



**AGENDA
PUBLIC NOTICE**

Regular Meeting of the Finance Sub Committee
Wednesday, October 25, 2023

11:00 AM

First 5 Riverside County
585 Technology Ct
Riverside, California 92507

This notice shall confirm the Regular Meeting of the Finance Sub Committee of the Riverside County Children and Families Commission.

Note: If special accommodations are needed to participate in this meeting, please contact Lynn Stephens, Executive Assistant IV, at (951) 955-0200 during regular business hours of the Riverside County Children and Families Commission (Monday-Friday 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 Executive Assistant IV at any time before or during the meeting indicating the item you wish to address.

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

- A. Call to Order – Lynn Stephens, Acting Chair Person**
 - A.1. Pledge of Allegiance
 - A.2. Roll Call - Lynn Stephens, Executive Assistant IV
- B. Public Comments (for items not listed on the agenda) – Lynn Stephens, Acting Chair**
- C. Commission and Advisory Committee Business – Lynn Stephens, Acting Chair**
 - C.1. Oath of Office for Advisory Committee Antonia Eli Mast and Agam Patel - Lisa Wagner, Clerk of the Board Executive Assistant
 - C.2. First 5 Riverside County Advisory Committee Annual Chair and Vice Chair Process/Elections - Kristine Bell-Valdez, Supervising County Counsel
 - C.3. Director Updates - Tammi Graham, Executive Director; Yvonne Suarez, Assistant Director; Ricardo Quezada, Deputy Director; Charna Widby, Deputy

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Director

C.4. Advisory Committee Comments

D. **Consent – Lynn Stephens, Acting Chair**

D.1. Approve First 5 Riverside County Advisory Committee Draft Meeting Minutes -
September 14, 2022 Meeting

MINUTES

Regular Meeting of the Advisory Committee

Wednesday, September 14, 2022

11:00 AM

First 5 Riverside County
585 Technology Ct, Riverside, California 92507

Advisory Committee Present: Jennifer Briseño, Kar Middleton-Hendrix, Stephanie Garthwaite, Viola Lindsey, Alejandro Cisneros

Advisory Committee Absent: Annette Webb and Malinda Margiotta

Legal Counsel: Ronak Patel, Chief Deputy County Counsel

Clerk of the Board Present: Lisa Wagner, Executive Assistant

Administrative Staff Present: Tammi Graham, Executive Director; Yvonne Suarez, Deputy Director of Administration; Lynn Stephens, Commission Coordinator; Paul Robles, Fiscal Manager; Piera Causley, Regional Manager; Carol Abella, Administrative Services Manager II, Erica Williams, Administrative Services Manager I; Sean Pravica, Public Information Specialist; Brenda Klopka, Office Assistant III

A. Call to Order – Jennifer Briseño, Advisory Committee Chair

1. Pledge of Allegiance – Advisory Committee Member, Kari Middleton-Hendrix
2. Roll Call – Lynn Stephens, Commission Coordinator

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

None

C. Commission and Advisory Committee Business – Jennifer Briseño, Chair

1. Oath of Office for Alejandro Cisneros - Lisa, Wagner, Clerk to the Riverside County Board of Supervisors

Ms. Wagner administered the Oath of Office to Dr. Cisneros. Chair Briseño shared Dr. Alejandro Cisneros' bio. Dr. Cisneros is an immigrant, a son, a brother, a husband, and a father. Currently, he serves as Assistant Principal of Arlanza Elementary School in Riverside, where he gets to hang out with young people ranging from 4 to 10 years old. Previously, Dr. Cisneros led Alvord's Family Engagement Office as Coordinator of Family Engagement. He's most proud of creating the conditions for families to engage their leadership skills, create relationships, and connect other parents from across the district to resources needed to support scholars. His career in education began at Loma Vista Middle School where he was math, AVID, and language arts teacher for seven years. Truthfully, he doesn't understand why most people are afraid of middle

schoolers. They're crazy but they're his kind of people. He earned a doctorate of educational leadership from CSU Fullerton; his dissertation focus was on creating authentic school-family partnerships. He believes in collaborating with trust, respect, and valuing others for their full humanity.

2. Executive Director Updates - Tammi Graham, Executive Director

Ms. Graham provided highlights from her Executive Director updates. She shared that she would include updates on facilities projects and ARPA later that day during the Commission meeting.

Drowning Prevention

Drowning is still the number one cause of death for children ages 0-4. Although most drownings occur each year during the summer, drownings can happen at any time of the year to people of all ages, in bodies of water as big as the ocean or as small as a bucket.

During Water Safety Month, Dr. Leung, Public Health Officer for Riverside County reminded us that "The real tragedy of drowning is that it is 100 percent preventable, just by taking some simple steps whenever you or a loved one is around water."

Thank you from a mother whose son is receiving swimming lessons

Staff received a thank you note from a mother whose son received free swimming lessons at the Corona-Norco YMCA as funded by F5RC. At age 14, mom was pushed into the pool and did not know how to swim. She cited the swimming lessons F5RC is sponsoring as being life-saving for children.

Family Resource Center Events

Ms. Graham shared updates on staff participation at the Day with Dad, a resource fair for fathers in partnership with DCSS, DPSS, and CAP Riverside held at the Mead Valley FRC; Critter Camp, a program through service partner Animal Samaritans to teach children about treating all living things with respect, which was held at the DHS and Mecca FRCs; and an Act of Support with DCSS at the Mecca FRC.

Community Outreach

F5RC participated in a number of community outreach events. These include IEHP Family Day in Riverside; Health and Resource Fair at Moreno Valley High School; Soboba TANF Resource Fair in Riverside; Back to School Resource Fair in Hemet sponsored by Supervisor Hewitt's Office; JUSD Home Visiting Outreach in Jurupa Valley; WIC Breastfeeding World Celebration Drive-Through Resource event in Mecca; and Black Infant Health Perinatal Summit in Riverside.

Community Events

F5RC presented and recognized Parkview Legacy Foundation for its leadership and partnership in the Measure of America Portrait of the Inland Empire Report and for creating the Inland Empire Children's Cabinet. Commissioner Campos, Ms. Graham, and Ms. Stephens attended this event.

Commissioner Campos and Advisory Committee Member, Viola Lindsey attended the Inland SoCal United Way 90th Anniversary Gala.

Footsteps2Brilliance-Dr. Gomez

As part of the Literacy by 5th Grade Initiative, Riverside County Superintendent of Schools Dr. Edwin Gomez is providing **FREE** access to a suite of bilingual learning programs for all students in Riverside county. From pre-reading activities and read-to-you stories to alphabet recognition songs and grammar rules games, these interactive, new tools from Footsteps2Brilliance are now available to our youngest learners 24/7.

3. Advisory Committee Comments - Jennifer Briseño, Chair

Advisory Member Lindsey commented that the United Way 90th Anniversary Gala was well attended.

D. Consent – Jennifer Briseño, Chair

1. Approve First 5 Riverside County Advisory Committee Draft Meeting Minutes - March 9, 2022 Meeting

*Advisory Committee Member Garthwaite moved to approve the Consent item as presented. Advisory Member Lindsey second the motion. **Motion Carried unanimously.***

E. Presentations/Information – Jennifer Briseño, Chair

1. First 5 Riverside County Strategic Plan Update - Tammi Graham, Executive Director and Staff (A copy of presentations may be obtained at www.first5@rivco.org)

Ms. Graham highlighted differences between the current strategic plan adopted in May and the previous strategic plan. Learning for Action Consultants met with F5RC management team to work through necessary changes prior to the recommendations going before the Commission. A lot of the process was focused on codifying shifts that have been underway as the organization has entered into new work and partnerships, especially in its new role as a county department and assumed management of the FRCs. A decision was made to include as many updates as currently available into the existing strategic framework for this update process, anticipating that a bigger step-back, including revisiting the impact model, will be appropriate as the organization enters a new strategic plan cycle. Strategies in the plan have been revised to reflect what we've learned in the past year to support families and children.

First 5's across the state are moving to a Whole Child Whole Family. As this happens goal areas will change.

Program Spotlight: HealthySteps – This shows how we're moving forward with looking at early intervention.

There will be opportunities for the Advisory Committee to provide input on changes in the strategic plan during the next revision process and it will be important for Advisory Members to use their expertise to inform the Commission and staff.

A brief Advisory Committee discussion ensued.

Ms. Graham reported we are adding entry-level Social Services Practitioners I and II to the FRCs. Chair Brisenno noted she is a social worker so she is excited to see social workers being added. Advisory member, Lindsey is also a social worker currently

teaching social work courses at Cal Baptist University (CBU). She asked what kind of changes we've seen since partnering with DPSS. Ms. Graham explained that when F5RC first began our partnership with DPSS it was in the middle of the COVID-19 Pandemic. The need from families was mainly food and supplies so F5 was instrumental in becoming a temporary distribution center for families and agencies to pick up supplies. F5RC is working on an expansion of the Family Resource Center network.

Advisory Member Cisneros asked how Family Resource Centers can engage with school districts. Ms. Graham replied there are opportunities to engage with Quality Start and the three FRC offices: Mead, Mecca, and DHS. With DPSS funds we're able to fund children of all ages. Additionally, funding from the BOS through ARPA funds allows F5RC to further support child care providers in the county.

2. First 5 Riverside County Annual Budget Updates - Paul Robles, Fiscal Manager

Mr. Robles provided an overview of our Annual Budget that was approved by the Commission in May.

Highlights:

The most significant change in FY23 is the budgeted carry forward balance of \$8.7M from the American Rescue Plan Act. (ARPA)

We budgeted \$8.7M in FY23, \$5.2M for infrastructure and \$3.5M for early care & education wage enhancements.

We have had an exchange in positions to support operations, but we still remain at 66 full time employees, the same as the prior year with Salaries & Benefits remaining consistent. Our partner agency funding remains consistent as well.

Prop. 10 & 56 (backfill) saw an increase of \$728K in FY23, as Prop. 56 amount was budgeted based on the past prior 3 fiscal years.

DPSS funding saw an increase as a budget adjustment was done in FY22 to reduce budgeted revenue by \$1M to reflect actual trends. In FY23 \$2,074,500 was budgeted for FRCs and \$3.6M for CalWORKs.

Program revenue saw a decrease as we had one-time funding from the California Family Resource Association and our Riverside County Office of Education (RCOE) agreement comes to an end on June 30, 2022.

A brief discussion ensued.

Ms. Graham noted this budget was approved by the Commission in May. Mr. Robles will be providing a budget adjustment at a future meeting. When Ms. Graham first began in 2015 she was charged to spend down the fund balance. During COVID many contracts were underspent. As Mr. Robles reconciles he will bring back information on where we are and make plans for our next 5 and 10 years. Diversified funding pays for some contracts so we don't have to pull from the Fund Balance.

3. First 5 Riverside County Advisory Committee and Advisory Boards Roles and Responsibilities - Tammi Graham, Executive Director, and Staff

The duties and governance of the Advisory Committee are those set forth in Ordinance 784, Section 15, and may be amended periodically, and the Advisory Committee may exercise those duties as set forth by the legislature in Proposition 10 (the California

Children and Families Act of 1998), as may be amended from time to time, or in any other related legislation.

The purpose of the Advisory Committee is to:

Provide technical and professional expertise as well as ongoing support to the Commission for any purpose that will contribute to accomplishing the purpose of the Act and the local strategic plan.

Enhance the reputation and credibility of the Commission through increased engagement and communication with relevant stakeholders and the community at large as directed by the Commission.

