accordance with Commission policy and County inter-county transactions. There are no new changes in the county standards this year. There are no other significant findings to report.

- a. **Public Hearing:** Annual Audit of First 5 Riverside County Children & Families Commission for Fiscal Year 2023/2024 - Zachary Ginder, Chair

Chair Ginder opened the public hearing. Hearing no comments, the public hearing was closed. Commissioner Douglas noted her potential conflict related to the Family Resource Center finding mentioned.

Chair Ginder congratulated the First 5 Team on a clean audit and recognized staff effort.

- b. **24-35:** Adopt First 5 Riverside County Children and Families Commission Annual Independent Audit Report for Fiscal Year 2023/2024 - Zachary Ginder, Chair

*Commissioner Saruwatari moved to approve action item 24-35. Commissioner Gomez second the motion. **Abstain:** Commissioner Douglas. **Absent:** Commissioners Campos and Perez. **Motion Carried.***

2. Presentation of First 5 Riverside County Children and Families Commission Annual Report and First 5 Riverside County Children and Families Commission Agency Progress Report July 1, 2023-June 30, 2024 for Fiscal Year 2023/2024 (a copy of the report may be obtained at www.rccfc.org and can be viewed at the Commission Business Office) - Yvonne Suarez, Assistant Director

Ms. Suarez provided highlights from the submitted First 5 Riverside County Annual Report.

- a. **Public Hearing:** Annual Report of First 5 Riverside County Children & Families Commission for Fiscal Year 2023/2024 - Zachary Ginder, Chair

Chair Ginder opened the public hearing. Hearing no comments, the public hearing was closed.

Commissioner Yost thanked Ms. Graham and the team for the great job done and for making it easy for the Commissioners to support.

- b. **24-36:** Adopt First 5 Riverside County Children & Families Commission Annual Report and Receive and File Agency Progress Report for Fiscal Year 2023/2024 - Zachary Ginder, Chair

*Commissioner Douglas moved to approve action item 24-36. Commissioner Yost second the motion. **Absent:** Commissioners Campos and Perez. **Motion Carried***

- c. **Receive and File** - First 5 Riverside County Agency Progress Report July 1, 2023 - June 30, 2024

G. Future Agenda Items:

1. First 5 Riverside County Chair and Vice-Chair Election Process
2. First 5 Riverside County Strategic Plan Review and Adoption
3. First 5 Riverside County Annual Appointment of Finance Subcommittee
4. Contract Template Revision

- H. **Adjournment:** Adjournment at 2:49 p.m. to the next Regular Meeting of the Riverside County Children and Families Commission to be held on January 22, 2025 beginning at 2:00 p.m. at:
First 5 Riverside County Children and Families Commission Office
585 Technology Court - Conference Room A
Riverside, CA 92507

Meeting Minutes Recorded by Lynn M. Stephens, Executive Assistant IV.