

Riverside County Children and Families Commission Advisory Committee Meeting
Wednesday, January 13, 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 Commission was called to order at 12:00 p.m. by Tammi Graham, Executive Director

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

Commissioners Present: Vice Chair, Cameron Kaiser

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. The Promise to Georgia's Children – Rollins Center for Language & Literacy – Give Children A Voice Video
 - The Promise <https://youtu.be/n2dLPFaehV0>
 2. Advisory Member Comments
None
 2. Election of Chair and Vice-Chair Process – Bruce Fordon, Deputy County Counsel
Members will email interest to Bruce Fordon, Deputy County Counsel and Lynn Stephens, Commission Secretary by February 29, 2016. Elections will take place at the next Advisory Committee meeting.
 4. Oath of Office for New Advisory Committee Members – Cameron Kaiser, Public Health Officer
After brief self introductions, Commissioner Kaiser then administered the Oath of Office to Advisory Committee members. The oath was administered separately to Kari Middleton-Hendrix and Annette Webb upon their arrival.

F. **Presentations**

1. Review of Advisory Committee Job Description – Stella Smith, Deputy Director
Ms. Smith reviewed the Advisory Committee job description as provided in the Advisory packets. She noted areas where the Committee can be instrumental in supporting the work of the Commission. Advisory Member Farr requested that staff alert the committee of events in

their district so they can participate. Advisory Members will alert F5R staff of any events they feel are relevant. Staff will work on coordinating outreach event based on geographic distribution to maximize member attendance and connections. Commission secretary will email a clean copy of the job description without the draft watermark. (Kari Middleton Hendrix arrived at 12:25 p.m.)

2. Review of Information Kit – Jamie Ayala, Public Information Coordinator
Ms. Ayala provided an overview of the kit as provided in the Advisory packet. (Annette Webb arrived at 12:27 p.m.) Members requested talking points to accompany the kit. Ms. Ayala will provide information relevant to where members live. Staff will put together packets and provide to members at the next Advisory meeting.

G. Discussion/Action

1. Raising America – Tammi Graham, Executive Director
 - <http://raisingofamerica.org/>
Ms. Graham provided an overview of the Raising of America and discussed the connection to First 5 Riverside and its strategic direction. She also provided the web link as a resource for further review.
2. Sub Committees – Stella Smith, Deputy Director
Finance: Ms. Smith noted a recommendation for establishing Commission standing subcommittees to provide input regarding the work of the Commission. Staff is seeking interested Advisory Committee and Commission members to serve on established subcommittees. The finance committee's roll is to provide valuable input regarding financial strategies, internal processes and transparency of financial practices and Commission strategic investments. A survey related to financial statements and reporting will be sent out for Commission and Advisory Committee input regarding reporting formats and content that would be helpful in decision making and public education concerning the Commissions financial condition. Members were asked to consider their knowledge, experience and interest and to inform staff of their interest in serving on this subcommittee. The first step will be for staff to bring a recommendation to the Commission to create the sub-committee. Staff will make every effort try to coordinate committee meetings on the same days as Commission meetings and utilize webinars or other meeting formats to maximize participation.

Requests For Proposals (RFP): The purpose of this subcommittee is to collect input and expertise regarding the development of RFPs. Members will also be asked to review developed RFPs to ensure requirements and the scope of work is clear and comprehensive. Members were asked to consider their knowledge, experience and interest and to inform staff of their interest in serving on this subcommittee.

3. Next Steps for Advisory Committee – Stella Smith, Deputy Director
Regular meeting dates: Ms. Smith asked for suggested meeting dates. One suggestion was to meet immediately before Commission meetings. Commission secretary will develop a schedule and distribute.

Locations: Ms. Smith noted that we previously held meetings in different areas. She suggested that members notify staff if they have access to other meeting areas for consideration on special occasions. After a brief discussion it was the consensus of the Committee to hold meetings in a consistent location. The First 5 business office will serve as the regular meeting location and opportunities will be explored to conduct other meetings throughout the county, possibly during RFP time.

Projects: Members were asked to provide ideas for other relevant projects.

H. Future Agenda Items: 1) Election of Chair and Vice Chair, 2) The Brown Act, 3) Committees

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

Meeting adjourned at 12:53 p.m. to the next meeting on March 9, 2016.

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