The Advisory Committee currently has one vacancy each in District 2, District 3, and District 4. Through the partnership between F5RC and the Department of Public Social Services, the MOU establishes F5RC is responsible for facilitating FRC Advisory Boards. Due to the pandemic, the frequency of meetings has decreased, and staff are now working on a new schedule to facilitate the review and revision of the bylaws to include evaluation of the District Community Profile data, membership, and linkages to the F5RC Advisory Committee and Commission. FRC Advisory Board Members for the District 2 site were formerly located in Rubidoux but that center has since closed. Members still exist in DHS, Mecca, and District 3. Mead Valley and Perris are now combined as the Perris site is closed.

Family Resource Centers Advisory Board Member Engagement

Through upcoming stakeholder engagement and focus groups, explore and define:

- Governance and operating structure
- Community hub function (internal and external), localized/centralized
- Potential for strengthening the role of Child Abuse Prevention Councils (CAP-C)
- Re-engagement of service provision at sites after COVID-19
- Looking to have a discussion on the structure and what should it be and services to be seen. (Use community reports to guide discussion)

F. Future Agenda Items:

1. First 5 Riverside County Annual Champion for Children Nomination Process
2. Family Resource Centers Presentation

G. Adjournment: Adjournment at 11:49 a.m. to the next Regular Meeting of Riverside County Children and Families Commission's Advisory Committee to be held on October 26, 2022 beginning at 11:00 a.m. at:

Riverside County Children and Families Commission Office
585 Technology Court - Conference Room A
Riverside, CA 92507

Meeting Minutes Recorded by Lynn M. Stephens, Commission Coordinator.

D.2. Approve First 5 Riverside County Advisory Committee Draft Meeting Minutes -
October 26, 2022 Meeting

DRAFT MINUTES

Regular Meeting of the Advisory Committee

Wednesday, October 26, 2022

11:00 AM

First 5 Riverside County
585 Technology Ct
Riverside, California 92507

Advisory Committee Present: Annette Webb, Kari Middleton-Hendrix, Viola Lindsey, and Alejandro Cisneros

Advisory Committee Absent: Jennifer Briseño, Malinda Margiotta, and Stephanie Garthwaite

Administrative Staff Present: Tammi Graham, Executive Director; Yvonne Suarez, Deputy Director; Lynn Stephens, Commission Coordinator; Piera Causley, Regional Manager; Carol Abella, Administrative Services Manager II; Paul Robles, Fiscal Manager; Patricia Perez, Administrative Services Manager I; Erica Williams, Administrative Services Manager I; and Sean Pravica, Public Information Specialist

Legal Counsel: Bruce Fordon, Deputy County Counsel

A. Call to Order – Annette Webb, Advisory Committee Vice Chair

1. Pledge of Allegiance – Kari Middleton-Hendrix
2. Roll Call – Lynn Stephens, Commission Coordinator

B. Public Comments (for items not listed on the agenda) – Annette Webb, Vice Chair

None

C. Commission and Advisory Committee Business – Annette Webb, Vice Chair

1. Director Updates – Tammi Graham, Executive Director and Deputy Director, Yvonne Suarez

Ms. Graham noted updates including our First 5 Annual Report and Annual Audit will be presented at the Commission meeting later today.

F5CA Dragon Song: New First 5 CA video relating to toxic stress shared:

<https://youtu.be/kZs6w4rel4A>

The Dragon song is the first part of F5CA larger campaign around toxic stress, a cause championed by former California Surgeon General and F5CA Commissioner Dr. Nadine Burke Harris. While Talk Read Sing materials will still be active, no additional funding for advertising will be spent to promote that campaign. The new focus is now on helping children and parents learn how to cope with toxic stress.

Child Care Workforce

On October 4 the Executive Office is proposing the below ARPA 2nd installment funding allocation. As with the first year's allocation, this action recommended will establish general funding categories, and individual projects will return to the Board for further consideration and action.

ARPA Allocation- County-Wide (\$49 million): This allocation sets-aside county-wide Child Care - \$8 million: The funding will support Early Care and Education (ECE) for workforce retention and provide a second allocation of funding wage enhancement as a bridge to State rate reform.

Remaining funds are allocated by Supervisorial Districts. Child Care Facilities investments are still included as potential options.

Riverside County Leadership Retreat

Ms. Graham and Ms. Suarez attended. Department leaders shared updates and stories of success and inspiration.

"We may not be in the same boat, but we're all in this together."

-Mike Robbins, author and conference speaker

Employee Giving Campaign

Ms. Graham reported Commissioner Britt Chaired the Riverside County Employee Giving Campaign last year, and she served as Vice Chair and will now assume the role of Chair for the 2022-23 Riverside County Employee Giving Campaign with Carolina Herrera, Legislative Director serving as Vice Chair. This year's theme nominated by First 5 Staff is **RivCo One-Investing in Hope**. Last year \$449,000 was raised for charities by County Employees.

Community Events

Staff participated in several events over the past few months:

CARE Students

Dreamers Resource Fair

All things Kids Expo:

- Hosted by the Press Enterprise
- F5RC an Event Sponsor



Jennifer Gomez and Sean Pravica will be attending this event.

2. Advisory Committee Comments - Annette Webb, Vice Chair

Several Advisory Committee Members volunteered to attend and assist staff at future events. Mr. Pravica, Ms. Stephens will share communication to the Committee members for applicable events within or near their districts to see if they are available to attend.

D. Consent – Annette Webb, Vice Chair

1. Approve First 5 Riverside County Advisory Committee Draft Meeting Minutes - September 14, 2022 Meeting

Advisory Member Lindsey moved to approve draft minutes as presented. Advisory Member Middleton-Hendrix seconded the motion.

Due to a lack of quorum, County Counsel recommended the September minutes be carried over to the next regular meeting of the Advisory Committee.

*Advisory Member Lindsey moved to carry the minutes over as recommended by County Counsel. Advisory Member Middleton-Hendrix seconded the motion. **Motion carried unanimously.***

E. Presentations/Information – Annette Webb, Vice Chair

1. Health Assessment and Research for Communities (HARC) Presentation – Cassaundra Leier, Ph.D., Director of Research and Evaluation - **This item was postponed to a future Advisory Committee meeting.**

2. First 5 Riverside County Finance Subcommittee Overview - Paul Robles, Fiscal Manager

Mr. Robles provided an overview of First 5 Riverside County Finance Subcommittee and their duties:

- Established March 2016
- January 2018 – appointment of first members
- Representation: Currently three members from Commission and two members from Advisory Committee (maximum 5 members)
- Annual Appointments
- Role: Work with staff by providing valuable input regarding financial strategies, internal fiscal processes, and transparency of financial practices and Commission strategic investments

Current members were appointed in January 2022 and their terms end in December 2022. Current Members: Deborah Clark-Crews, Jose Campos, Stephanie Yost, Malinda Margiotta, and Viola Lindsey.

Mr. Robles introduced the fiscal team that supports the finance sub-committee and engages the committee for input on various internal First 5 fiscal processes.



For the third year in a row, First 5 had a clean audit and we are compliant with the California Children's and Families Act. The fiscal team supported the timely completion of both the interim and final testing.

Ms. Stephens will send out an email to ascertain Advisory Committee's interest in participating on the 2023 Finance Subcommittee.

Chair Webb congratulated First 5 team on not having any findings.

3. First 5 Riverside County Annual Champion for Children Award Nomination Timeline and Process Review – Annette Webb, Advisory Committee Vice Chair and Sean Pravica, Public Information Specialist

Mr. Pravica provided an overview of the previous Champion Award recipients and current 2022 Champion.

First 5 Riverside County's Champion for Children Award was created to honor and bring awareness to people and organizations whose leadership and advocacy embody the vision of First 5 Riverside County, where all children in Riverside County are healthy and thrive in supportive, nurturing, and loving environments and enter school ready to learn and embrace lifelong learning. The Champion embodies one or more of our goal areas, and nominations can come from anyone including Advisory Committee members

2020 Champion Carmela Garnica, Child Care Center Director in Blythe purchased a sound system for her center.

2021 Champion Desiray Taylor, M.Ed, Child Care Center Director used her reward on a triathlon for children and she was featured in the statewide campaign on COVID-19 prevention. She was also featured in a child abuse campaign with Ms. Graham.

2022 Champion Solange Signoret will donate her reward to Boo2Bullying, the non-profit organization for whom she serves as a youth ambassador where she speaks publicly to children about tolerance, kindness, and anti-bullying messages. First 5 Quality Early Learning Coaches are in touch with Ms. Signoret to coordinate her speaking to childcare providers about the importance of starting early with anti-bullying messaging to children.

Timeline and criteria:

Nomination kick will begin on January 11 and run for six weeks. Advisory Committee Members are encouraged to help spread the word to anyone who would be interested in nominating someone. Advisory Committee will provide nominations for review and recommendation prior to March 8 Commission meeting.

4. Information Only - First 5 Riverside County Advisory Committee 2023 Meeting Schedule - **Receive and File**



F. Future Agenda Items:

1. First 5 Riverside County Annual Champion for Children Nomination
2. First 5 Riverside County Annual Chair and Vice Chair Election Process
3. Quality Start Riverside County Presentation – Ms. Graham noted Ms. Abella and her team will provide a presentation on the Quality Rating System and how it's evolving as well as updates on Impact Legacy.
4. Health Assessment and Research for Communities (HARC) Presentation

G. Adjournment: Adjournment at 11:33 a.m. to the next Regular Meeting of the Riverside County Children and Families Commission's Advisory Committee to be held on January 25, 2023 beginning at 11:00 a.m.at:

First 5 Riverside County Children & Families Commission Office
585 Technology Court - Conference Room A
Riverside, CA 92507

Minutes recorded by Lynn M. Stephens, Commission Coordinator.

DRAFT



- E. **Presentations/Information – Lynn Stephens, Acting Chair**
 - E.1. **Information Only** - First 5 Riverside County Advisory Committee 2024 Meeting Schedule - **Receive and File**



Commission Members	Advisory Committee Members	Commission Administrative Staff
Zachary Ginder, PsyD, MSW, Dist. I (Chair)	Antonia Eli Mast, Dist. II	Tammi Graham, Executive Director
Jose Campos, Dist. II (Vice Chair)	Malinda Margiotta, Dist. III	Yvonne Suarez, Assistant Director
V. Manuel Perez County Supervisor, Dist. IV Chuck Washington Supervisor Alternate, Dist. III	Kari Middleton-Hendrix, Dist. IV	Ricardo Quezada, Deputy Director
Edwin Gomez, Ed.D. Ord. 784.11	Agam Patel, Dist. IV	Charna Widby, Deputy Director
Kimberly Saruwatari Ord.784.11	VACANCIES IN DISTRICTS I, II, III, V	Lynn Stephens, Executive Assistant IV
Kimberly Britt, Ord. 784.11		Martina Guevara, Commission Coordinator
Stephanie Yost, Dist. III		Kristine Bell-Valdez, Supervising Deputy County Counsel
Elizabeth Romero, Dist. IV		
Angelica Hurtado, Dist. V		

The Advisory Committee of the CFC meets on the 2nd Wednesday as scheduled below except for the January meeting which is held on the 4th Wednesday of the month and the October meeting which is held on the 4th Wednesday of the month. The open session of the Advisory Committee meeting shall begin at 11:00 a.m. unless otherwise noted. Meetings are held at First 5 Riverside County Children & Families Commission located at 585 Technology Court in Riverside. **Any "special" meetings of the Advisory Committee are noticed in advance in accordance with the Brown Act. Meeting dates may be modified as needed.**

Schedule of Advisory Committee Meetings 2024

-
- Wednesday, **Jan 24, 2024 (4th Wednesday)** First 5 Riverside County
 - Wednesday, **March 13, 2024** First 5 Riverside County
 - Wednesday, **May 8, 2024** First 5 Riverside County
 - Wednesday, **September 11, 2024** First 5 Riverside County
 - Wednesday, **October 23, 2024 (4th Wednesday)** First 5 Riverside County

