



BILL CAMPBELL

SUPERVISOR, THIRD DISTRICT

ORANGE COUNTY BOARD OF SUPERVISORS
ORANGE COUNTY HALL OF ADMINISTRATION
10 CIVIC CENTER PLAZA, SANTA ANA, CALIFORNIA 92701
PHONE (714) 834-3330 FAX (714) 834-2786
bill.campbell@ocgov.com

January 5, 2012

Dear Sir or Madam:

The Orange County Board of Supervisors is seeking candidates to serve on the Children and Families Commission of Orange County. The Children and Families Commission of Orange County oversees the allocation of funds from Proposition 10, which added a 50-cent tax on tobacco products sold in California. Funds help pay for education, health care and child development programs for children from the prenatal stage to age five and their families.

The Commission members meet the first Wednesday of each month. Commission members may also serve on ad-hoc committees to review programs and services, participate in program site visits, or represent the Commission at community events.

The recruitment is open to new applicants and current members to fill three Commission member positions for 2012, including two in the category of Healthy and one in the category of Education and Early Intervention. Candidates must have relevant expertise or experience in one of these categories. Examples of organizations that fall within the Health category include representatives from health and medical organizations, medical doctors, pediatricians and obstetricians. Current and former members have included registered nurses, pediatricians and hospital executives. Examples of organizations that fall within the Education and Early Intervention category include representatives from school districts and local foundations. Current and former members have included school district superintendents, school board trustees, and public school foundations.

Applications for these positions will be accepted by 3:00 p.m. on February 6, 2012 (application attached). Applications are also available online at www.occhildrenandfamilies.org. To be considered, a completed application and resume must be mailed, hand delivered, or faxed to:

Children and Families Commission of Orange County
17320 Redhill Avenue, Suite 200, Irvine, CA 92614
Attention: Kelly Pijl
Fax: 949-474-2243

Please feel free to share this information with qualified individuals that may be interested in serving on this Commission. Recruitment questions may be directed to (714) 834-5186.

Sincerely,

A handwritten signature in black ink that reads "Bill Campbell". The signature is written in a cursive, flowing style.

BILL CAMPBELL
Chairman, Orange County Board of Supervisors
Supervisor, Third District

Attachments

Description of Commission Member Positions

There are nine members on the Children and Families Commission of Orange County, all of whom are appointed by the Orange County Board of Supervisors, and serve as “at-will” appointments.

One of the positions is always filled by a member of the Board of Supervisors, appointed in January each year by the Chairman and approved by the full Board of Supervisors. Two additional positions are filled automatically, designated by the Board of Supervisors by position, and include the Director of the Orange County Health Care Agency (or his/her designee) and County Executive Officer (or designee).

The remaining six positions are “At-Large” members, who serve staggered two-year terms that begin April 1st and expire March 31st of the second year. Each year, three of these positions must be filled through recruitment and/or reappointment. One of these positions is nominated by the Orange County Board of Supervisor’s member who has been appointed to serve on the Children and Families Commission. The other two positions are nominated by designated members of the Board of Supervisors (designated each year by the Chairman of the Board to nominate Commission candidates). All three of the “At-Large” positions are approved by the full Board of Supervisors.

What are the Requirements to be a Commissioner?

Candidates for the At-Large positions must have relevant expertise or experience in one of the following two categories: healthy children and early intervention, or education and early intervention. Specific requirements for each category are included on the membership application.

Examples of organizations that fall within the Healthy Children and Early Intervention Category include representatives from health and medical organizations, medical doctors, pediatricians, and obstetricians. Current and former members have included pediatricians, registered nurses, and hospital executives.

Examples of organizations that fall within the Education and Early Intervention Category include representatives from school districts and local foundations. Current and former members have included school district superintendents, school board trustees, and public school foundations.

Recruitment and Selection Process/Schedule for 2012

The recruitment is open to new applicants and current members to fill three Commission member positions for 2012, including two in the category of Healthy and one in the category of Education and Early Intervention. Applications for these positions will be accepted by 3:00 p.m. on February 6, 2012. Applications will be screened to ensure applicants meet the minimum qualifications.

Applications from qualified candidates will be submitted to the members of the Board of Supervisors and the Clerk of the Board of Supervisors. The designated members of the Board of Supervisors will nominate at least two, but no more than three candidates for the Commission (these designations are scheduled to be made at the Board of Supervisors meeting in January). The appointments or reappointments will be made by the full Board of Supervisors at a public meeting on or before the first Board of Supervisors meeting in April.

Application

To be considered for an appointment, please mail, hand deliver, or fax a completed application and resume to:

Children and Families Commission of Orange County

17320 Redhill Avenue, Suite 200

Irvine, CA 92614

FAX: 949-474-2243

Attention: Kelly Pijl

For application and recruitment information, call (714) 834-5186.

Commission Meetings, Duties and Compensation

The Commission members meet the first Wednesday of each month to administer the program funds that are consistent with the mission, goals and objectives of the Commission's [Strategic Plan](#). The annual half-day planning meeting is scheduled in June, and the Commission is dark in August. Commission members may also serve on ad-hoc committees to review programs and services, participate in program site visits, or represent the Commission at community events.

Compensation is required by law and is limited to a per diem and reimbursement of out of pocket expense up to \$100.00 per meeting.

