

Riverside County Children and Families Commission Advisory Committee Meeting
Wednesday, May 11, 2016, 12:00 p.m.
Riverside County Children and Families Commission Business Office
585 Technology Court - Riverside, California 92507

- A. **Call to Order:** The Regular Meeting of the Advisory Committee was called to order at 12:05 p.m. by Tammi Graham, Executive Director

Advisory Committee Present: Stephanie Herrington, Georgann Koenig, Kari Middleton-Hendrix, Maritza Rodriguez-Farr, Martha Daggett, Touraj Shafai, and Annette Webb

Commissioners Present: Lisa Larson

Advisory Absent: Debbie Franklin

Vacancies: Two

Administrative Staff Present: Tammi Graham, Executive Director, Stella Smith, Deputy Director; Yvonne Suarez, Deputy Director; Lynn Stephens, Executive Assistant/Commission Secretary, Jamie Ayala, Public Information Coordinator and Susan Candelas, Office Assistant

Bruce Fordon, Deputy County Counsel was in attendance as legal counsel.

- B. **Open Session Pledge of Allegiance** – Tammi Graham
1. Pledge of Allegiance – Tammi Graham

- C. **Funded Agency Public Comments:**
1. None

- D. **Public Comments:**
1. None

- E. **Advisory Committee Business** – Tammi Graham, Executive Director
1. Advisory Member Comments: None

2. Election of Chair and Vice-Chair Process – Bruce Fordon, Deputy County Counsel
Bruce announced Advisory Member, Debbie Franklin who was nominated for Chair is not present today. Ms. Franklin also has a conflict with attending meetings scheduled at noon on the second Wednesdays of the month. He also reported Stephanie Herrington was nominated for Vice Chair and proceeded to call for additional nominations. Advisory Member Shafai nominated Georgann Koenig as Chair. Advisory Member Daggett arrived at 12:09 pm. Advisory Member, Shafai nominated Ms. Rodriguez-Farr for vice chair, Ms. Rodriguez-Farr declined the nomination.

After a brief discussion the following votes were taken:

Advisory Member Middleton-Hendrix moved to elect Stephanie Herrington as Vice Chair. Advisory Member Rodriguez-Farr seconded the motion. Motion Carried

Vice Chair Herrington moved to elect Advisory Member Georgann Koenig as Chair. Advisory Member Webb seconded the motion. Motion carried.

3. Approval of the January 13, 2016 Advisory Committee Meeting Minutes – Georgann Koenig, Chair

Advisory Member Rodriguez-Farr moved to approve the January 13, 2016 Minutes with one correction to her name. Commission Secretary noted the change as Maritza Rodriguez-Farr. Advisory Member Shafai seconded the motion. Motion carried.

F. Presentations

1. Review of the Brown Act – Bruce Fordon, Deputy County Counsel
Mr. Fordon provided an overview and responded to questions regarding relative components of the Brown Act. Mr. Fordon placed particular emphasis on conduct of and meeting requirements, attendance of members at outside events and conferences, restrictions related to serial meetings and closed sessions.

G. Discussion/Action

1. Policy Review – Stella Smith, Deputy Director
 - Travel Policy
Ms. Smith reviewed proposed revisions to the F5R current Travel policy. Primary changes relate to how business related meals are reimbursed. The proposed language provides clarification on when per diem vs. per meal rates would apply. The goal is to ensure F5R policies are consistent with County and Department of Public Social Service policies as much as possible and to be good stewards of Proposition 10 Tax dollars. Proposed revisions to requirements for transportation was reviewed with emphasis on utilizing the most economical option of travel and the role of the Executive Director and Department Chief in approving travel requests for the Commission. A copy of the County D.1 policy was provided for Advisory reference. Ms. Smith noted Ms. Graham has the authority to approve travel for the Commission and Advisory Committee. Ms. Graham noted her Supervisor, Susan von Zabern approves her travel.
2. Establishing Sub Committees – Stella Smith, Deputy Director
Ms. Smith reported that both the Finance/Budget and Evaluation committees are subject to the Brown Act because they are standing committees with an ongoing purpose although they won't meet on a regular schedule. Advisory Committee and Commission members below have expressed willingness to serve and will be recommended to the Commission for appointment.

Finance/Budget Committee: Lisa Larson, Susan von Zabern, Maritza Rodriguez-Farr

Evaluation Committee: Deborah Clark-Crews, Annette Webb, Debbie Franklin, Stephanie Herrington and Diana Walsh-Reuss.

Ms. Smith noted the sub committees will be active once the new strategic plan is implemented. Assistance with review of proposals will be requested as needed. Any committee can call on additional stakeholders for expertise. Advisory Member Rodriguez-Farr request some of the information be provided electronically beforehand to review materials so members can provide feedback electronically.

3. Next Steps:
Review meeting dates:

After a brief discussion it was the consensus of the Committee to establish monthly meetings with the option to cancel if there is no Advisory business.

Chair Koenig moved to approve having monthly meetings with the caveat that meetings would be cancelled as needed. Vice Chair Herrington seconded the motion. Motion carried.

Chair Koenig amended the motion to approve scheduling the Advisory Committee to hold their meetings on the same dates the Commission meetings are scheduled. The Executive Director or her designee will cancel meetings as needed based on lack of Advisory business. Vice Herrington seconded the motion. Motion carried.

Ms. Graham reminded the Committee that their job description was provided at the January Advisory Committee meeting.

Upcoming Projects: Ms. Smith noted that the Advisory members have the right to bring up projects that they think will be relevant to our strategic plan.

Dr. Shafai suggested having information on vaccinations and the benefits of breastfeeding displayed on bill boards.

Ms. Smith reminded the Advisory Committee of the importance of sharing the F5 name and services we provide during the course of their regular interactions in the community.

Vice Chair Herrington suggested looking at bilingual billboards and other materials.

H. Future Agenda Items:

Note: Packet documents related to agenda items may be requested by contacting the Commission Secretary.

Meeting adjourned at 1:04 p.m. to the next meeting on July 20, 2016.

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585 Technology Court, Conference Room A
Riverside, CA 92507**