E.2.Brown Act Training - Kristine Bell-Valdez, Supervising Deputy County Counsel



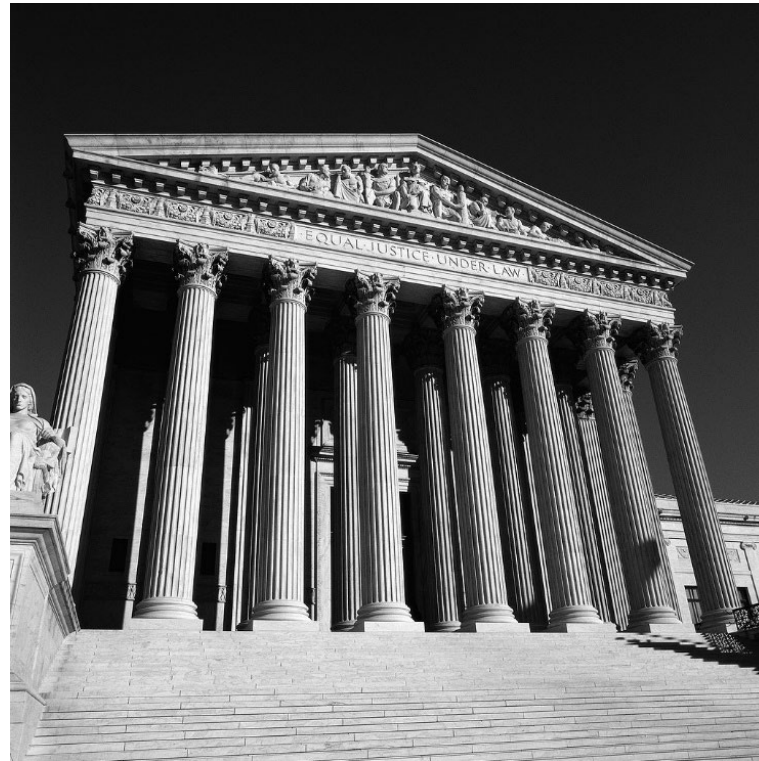
THE BROWN ACT

Kristine Bell-Valdez
Deputy County Counsel
October 2023

Running a Meeting

- Governing procedures for meetings:
 1. Ralph M. Brown Act and
 2. Robert's Rules of Order
- Members should use parliamentary procedures as guidelines when conducting a public meeting.
- The presentation only provides some general meeting and voting guidelines.

Robert's Rules of Order and Parliamentary Procedure



Overview of the Robert's Rules of Order and Parliamentary Procedure

- It is a set of rules for conduct at meeting
- It allows everyone to be heard
- It allows decisions to be made without confusion

Order of Business

- Meetings are generally run in the following order:
 1. Call to order
 2. Roll call of the members present
 3. Reading/approval of the minutes of the last meeting
 4. Public Comments
 5. Officer or Committee Reports & Comments
 6. Unfinished or new business
 7. Adjournment



Orderly Meeting Practices

- Avoid interrupting each other and allow each other to have turns to speak.
- Any questions or requests to speak by members should be made to the Chairman/Presiding Officer.
- Chairman/Presiding Officer will say when members may speak (“have the floor”)
- Chairman/Presiding Officer will enforce order and decorum among the members and others in attendance.

Quorum & Voting

- Membership: 10 members, 2 appointments from each Supervisorial District
- Quorum: A simple majority (6 members) of the members shall constitute a quorum for the transaction of business at any meeting of members.
- Voting: Decisions shall be reached through majority voting which is defined as a majority of the quorum members present.
 - Ex. 10 members present would require a vote of 6 for a motion to carry

Quorum & Voting

- Late arrivals: Members will count towards the quorum upon their arrival and should be noted as such in the meeting minutes.
- Absence of quorum at the start of a meeting: The secretary may take steps to try to secure a quorum or may adjourn the meeting.
- Absence of quorum during the meeting: If the body loses a quorum, then the meeting must be adjourned.
- Only actions you can take in the absence of a quorum:
 - (1) Take measures necessary to obtain a quorum;
 - (2) Fix the date and time to which to adjourn;
 - (3) Adjourn or take a recess; and/or,
 - (4) Continue the entire agenda to the next meeting.

Conflicts of Interest

- Members are required to comply with all conflict of interest laws including, but not limited to, general conflicts of interest, the doctrine of incompatible offices, self-interested contracts, predetermination/implicit bias, and the California Political Reform Act.
- Determining a general conflict of interest: if you, your spouse or dependent children (including your property, business, or financial interests) will benefit financially in the action/discussion
- Procedure:
 - a. Publicly state the nature of the conflict in sufficient detail to be understood by the public;
 - b. Recuse themselves from discussing and voting on the item;
 - c. Leave the room until the item is concluded.
- **Members declaring a conflict shall not be counted towards determining a quorum for that particular action item

The Brown Act

Open and Public

The People's Business

Purpose of the Brown Act: Open and Public

To ensure that almost all aspects of the decision-making process of legislative bodies of local agencies are conducted in public and open to public scrutiny.

“All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.” (Gov’t Code §54953)

Key Principles of Brown Act

- It's the public's business.
- The people only trust a process they can see.
- Conduct the people's business in open and publicized meetings.
- Allow the people (the public) to participate in the meetings.



Our Discussion of the Brown Act

1. Legislative bodies
2. Meetings
3. Agendas
4. Public participation
5. Closed session
6. Violations of the Brown Act and Remedies

Brown Act - Legislative Bodies

The Brown Act applies only to legislative bodies:

1. Governing body of the agency (Board of Supervisors/
Children and Families First Commission)
2. Subordinate boards or commissions created by formal
action of the governing body Standing committees with
regular meeting schedule and continuing subject
matter jurisdiction
3. Any board of directors for a private entity, if the
governing body of the agency created it and delegated
some authority to it.
4. Persons elected to legislative bodies, even prior to
assuming office.

Brown Act - Legislative Bodies

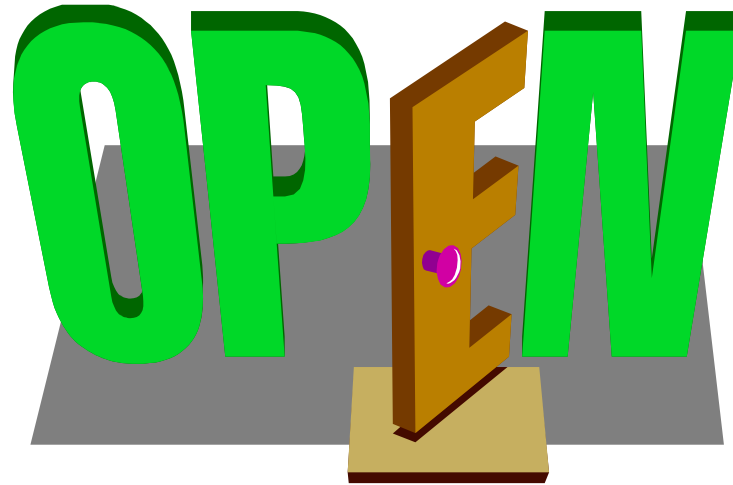
Standing committees (a Brown Act body) meet all of the following:

1. Less than a quorum of the members of the body that created the committee
2. Continuing subject matter jurisdiction
3. Created by the legislative body
4. Fixed meetings schedule by charter, ordinance, resolution, or formal action of the legislative body that created the committee

Ad hoc committees (not a Brown Act body) meet all of the following:

1. Less than a quorum
2. Cannot be a “standing committee”
3. Serves a limited or single purpose that is not perpetual
4. Cannot have fixed meeting schedule

Brown Act - Meetings



All meetings of the Legislative Body of a Local Agency shall be open and public and all persons shall be permitted to attend

- Government Code §54953

Brown Act Meeting



What is a meeting?

- Any congregation of a majority of the members at the same time and location to hear, discuss, deliberate, or take action upon any matter under their jurisdiction.
- No action needs to be taken for a meeting to occur; conversations or deliberations about issues confronting their agency is sufficient.
- Includes “workshops,” “study sessions,” and retreats.

Brown Act – Meeting Exceptions

When is a meeting not a meeting?

(1) Individual contacts

be careful of serial meetings & social media

(2) Conferences and seminars - open to the public on issues of general interest to the public or public agencies

(3) Community Meetings - Town meetings or similar gatherings which are open, noticed and originated by a person or organization other than the local agency

(4) Purely social or ceremonial occasions

*Be careful and remember appearances matter.

Brown Act – Meeting Exceptions

(Continued) When is a meeting not a meeting?

(4) Attendance at a standing committee meeting
(observation only)

(5) Attendance at meetings with other legislative
bodies

- A majority of the body may attend an open and noticed meeting of another legislative body as long as they do not discuss among themselves, other than part of the scheduled meeting, issues under their jurisdiction.

Brown Act – Meeting Prohibited Serial Meetings

Serial meetings are expressly prohibited and illegal

Serial meetings are:

- A series of communications, direct or indirect, each of which involves less than a quorum of the legislative body, but when taken as a whole, involves a majority of the members and develops concurrence on a topic.
- “Concurrence” includes the following:
 - Advances or clarifies understanding of an issue
 - Facilitates agreement or compromise among members
 - Advances ultimate resolution of an issue

Brown Act – Meeting Prohibited Serial Meetings

How does a serial meeting arise?

- The members discuss, deliberate, or take action on an issue through personal intermediaries, emails phone calls, letters, written proposals, or other method.
- This also includes social media interaction or use of other group or chatting apps.

Brown Act – Meeting Prohibited Serial Meetings

Types of Serial Meetings

Hub and spoke



Telephone, email, social media



* Individual briefings are permitted but members should avoid making inquiries about what other members thought or said.

Brown Act – Meeting

Prohibited Serial Meetings

Hub and spoke

- Member A (hub) contacts Member B (a spoke); Member A (hub) contacts Member C (a spoke); and so on until quorum of spokes have been contacted regarding discussion, deliberation, decision of a issue
- Staff member or other intermediary can serve as hub
- Briefing of members prior to formal meeting and in that process information about individual views are revealed

Daisy chain

- Member A > Member B > Member C > etc until a quorum has discussed, deliberated or decided a issue

Brown Act – Meeting

Prohibited Serial Meetings -

Emails

- **Email communication is considered a “technological device” within the meaning of “meetings” under the Brown Act**
- **An email violates the Brown Act when:**
 - It is used by a majority of the members to discuss, deliberate, or take action on any upcoming agenda item or anything that would be an item of business

*Beware of potential for serial meetings via “reply all” or email chains.

Brown Act – Meeting

Prohibited Serial Meetings -

Emails

Opinion of the Attorney General:

A majority of the members may not e-mail each other to develop a collective concurrence as to action to be taken

- Even if the e-mails are sent to the secretary and the agency chair
- Even if the e-mails are posted on the agency website and printed versions are reported at the next public meeting

Reason: Such e-mails deprive the public of the opportunity to attend and comment on the proposed action.

Brown Act – Meeting

Prohibited Serial Meetings –

Social Media

AB 992 (2020):

- Members may communicate on social media to answer questions and provide information to the public or to solicit information
- Members cannot post, comment, share or use digital icons to react to communications made by other members of a legislative body.
- Single contact between members of the same legislative body on social media is prohibited.

Brown Act – Meeting

Tips To Avoid Serial Meetings

Tips for Members:

- Do not take a position or make a commitment on public matters yet to be decided.
- Do not use people or technology as a “go between” to transmit collective concurrence on a public matter.
- Be careful with social media and refrain from responding to any posts within the scope of official business.
- Only e-mail the entire to provide information. Do not request a response.
- Refrain from replying to an e-mail directed to a majority of the members concerning a public discussions or deliberations.
- Use e-mail as a means of passively receiving information.