Conflict of Interest

Statements of Economic Interests (SEIs or Form 700s) are required for all Commission members. They are an important means for the official that files them, the media, and the public to help gauge where potential conflicts of interest may exist. These state mandated forms include information about the sources of an official's income, investments, business positions, real property holdings and gifts. Merely reporting an economic interest is not a conflict in itself; a conflict arises when an official governmental decision, made by the official, impacts their economic interests.

Gift Ban Ordinance

The County of Orange Gift Ban Ordinance applies to the Children and Families Commission:

- No person who is doing business with the Commission shall make any gift to any Commission officer.
- No Commission Officer shall solicit or accept any gift from any person whom he knows, or has reason to know, is doing business with the Commission.
- "Doing business with the Commission" is defined as:
 - Seeking the award of a contract or grant from the Commission.
 - Having sought the award of a contract or grant from the Commission in the past 12 months.
 - Being engaged as a lobbyist from the time of such engagement until 12 months after the award of the contract or grant which was the subject of the engagement.
 - Having an existing contractual relationship with the Commission, until 12 months after the contractual obligations of all parties have been completed.

COMMISSIONER POSITION DESCRIPTION

Commission Description & Purpose

The Children and Families Commission of Orange County oversees the allocation of funds from Proposition 10, which added a 50-cent tax on tobacco products sold in California. Funds help pay for education, health care and child development programs for children from the prenatal stage to age 5 and their families. The Commission's goal is to ensure all children are healthy and ready to learn when they enter school. For more information, please visit www.occhildrenandfamilies.com. The purpose of the Children and Families Commission is to administer the County Children and Families Program established pursuant to the California Children and Families First Act of 1998 as set forth in Division 108 (commencing with Section 130100) of the Health and Safety Code.

Duties

Commission members meet the first Wednesday of each month to administer the program funds that are consistent with the mission, goals and objectives of the Commission's [Strategic Plan](#). The annual half-day planning meeting is scheduled in June, and the Commission is dark in August. Commission members may also serve on ad-hoc committees to review programs and services, participate in program site visits, or represent the Commission at community events.

Compensation

Compensation is limited to a per diem and reimbursement of out of pocket expense up to \$100.00 per meeting.

Minimum Qualifications

Commission members must fit within the designated categories set out in the Ordinance: Category 1 – Education and Early Intervention; Category 2 – Healthy Children and Early Intervention as defined on the [Membership Application](#).

Conflict of Interest

Statements of Economic Interests (SEIs or Form 700s) are required for all Commission and Advisory Committee members. They are an important means for the official that files them, the media, and the public to help gauge where potential conflicts of interest may exist. These state mandated forms include information about the sources of an official's income, investments, business positions, real property holdings and gifts. Merely reporting an economic interest is not a conflict in itself; a conflict arises when an official governmental decision, made by the official, impacts their economic interests.

Gift Ban Ordinance

The County of Orange Gift Ban Ordinance applies to the Children and Families Commission:

- No person who is doing business with the Commission shall make any gift to any Commission officer.
- No Commission Officer shall solicit or accept any gift from any person whom he knows, or has reason to know, is doing business with the Commission.
- “Doing business with the Commission” is defined as:
 - Seeking the award of a contract or grant from the Commission.
 - Having sought the award of a contract or grant from the Commission in the past 12 months.
 - Being engaged as a lobbyist from the time of such engagement until 12 months after the award of the contract or grant which was the subject of the engagement.
 - Having an existing contractual relationship with the Commission, until 12 months after the contractual obligations of all parties have been completed.



MEMBERSHIP APPLICATION

Name _____
Home Address: _____ City _____ Zip _____
Agency _____ Title _____
Business Address _____ City _____ Zip _____
Phone _____ Email _____

A. CATEGORIES FOR APPOINTMENT

Please indicate all of the categories with which you are currently affiliated:

Category 1 - Education and Early Intervention

- Representative of a local child care resource or referral agency, or a local child care coordinating group, or a local organization or prevention or early intervention for families at risk or a recipient of early education project services included in the Commission strategic plan.

Agency/Group Name: _____
Address: _____
Telephone: _____

- Representative of a local school district, or an educator specializing in early childhood development.

Agency/Group Name: _____
Address: _____
Telephone: _____

Category 2 – Healthy Children and Early Intervention

- Representative of a community-based organization that has a goal of promoting nurturing and early childhood development or a local organization for prevention or early intervention for families at risk, or a recipient of project services included in the Commission strategic plan related to healthy children.

Agency/Group Name: _____
Address: _____
Telephone: _____

- A representative of a local medical, pediatric or obstetric association or society.

Agency/Group Name: _____
Address: _____
Telephone: _____

B. APPLICANT INTERESTS

Please briefly explain why you wish to serve on the Children and Families Commission of Orange County and the skills that you would bring to the Commission. Include information describing any related organizations in which you are involved.

C. ECONOMIC INTERESTS

Do you have any direct economic interest in a child development program or other service that may seek funding under this program?

- No
- Yes Please explain

D. RESUME

Attach a current resume including educational and employment history and mail, fax or hand deliver with membership application to: The Children and Families Commission of Orange County, 17320 Redhill Avenue, Suite 200, Irvine, CA 92614, Fax: 949-474-2243 - Attention: Kelly Pijl.

Signature _____ Date _____