Brown Act – Meeting Tips To Avoid Serial Meetings

Tips for Members:

- Remember: e-mails and social media posts can be forwarded without your knowledge, including to the local newspaper
- Develop and institute policies and regular trainings to ensure the use of e-mails and other emerging technologies comply with the law.

Brown Act – Meetings

Location

- No meeting can be held in a facility that prohibits attendance based on race, religion color, national origin, ethnic group identification, age, sex, sexual orientation, or disability, or that is inaccessible to the disabled.
- No meeting can be held where the public must make a payment or purchase in order to be present. This does not mean however that the public is entitled to free entry to a conference attended by a majority of the legislative body.

Brown Act – Meetings

Location

- General rule: Must be held within the jurisdiction of the body
 - Exceptions: (Gov't Code §54954)
 - Inspection of real property
 - Pursuant to federal law or court order
 - Participation in meetings with multi-agencies after proper notice is given
- **Teleconferencing (next few slides)**

Brown Act - Meeting Location - Teleconference

Normal Teleconferencing requirements:

- At least a quorum of the members must to participate within the area of jurisdiction.
- Votes by roll call (i.e., each member state name and vote, one by one)
- Each teleconference location specifically identified in the notice and agenda, including a full address and room number, as may be applicable.
- Post the agenda at each teleconference location per Brown Act rules - 72 hours prior to the meeting in a spot that is available for viewing (i.e. window or glass case outside) 24 hours a day, free of charge.
- Each teleconference location must be accessible to the public and have technology, such as a speakerphone, to enable the public to participate.
- Opportunity for members of the public to address the legislative body directly at each teleconference location.

Brown Act – Meeting

Location - Teleconference

AB 2449 (2022) Teleconferencing/Virtual Meetings:

4 exceptions:

1. State of emergency (AB 361 rules) – remote or hybrid
2. “Just Cause” – hybrid with quorum in person
3. “Emergency circumstances” – hybrid with quorum in person
4. “Health Authority”

Brown Act – Meeting Location - Teleconference

AB 2449 Requirements for “Just Cause” & “Emergency Circumstances”

From January 1, 2023 through January 1, 2026, Brown Act bodies may conduct hybrid meetings (member participation both in-person and virtual) under the following circumstances:

1. At least a quorum of the members must participate from a physical location within the jurisdiction; and
2. Reason for a member’s remote participation = “just cause” or “emergency circumstances”.

Brown Act – Meeting

Location - Teleconference

“Just Cause”

Qualifying Reasons:

1. Childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse or domestic partner;
2. Contagious illness;
3. Need related to a physical or mental disability; or
4. Travel while on official business of the legislative body or another state or local agency.

Number of Instances Permitted: limited to 2 instances per calendar year.

Request Procedure:

1. Notify the legislative body at the earliest opportunity possible (including, at the start of the meeting) of the “just cause” and provide a general description of the circumstances.
2. The member may then participate remotely. No formal action needs to be taken.

Brown Act – Meeting

Location - Teleconference

“Emergency Circumstances”

Qualifying Reasons: Member has a physical or family medical emergency.

Request Procedure:

1. Make a request to the legislative body of the “emergency circumstances” and provide a general description. Personal medical information does not have to be disclosed.
2. Legislative body takes formal action to allow the member to participate remotely.

Brown Act – Meeting

Location - Teleconference

Additional Requirements

- Number of Instances Permitted (Combined Participation of “Just Cause” & “Emergency Circumstances”)
 - Not more than 3 consecutive months or 20 percent of the regular meetings within a calendar year.
 - Limited to 2 instances per calendar year, if there are only 10 meetings.
- Member Disclosure.
 - Before any action is taken, identify whether any other individuals at least 18 years of age are present in the room with the member and the relationship with any such individuals.
- Member Participation.
 - Remote participation through both audio and visual technology.

Brown Act – Meeting

Location - Teleconference

Additional Requirements (continued)

- Public Access/Notice/Agenda.
 - Notify on the agenda and allow the public to participate in-person and either via a two-way audiovisual platform (e.g. Zoom, Teams) or a two-way telephonic service (i.e. conference call line) and live webcasting.
- No action taken during disruption of broadcasting of the meeting.
 - Actions taken during this type of disruption may be challenged and, if successful, be declared null and void.
- No requirement to submit public comment in advance.
 - Must allow the public the opportunity to address the legislative body in real time.
- AB 557 signed by Governor in October 2023
 - Effective 1/1/24
 - Allows teleconferencing with a Declaration of Emergency is active.

Brown Act – Meeting

Agenda for Regular Meetings

Agenda Rules for Regular Meetings:

- Posted 72 hours prior to the meeting
 - Physically post in a location “freely accessible to the public” 24 hours per day and on website, if agency has website.
 - Include the time and location of the meeting
- Brief general description of each item to be discussed or addressed – including closed session.
- Publicly accessible and distributed in advance to those that request copies. A fee may be charged to recover the cost.

Brown Act – Meeting

Agenda for Regular Meetings

Agenda Rules for Regular Meetings:

- List the location (with address) where the public is able to inspect public documents related to an agenda item when such documents were distributed less than 72 hours prior to the meeting.
- If requested, the agenda must be made available in appropriate alternative formats to persons with a disability.
- The agenda must include information regarding how, to whom, and when a request for disability-related modification or accommodation may be made in order to participate in the public meeting.
- Tip: put the meeting dates at the bottom of the agenda for the members and public.

Brown Act – Meeting

Agenda for Special Meetings

Agenda Rules for Special Meetings:

- Special Meetings: meetings called by the presiding officer or a quorum of the members for a time that is not a regularly scheduled time to discuss discrete agenda items. **Special meetings are not the norm.**
- Agenda contains: time, location, brief general description of each item
- Posted no later than 24 hours prior to the meeting in same manner as regular posting

Brown Act – Meeting Member Participation

- Meetings shall not begin before the publicly noticed meeting time
- Follow the agenda – only speak on those items.
- Action by secret ballot, whether preliminary or final, is flatly prohibited.
- Teleconferencing is allowed under specified circumstances. **Votes are by roll-call. (For both, virtual meeting and regular teleconference.)**

Brown Act – Meeting Member Participation

Members can only discuss items that are on the publicly noticed agenda

Exceptions:

- Adding items by majority vote for emergency situation.
- Adding items by 2/3 vote of the members of the members present at the meeting (or a unanimous vote if less than 2/3 of the members are present) because of need for immediate action that came to the attention after the agenda is posted.
- Item continued to another meeting within 5 calendar days.

Brown Act – Meeting Member Participation

(Continued...)

More exceptions:

- Brief response to statement or question from public.
- Questions to staff for clarification of a matter based upon public comment.
- Brief announcement or report on member's or staff's own activities.
- Provide reference or information to staff.
- Ask staff to report back at a future meeting on any matter.

Brown Act – Meeting Public Participation: Regular Meetings

The Public's Right to Comment at Regular Meetings:

- At every **regular** meeting, members of the public have the right to directly address the body on **any item of public interest if that item is under the jurisdiction of the body.**
- For agenda items, the public must be given an opportunity to comment **before or during** the body's consideration of the item.

Brown Act – Meeting Public Participation

SB 1100 (2022):

- Authorizes the presiding member of the legislative body conducting a meeting or their designee to remove, or the cause the removal of, an individual for disrupting the meeting
- Procedure:
 1. Individual disrupts the meeting
 2. Presiding member (or their designee) warns the individual that their behavior is disruptive & failure to cease the disruption may result in removal
 3. Individual fails to cease disruptive behavior
 4. Presiding member (or their designee) may have the individual removed

Brown Act – Meeting Public Participation

Public Participation Guidelines:

- Can speak on any item in subject matter jurisdiction
- Can criticize the policies, procedures, programs, services, or omissions of the body
- Cannot be unruly
- Not required to register
- Speaker cards are not a prerequisite
- Time limits and prohibiting disruptive conduct okay
- Rules of decorum and reasonable restrictions upon public comment are permitted, if not too broad and do not constitute “prior restraints” – Ex. 3 minute limitation is ok
- Recording permitted
- If the body reviews documents, copies of those documents must be provided without delay when requested

Brown Act – Meeting Public Participation Virtual Meeting

Conducting a teleconference/virtual meeting:

Duties of Chairperson or designee:

- Read public comments into the record or introduce public speaker before comment.
- Open phone line for individual public speakers.
- Remind each speaker how many minutes they have to provide public comment.
- Alert each speaker when their time is up. You can give them a few extra seconds, if you wish, but be fair with everyone.
- Close phone line for individual public speakers when their time ends.

Brown Act - Closed Session

Limited exceptions for closed session for matters requiring confidentiality:

- Must be expressly authorized by statute.
- Must be narrowly construed.
- Examples: real property negotiations, existing or anticipated litigation, labor negotiations, public employee issues (appointment, employment, evaluation, discipline, dismissal or release).

Brown Act – Violation and Consequences

Civil violation and consequences:

- A civil suit to have the action declared “null and void”
- Need to be given chance to cure and correct the problem (Government Code section 54960.1)
- Repeated violations: injunction prohibiting future violations
- A civil violation does not require that the members actually vote or take action on an item.
- Court fees and attorneys costs are recoverable.

Criminal violation and consequences:

- A member takes action, intending to deprive the public of information to which the public is entitled.
- Guilty of a misdemeanor
- Criminal sanctions (up to 6 months in jail; \$1,000 fine)

Brown Act

Summary of Key Points

- A majority may not consult outside of a noticed meeting.
- Meetings include any communication among a majority to hear, discuss, or deliberate on public business (e-mail, telephone calls, serial meetings etc.).
- Legislative Body includes committees, commissions and advisory boards (except ad hoc committees of less than a quorum).
- Attendance of quorum at other events not a violation as long as no business of the Committee is discussed (conferences & seminars, community meetings, another body of agency, social or ceremonial events).
- Assume all information is public or will become public.
- APPEARANCES MATTER.

E.3.Champion for Children Nomination Overview - Sean Pravica, Senior Public Information Specialist



CHAMPION FOR CHILDREN AWARD 2024 Nomination Process

VISION

First 5 Riverside County's Champion for Children Award was created to honor and bring awareness to people and organizations whose leadership and advocacy embody the vision of First 5 Riverside County, where all children in Riverside County are healthy and thrive in supportive, nurturing, and loving environments and enter school ready to learn and embrace lifelong learning.

Champion for Children Award recipient(s) will be presented a plaque and certificate by the Riverside County Children and Families Commission and will be recognized on the First 5 Riverside County website and social media.

GUIDELINES

- A person can only receive the award once within a ten-year period.
 - More than one person within the same organization may be eligible for the award.
- Submission window will be open one time per year.
 - Applications will be accepted through **February 21, 2024**. Applications must be received prior to the deadline. Any applications received after the deadline can be resubmitted in the next application window.
 - Nominees will be contacted to provide references and fill out questionnaire within two (2) weeks.
 - Applications will be reviewed within 30 days after the deadline to submit applications.
 - A recommendation will be made to the Commission at its next regular meeting.
 - Award recipient will be notified within two (2) weeks and presented with the award at the next scheduled Commission meeting.

RECIPIENT CRITERION

- Person or persons, organization/service provider, or campaign.
- Supports and/or advocates for young children and families in Riverside County.
- Has created dynamic change or longevity within Riverside County.
- Achievements are in alignment with First 5 Riverside County strategic goals ([click here to read the F5RC Strategic Plan](#)):
 1. Quality Early Learning
 2. Comprehensive Health and Development
 3. Resilient Families
- Riverside County resident (has lived and/or worked in the county for a minimum of two years).
- Positive role model.

Nomination Form (to be completed by person making nomination):

- Nominee's name (and contact information).
 - Job title and/or volunteer capacity for which you feel the nominee should be honored.
 - I nominate this person as a Champion for Children because...
 - Describe the nominee's commitment to children and families in Riverside County. Please share specific examples of how this involvement has changed the life of a child, children, or families. Specify the nominee's efforts toward Quality Early Learning, Comprehensive Health and Development and/or Resilient Families (pages 19-40 of Strategic Plan, as linked in Criterion section).
- Name and contact information of person submitting nomination.
 - How long have you known the nominee?
 - Please indicate if you would be willing to participate in a video or phone interview on behalf of your nominee.

Additional questions about nominee:

1. Number of years impacting children's lives.
2. List organizations and years of involvement.
3. List key awards/accomplishments.
4. What key contributions has the nominee made to the community of children and families in Riverside County? Please be specific and include projects, events, donations, volunteer work, leadership, advocacy, and any other services made.
5. What are the results or influences of your nominee's work? Please include quantitative information (e.g. how many volunteer hours, how many organizations your nominee has volunteered with, how many individuals benefited from your nominee's efforts, etc.); and qualitative results (e.g. press releases, news stories, awards, and/or other recognition). **Please limit your response to 250 words.** Supporting documentation/evidence may be attached.
6. Please list the names and email addresses of three individuals we can contact to complete a reference questionnaire (see questions below).
7. Please submit form by **February 21, 2023** to Sean Pravica, First 5 Riverside County Senior Public Information Specialist, First5@rivco.org.

Questions for additional references:

1. Name and affiliation.
2. How long have you known this person and in what capacity?
3. Briefly describe the projects or events that you have worked on with this applicant with regard to children and families.
4. Briefly describe how this person has positively impacted the lives of children and families in Riverside County (limit to 125 words).
5. You may contact me for more information (yes or no).
6. Please submit form by **February 21, 2023** to First 5 Riverside Advisory Committee Chair via First 5 Commission Coordinator.

MAIL OR EMAIL COMPLETED FORM TO FIRST 5 RIVERSIDE COUNTY

**585 Technology Court
Riverside, CA 92507**



CHAMPION FOR CHILDREN SELECTION PROCESS
100 POINT RUBRIC AND SCORESHEET
NAME OF NOMINEE

Component 1: Current professional roles via employment and/or volunteer experience (10 points)

Level 1	Level 2	Level 3
4 points	7 points	10 points
--Supervisor in a field serving families with children ages 0-5.	-- Teacher in early childhood serving children ages 0-5.	-- Volunteer in a capacity and/or field that serves families with children ages 0-5.

Component 1: SCORE

Component 2: Volunteer work at Community Events (10 points)

Level 1	Level 2	Level 3
4 points	7 points	10 points
--Provides little or no evidence of volunteering at community events focusing on families with children ages 0-5.	--Provides evidence of volunteering at community events focusing on families with children ages 0-5 but does not include either the events or years the events took place.	--Includes clear and detailed list of volunteer activities related to families with children ages 0-5 and the year(s) the events took place.

Component 2: SCORE

Component 3: Length of employment working with families of children ages 0-5 that exemplifies one or more of First 5 Riverside County's goal areas: (10 points)

Level 1	Level 2	Level 3
5 points	10 points	20 points
--1 to 5 years' experience working with families of children ages 0-5 that exemplifies one or more of First 5 Riverside County's goal areas.	--6 to 10 years' experience working with families of children ages 0-5 that exemplifies one or more of First 5 Riverside County's goal areas	-- 11 or more years of experience working with families of children ages 0-5 in a position that exemplifies one or more of First 5 Riverside County's goal areas.

Component 3: SCORE

Component 4: Key awards and accomplishments (10 points)

Level 1	Level 2	Level 3
5 points	10 points	20 points
--Provides little or no evidence of goals or aspirations serving children ages 0-5.	--Provides evidence of goals or aspirations serving children ages 0-5.	--Includes clear and detailed list of goals or aspirations serving children ages 0-5.

Component 4: SCORE

Component 5: Results or influences of nominee’s activities (20 points)

Level 1	Level 2	Level 3
5 points	10 points	20 points
<p>--Unclear or inconclusive evidence of nominee’s results or influences.</p> <p>--Provides little or no evidence of establishing, supporting and developing the subject.</p> <p>--Provides little or no evidence of logical sequencing.</p> <p>--Answer contains misspellings, grammatical errors and punctuation inconsistencies.</p>	<p>--Identifies evidence of nominee’s activities or influences clearly.</p> <p>--Provides general support of establishing, supporting and developing the subject.</p> <p>--Includes logical sequencing.</p> <p>--Answer contains few misspellings, grammatical errors and punctuation inconsistencies.</p>	<p>--Clear evidence of nominee’s activities or influences.</p> <p>--Provides clear evidence of establishing, supporting and developing the subject.</p> <p>--Provides substantial evidence of logical sequencing.</p> <p>--Answer contains little or no misspellings, grammatical errors or punctuation inconsistencies.</p>

Component 5: SCORE

Component 6: Level of skills and understanding in working/volunteering in a field serving children ages 0-5 that exemplifies one or more goal areas of First 5 Riverside County (20 points)

Level 1	Level 2	Level 3
4 points	10 points	20 points
<p>--Provides few positive observations about the nominee’s skill level or ability to perform well in fields serving children ages 0-5.</p> <p>--Provides few positive observations about the nominee’s understanding of the children ages 0-5.</p> <p>--Fails to present an unbiased assessment of the nominee’s potential as it relates to this award.</p>	<p>--Provides positive observations about the nominee’s skill level or ability to perform well in field serving children ages 0-5 but does not identify specific examples of accomplishments.</p> <p>--Provides some positive observations about the nominee’s understanding of children ages 0-5, but specific examples of accomplishments are not directly related to the goal areas of First 5 Riverside County.</p> <p>--Presents an unbiased assessment of nominee’s ability and potential but lacks enthusiasm as it relates to this award.</p>	<p>--Clearly indicates positive and enthusiastic observations regarding the nominee’s skill level or ability to perform well in a field serving children ages 0-5.</p> <p>--Clearly indicates positive and enthusiastic observations regarding the nominee’s skill level and understanding of children ages 0-5 and provides examples related to those observations.</p> <p>--Presents an unbiased and convincing assessment of the nominee’s ability and potential as it relates to this award.</p>

Component 6: SCORE



CHAMPION FOR CHILDREN AWARD 2024 Nomination Form

Name and title of person submitting nomination:

Work address:

Home address:

Phone:

Cell phone:

Email:

VISION

First 5 Riverside County's Champion for Children Award was created to honor and bring awareness to people and organizations whose leadership and advocacy embody the vision of First 5 Riverside County, where all children in Riverside County are healthy and thrive in supportive, nurturing, and loving environments and enter school ready to learn and embrace lifelong learning.

Champion for Children Award recipient(s) will be presented a plaque and certificate by the Riverside County Children and Families Commission and will be recognized on the First 5 Riverside County website and social media.

GUIDELINES

- A person can only receive the award once within a ten-year period.
 - More than one person within the same organization may be eligible for the award.
- Submission window will be open one time per year.
 - Applications will be accepted through **February 21, 2023**. Applications must be received prior to the deadline. Any applications received after the deadline can be resubmitted in the next application window.
 - Nominators will be contacted to provide references and fill out questionnaire within two (2) weeks.
 - Applications will be reviewed within 30 days after the deadline to submit applications.
 - A recommendation will be made to the Commission at its next regular meeting.
 - Award recipient will be notified within two (2) weeks and presented with the award at the next scheduled Commission meeting.

RECIPIENT CRITERION

- Person or persons, organization/service provider, or campaign.
- Supports and/or advocates for young children and families in Riverside County.
- Has created dynamic change or longevity within Riverside County.
- Achievements are in alignment with First 5 Riverside strategic goals ([click here to read the F5RC Strategic Plan](#)):
 1. Quality Early Learning
 2. Comprehensive Health and Development
 3. Resilient Families
- Riverside County resident (has lived and/or worked in the county for a minimum of two years).
- Positive role model.

I nominate this person as a Champion for Children because...

[Please use additional paper if needed]

Describe your nominee's commitment to children and families in Riverside County. Please include specific examples of how this involvement has changed the life of a child, children, or families. Specify the nominee's efforts toward Quality Early Learning, Comprehensive Health and Development and/or Resilient Families. **Please limit your response to 250 words.** Supporting documentation and/or evidence may be attached.

➤ Please list three words that best describe your nominee:

- 1.
- 2.
- 3.

NOMINEE PROFILE (to be completed by person who is making the nomination)

Name:

Job/Volunteer:

Title:

Website:

List of organizations and
years of involvement:

List key awards/accomplishments [Please use additional paper if needed]:

What key contributions has the nominee provided to the community of children and families in Riverside County that address the goals in First 5 Riverside County's Strategic Plan? Please be specific and include projects, events, donations, volunteer work, leadership, advocacy, and any other service your nominee provides to the community. **Please limit your response to 250 words.** Supporting documentation and/or evidence may be attached.

What are the results or influences of your nominee's activities as related to serving children ages 0-5? Please include quantitative information (e.g., how many hours spent volunteering, how many organizations the nominee has volunteered with (current/previous), how many individuals benefited from the nominee's efforts, etc.); and qualitative results (e.g., press releases, news stories, awards, and/or other recognitions). **Please limit your response to 250 words.** Supporting documentation and/or evidence may be attached.

Please list the names and email addresses of three individuals we can contact to complete a reference questionnaire for your nominee:

- 1.
- 2.
- 3.

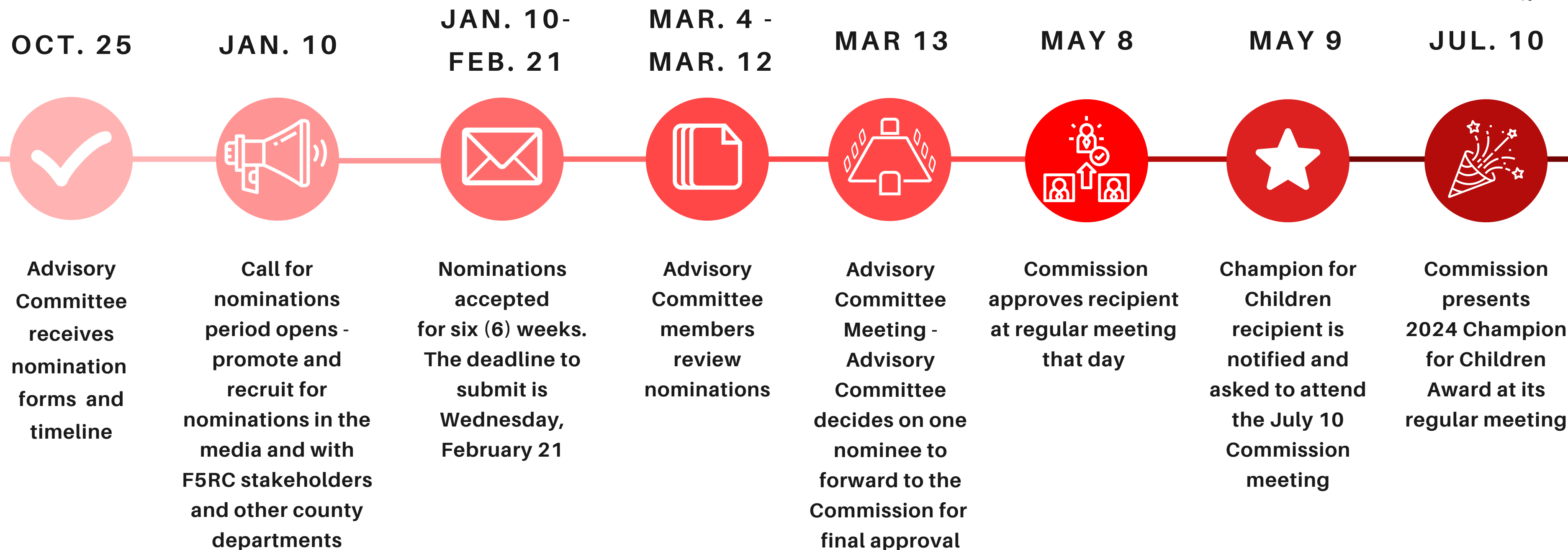
Please submit form by **February 21, 2023** to Sean Pravica, First 5 Riverside County Senior Public Information Specialist, First5@rivco.org.

MAIL OR EMAIL COMPLETED FORM TO FIRST 5 RIVERSIDE COUNTY

**585 Technology Court
Riverside, CA 92507**

2024 CHAMPION FOR CHILDREN TIMELINE

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Champion for Children

First 5 Riverside County's Champion for Children Award was created to honor, sponsor, and bring awareness to people and organizations whose leadership and advocacy embody the vision of First 5 Riverside County, where all children in Riverside County are healthy and thrive in supportive, nurturing, and loving environments and enter school ready to learn and embrace lifelong learning.

Award Winners



2020 - Carmela Garnica

Carmela is the Program Director at Escuela de la Raza Unida (ERU), a non-profit organization in Blythe that is dedicated to serving the needs of low-income families with young children in the Palo Verde Valley.



2021 - Desiray Taylor

Desiray was selected as Champion for Children for her work as the director of a child care center where she organized many community events and introduced the center's first lunch program to ensure all children had food to eat.



2022 - Solange Signoret

Solange is the youngest-awarded Champion for Children at 17 years old, and was recognized for her work as Youth Ambassador for the Palm Springs-based nonprofit Boo2Bullying that promotes inclusivity, tolerance, and kindness through anti-bullying campaigns.



2023 - Betty Bash

Betty is the Executive Director of Town & Country Day school in Norco that provides preschool and daycare since 1961 focusing on creativity, nature, friends, academics, fresh air and fun.

**First 5 Riverside County
Champion for Children Award
2023 Recipient**

Nominee Profile: Betty Bash

Ms. Bash founded the Norco-based child care center, Town and Country Day School, in 1961 and continues to work there today as she approaches 90 years of age. The center has always been ahead of its time as it provided a curriculum that focused on child development. While years of research since the school's opening have clearly shown the critical importance of providing children with the tools to support their early-brain development, this was not always common practice. Head Start began in 1965, making significant strides in helping to refocus child care around education and not just supervision, several years after Town and Country Day School first opened its doors. Ms. Bash is not just a long-time advocate for children, but an early pioneer in bringing quality child care to Riverside County.

Town and Country Facilities Director, Kevin Bash, said, "Betty Bash overcame banking and governmental bias against a woman-owned business and fulfilled a vision of moving the accepted care of children from simple babysitting services to establishing and pioneering a professional-based, quality early childhood developmental program."

Today, Town and Country Day School has hosted dozens of preschool teachers in training to complete their observation hours. It has also helped launch the careers of many new educators who got their start working as child care providers for Ms. Bash, whose influence helped many of them not only finish high school but also earn college degrees.

In addition to founding Town and Country Day School, Ms. Bash founded the Inland Empire Preschool Association. In this position, she has assisted multiple fledgling child care centers begin their operations. This work included her assistance in designing preschool programs as well as playgrounds and outdoor classrooms to foster active learning and healthy activity.

Ms. Bash is regularly recognized in the community by adults who attended Town and Country Day School decades ago. In many cases, parents and grandparents now enroll their own children and grandchildren in her program. She has been recognized by many different organizations over 60 years, including the Corona and Norco Chambers of Commerce, American Legion, the Corona Norco Unified School District, the State and Federal Legislatures.

E.4. Quality Early Learning Highlights - Carol Abella, Regional Manager

Quality Early Learning



**First 5 Riverside County Advisory Committee
October 25, 2023**

Goal Statement:

Children, birth through age 5, benefit from quality early education, early intervention, family engagement, and support that prepares all children to reach their optimal potential in school and life.

Major Initiatives:

- Quality Start Riverside County
- Child Care Scholarships
- Early Literacy
- Family Engagement
- ECE Workforce and Infrastructure



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QUALITY START



RIVERSIDE COUNTY

Excellence in Early Learning

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Quality Rating and Improvement System

www.QualityStartRC.org



**RIVERSIDE COUNTY
OFFICE OF EDUCATION**

EDWIN GOMEZ, Ed.D. | County Superintendent of Schools



Quality Improvement System

A framework for early learning settings that provides tools and resources to access and improve the quality of early learning by utilizing:

- Consistent quality standards
- A process for supporting quality improvement
- Provision of incentives and supports
- Providing information to parents and the public about program quality

The framework focuses on three core elements:

- Child Development and School-Readiness
- Teachers and Teaching
- Program and Environment



534 Total QSRC Sites



16,189

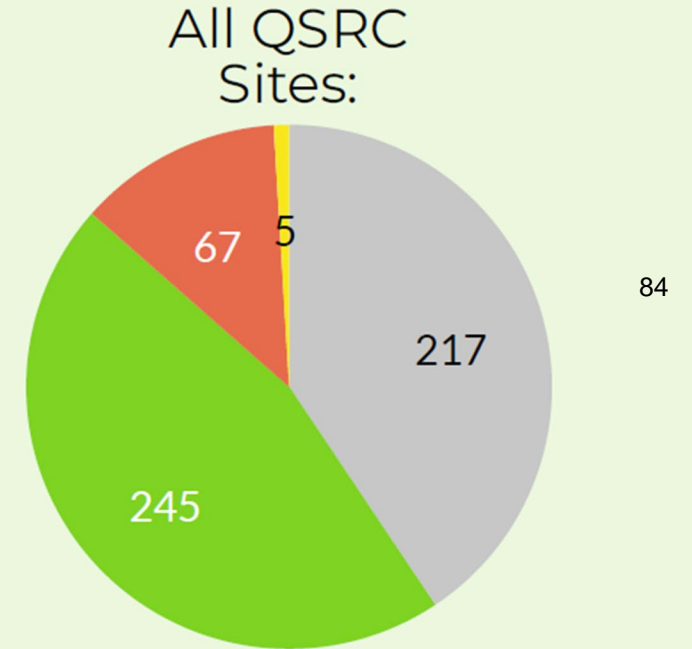
Total children 0-5 years old

1,761 Licensed Sites Countywide **



180,490*

Total children 0-5 years old

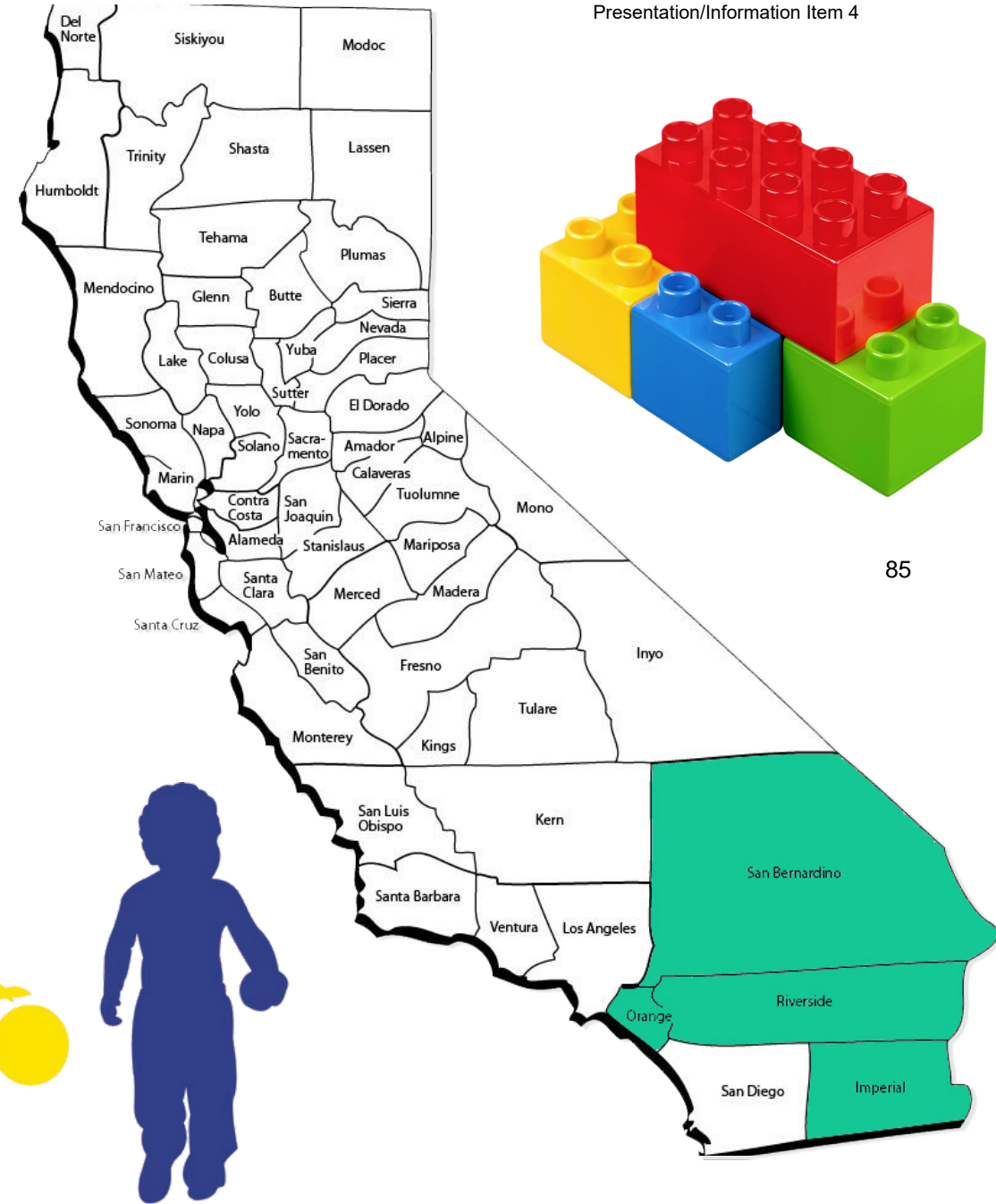


- FCCH (40.64%)
- Center Based (45.88%)
- Alternative Sites (12.55%)
- Family, Friends & Neighbors (0.94%)

Region 9 Hub

- **IMPACT Legacy**
- **Region 9 Fiscal Lead**
- **Imperial, Orange, Riverside and San Bernardino**
- **Building Regional Coordination and Technical Assistance**

\$7.6M - FY 23-25



Quality Start Provider Feedback

- **Professional Development on foundational elements of quality such as: Effective Interactions, Quality Environments, Socio-emotional, Assessments and Observation**
- **Providers report needing:**

**Support
with staff
retention**

**Parent
engagement /
communication**

**Classroom
Environment**

**Adult-child
interactions**

**Content-specific
(reading, art, socio-
emotional, and math)**

Family Resource Center Network

District 1 - Mead Valley/Perris First 5 and FRC Network Partners

- Blindness Support, Inc



District 2 – Jurupa Community Health Center and FRC Network Partners

- Jurupa Unified School District
- Blindness Support, Inc.
- Soboba Band of Luiseno Indians



District 4 - Desert Hot Springs - Mecca and FRC Network Partners

- JFK Memorial Foundation
- Greater Hope Foundation for Children
- Family Services Association



District 3 FRC Network Partners

- CA Family Life Center - Hemet
- Family Services Association – Hope Collaborative
- Soboba Band of Luiseno Indians- San Jacinto, Anza, Mt. Center
- A Greater Hope Foundation for Children
- Temecula WIC Partnership (Coming Soon)



District 5 FRC Network Partners

- CA Family Life Center
- Family Services Association –Moreno Valley
- A Greater Hope Foundation for Children
- RUHS-HeRCARe Clinic (Coming Soon)



Developmental Screenings

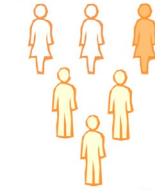
**53 Family Child Care
and
10 Child Care Centers**

**Access to screening
1,000+ children**



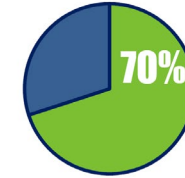
ASQ-3 by the Numbers

Agenda Item 3
Presentation/Information Item 4



1 IN EVERY 6 CHILDREN
are affected by:

- Developmental delays
- Learning disorders
- Behavioral & social-emotional problems



70% of disabilities or delays are missed in children.

Who uses ASQ

88

**#1 WITH
PEDIATRICIANS**

Widely used in:

- Head Start
- Child Care
- Public Preschool
- Home Visiting Programs



Riverside County Hybrid Alternative Payments (RHAP) - Child Care Scholarships and Incentives



RHAP Subsidized Child Care Scholarships

Access for 150 (FTE) Low Income Families with Priority:

- Infants and toddlers (ages 0-3)
- Direct enrollment for Quality Start Riverside County participating providers and newly constructed or renovated facilities funded by First 5 Riverside County
- Special populations - defined as, but not limited to:
 - families in crisis, migrant families, children with special needs, grandparents raising grandchildren, and continuity of care for families impacted by displacement due to program reduction.

F5 RHAP reimbursement will align with the State AP rates allowing additional low-income children to access quality early learning education that meets the needs of the families.

Quality Incentives:

Incentive Structure: Flat Rate per full time week* First Year: 0-4 / Second Year: 0-3	
Center-Based	Family Child Care
\$40	\$25

*The Flat rate is the same regardless of the child's age and based on a F/T scholarship.
Rates are half the amount for P/T scholarship.

Early Literacy and Parent and Community Engagement

For Families with Children Ages 0-5

RAISING A READER

Free reading program with book bags, snacks, activities, and resources.

Contact your nearest Family Resource Center for information and enrollment.




PARENT CAFE



GREAT EXPERIENCES COME WITH A GOOD CUP OF COFFEE!
COME MEET NEW FRIENDS

Mead Valley Family Resource Center
21091 Rider Street, Suite 216
Perris, CA 92570



Meetings on Tuesdays 9:00 am-10:30 am | Join as many as you'd like
Sept. 12 | Sept. 26 | Oct. 10 | Oct 24 | Nov. 7 | and Nov. 14

To register: Scan the QR code or call (951) 210-1550

- LEARN ABOUT PROTECTIVE FACTORS
- PEER TO PEER LEARNING
- DEEP SELF-REFLECTION
- PARENTS OF ALL AGES WELCOME

FREE COFFEE, DONUTS AND PAN DULCE





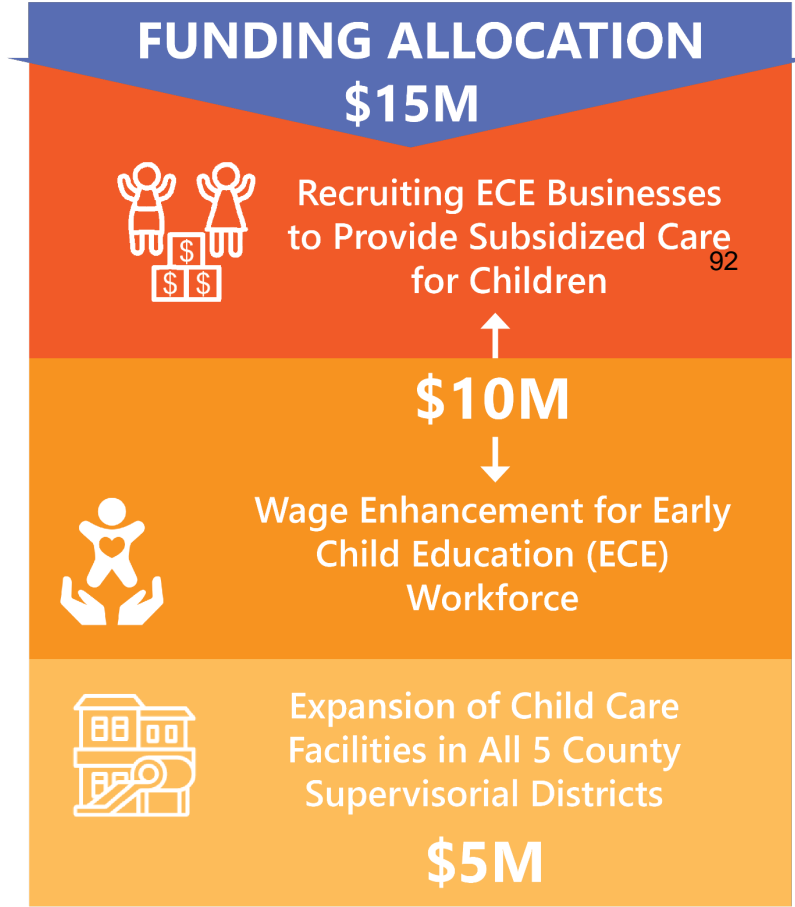
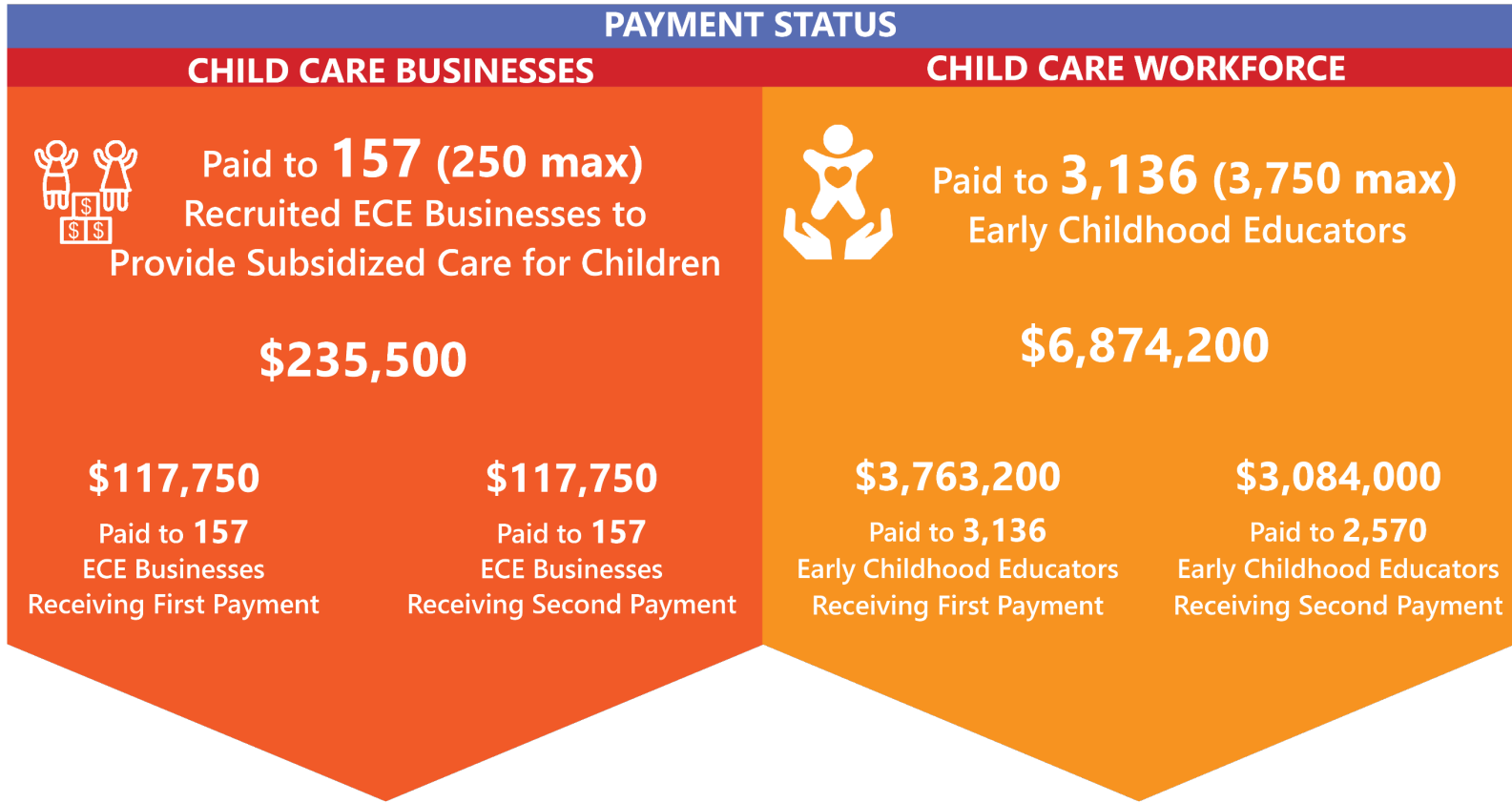
**COUNTY OF RIVERSIDE
AMERICAN RESCUE PLAN ACT (ARPA)
\$15M CHILD CARE ALLOCATION**

Administered By:



Agenda Item E
Presentation/Information Item 4
**RIVERSIDE COUNTY
OFFICE OF EDUCATION**
EDWIN GOMEZ, Ed.D. | County Superintendent of Schools

**LICENSED CAPACITY FOR APPROXIMATELY
30,000 CHILDREN AND OVER 3,100 EARLY CHILDHOOD
EDUCATORS AT MORE THAN 1,000 SITES**



Infrastructure-Facilities Update

Commission Actions

First 5 Riverside County: Early Care & Education Facilities Investments

- December 11, 2019 (AI 19-29) - \$1.5M Infrastructure
- October 28, 2020 (AI 20-36) - \$3.8M Additional Infrastructure

93

PARTNER AGENCY	DISTRICT	PROJECT TOTAL	NOTES
Growing Place	2	134,000	Completed. Projection period ended 6/30/22.
Town & County	2	86,404	Completed. Projection period ended 12/31/21.
ABC Center	3	245,906	Completed. Projection period ended 6/30/22.
ABC Village	3	234,750	Completed. Projection period ended 6/30/22.
Bermuda Dunes	4	289,437	Completed. Projection period ended 6/30/22.
First School	4	211,582	Completed. Projection period ended 12/31/21.
PROP 10 FUNDING		1,202,079	

Commission Actions

First 5 Riverside County: Early Care & Education Facilities Investments

- December 11, 2019 (AI 19-29) - \$1.5M Infrastructure
- October 28, 2020 (AI 20-36) - \$3.8M Additional Infrastructure

PARTNER AGENCY	DISTRICT	PROJECT TOTAL	NOTES
Family Services Association	1	638,500	Site visit 8/16. Near completion. Pending fire marshal & licensing clearance. Pending completion of playground.
Temple Beth El	1	172,038	Infant Toddler room conversion. Pending fire marshal clearance. Virtual Site Update 6/20/23.
VIP Tots	3	382,678	Outdoor project.
Bermuda Dunes	4	585,600	DIR project approved. Fire requirements completed. Site visit 8/17. Pending final clearance. Continued construction.
Escuela de la Raza	4	2,181,824	Expected completion by June 30, 2024. Site visit 8/17.
Jan Peterson	5	1,105,354	Plans pending city approval. Once approved – site grading and construction commences.
PROP 10 FUNDING		5,065,994	

Commission Actions

First 5 Riverside County: Early Care & Education Facilities Investments

- September 27, 2021 (AI 21-35) Acceptance \$15M ARPA (\$5M allocated to ECE facilities)
- May 11, 2022 (AI 22-18) - \$1M ARPA plus \$1M Prop 10 \$600K Developmental Impact Fees to D1 – Lakeland Village
- July 17, 2023 (AI 23-42) - \$2M ARPA plus \$2M Prop 10 – French Valley
- October 17, 2023 – pending BOS approval – French Valley.

PARTNER AGENCY	DISTRICT	PROJECT TOTAL	NOTES
Lakeland Village Facility	1/2	2,607,628	County-owned multi-service facility. Architect Design firm selected BOS 8/29/23. Pending funding.
French Valley Library	3	4,000,000	County-owned multi-service facility. Commission approval 7/17/23. Pending BOS slated for 10/17/23.
Desert Rose	4	1,000,000	F5RC managed ARPA. District allocation. Pending HWS Form 11.
PROP 10/ARPA/DIF FUNDS		8,807,628	

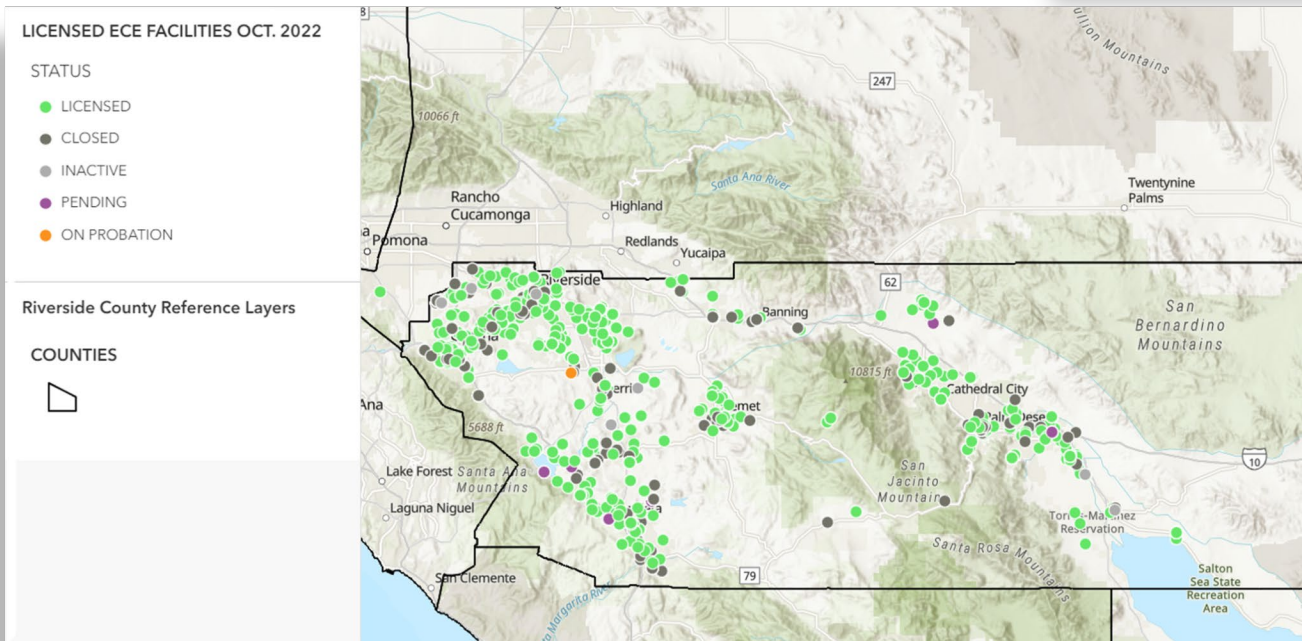
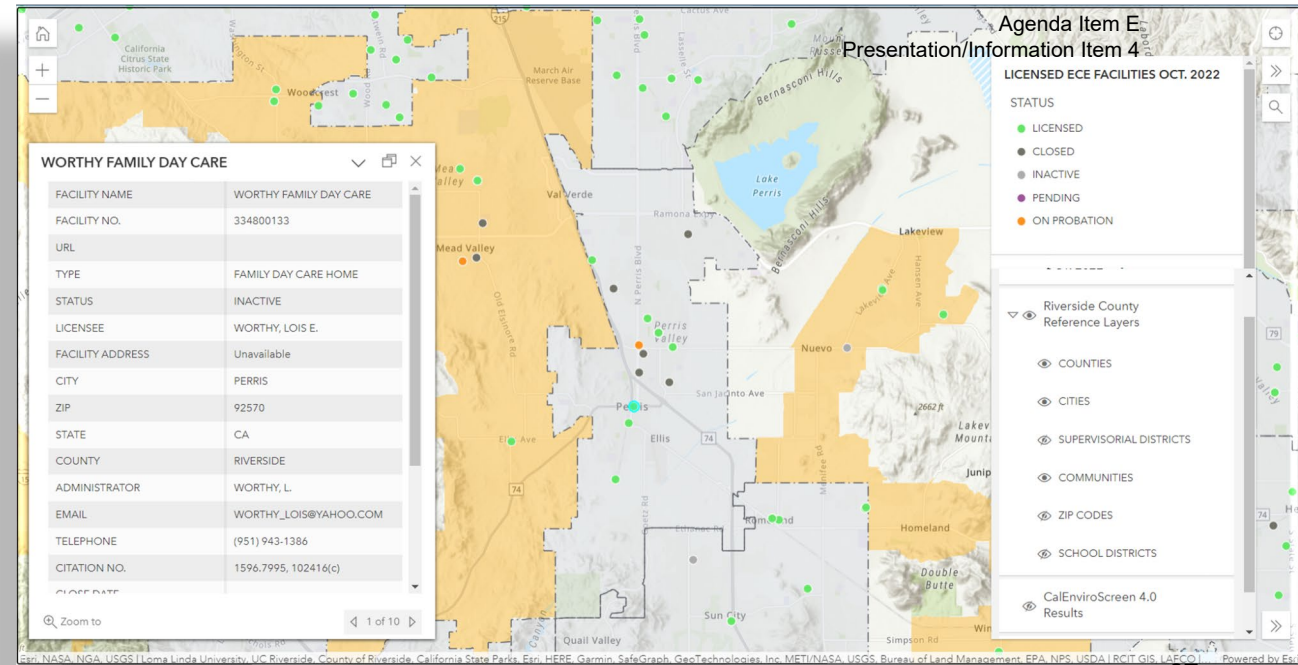


**BUILD
UP CA** 
*Riverside
County*



ECE Riverside County child care infrastructure pipeline map

- **Purpose:** To map existing ECE supply and pipeline projects for policy, funding, and partnership purposes.

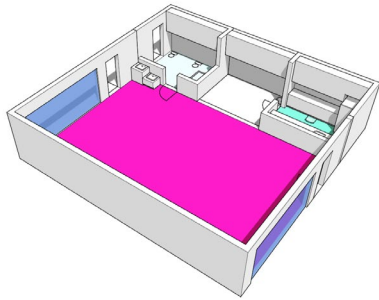


- Map will be hosted under Build Up Riverside County
- Layers included in the map

- DPSS Licensing Center/Large FCCH data
- Lift to Rise (LTR) housing pipeline data (district 4)
- RCOE small FCCH data
- Incorporate new projects with increasing ECE slots to the pipeline map

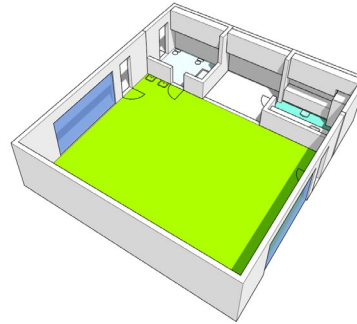
Riverside County ECE Center Typologies

Purpose: To facilitate appropriate design of and planning for ECE facilities located within housing developments.



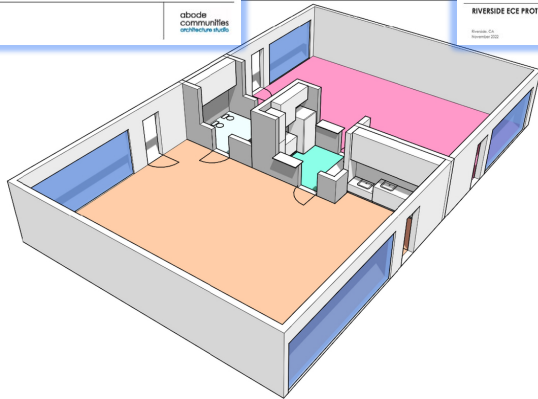
RIVERSIDE ECE PROTOTYPES
TWO'S CLASSROOM
Riverside, CA
November 2022

abode
communities
architecture studio



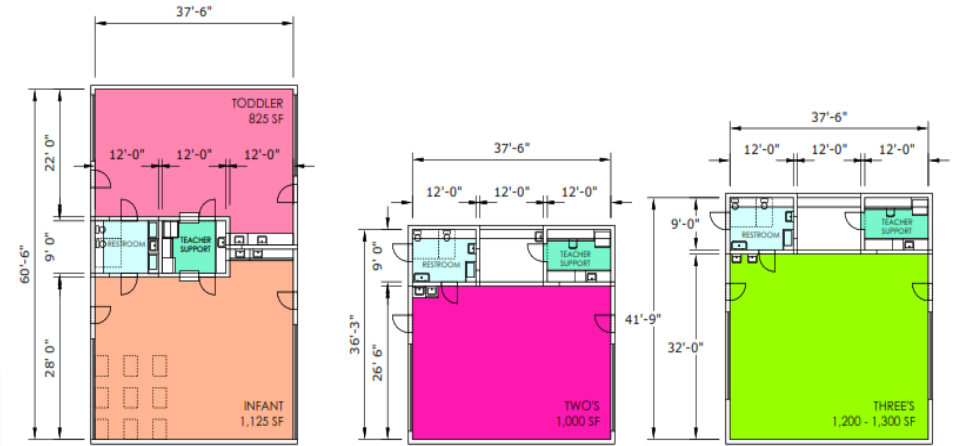
RIVERSIDE ECE PROTOTYPES
THREE'S CLASSROOM
Riverside, CA
November 2022

abode
communities
architecture studio



RIVERSIDE ECE PROTOTYPES
IT POD
Riverside, CA
November 2022

abode
communities
architecture studio



IT POD (INFANT TODDLER)
1,800 SF
SMALL ECE: 1 IT POD
18 CHILDREN
LARGE ECE: 2 IT PODS
36 CHILDREN

TWO'S
1,000 SF
SMALL ECE: 2 TWO'S CLASSROOMS
24 CHILDREN
LARGE ECE: 2 TWO'S CLASSROOMS
24 CHILDREN

THREE'S
1,200 to 1,300 SF
SMALL ECE: 1 THREE'S CLASSROOMS
20 to 24 CHILDREN
LARGE ECE: 2 THREE'S CLASSROOMS
40 to 48 CHILDREN

98





Questions

F. **Future Agenda Items:**

- F.1. First 5 Riverside County Family Resource Centers Presentation
- F.2. First 5 Riverside County Budget Updates
- F.3. First 5 Riverside County Policy Updates
- F.4. First 5 Riverside County 2023 Communications Plan

- G. **Adjournment:** Adjournment to the next Regular Meeting of the Advisory Committee of First 5 Riverside County Children and Families Commission to be held on January 24, 2024 beginning at 11:00 a.m. at:
Riverside County Children and Families Commission Office
585 Technology Court - Conference Room A
Riverside, CA 92507

Conflict of Interest: Any person, or group of persons present at this meeting, who wish (es) 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 Commission member, the Commission 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) days prior to the meeting date:

**Riverside County Children and Families Commission
585 Technology Court
Riverside, CA 92507**

If a public record document that relates to a matter on the open session of the Agenda is distributed less than 72 hours prior to the meeting date, the public record document shall be available for inspection, at the same time it is distributed, at the address listed above. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990.