



**LISA BARTLETT**  
CHAIRWOMAN  
ORANGE COUNTY BOARD OF SUPERVISORS  
SUPERVISOR, FIFTH DISTRICT

ORANGE COUNTY HALL OF ADMINISTRATION  
333 W. SANTA ANA BLVD., P.O. BOX 687, SANTA ANA, CALIFORNIA 92702-0687  
PHONE (714) 834-3550 FAX (714) 834-2670

January 9, 2019

Dear Sir or Madam:

The Orange County Board of Supervisors is seeking candidates to serve on the First 5 Orange County Children and Families Commission. First 5 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.

First 5 Orange County Commission members meet six times on the first Wednesday of February, April, June, August, October, and December. Commission members may also serve on ad-hoc committees to review programs and services, participate in program site visits, or represent First 5 Orange County at community events. The recruitment is open to new applicants and current members to fill three seats for the 2019-2021 term.

Two positions are in the education category and one in the health category. Candidates must have relevant expertise or experience in one of these categories. Examples of candidates that fall within the education 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. Examples of candidates that fall within the health category include representatives from health and medical organizations, medical doctors and dentists. Current and former members have included registered nurses, pediatricians, dentists and hospital executives.

Applications for these positions will be accepted by 3:00 p.m. on February 21, 2019 (application attached). Applications are also available online at [www.occhildrenandfamilies.com](http://www.occhildrenandfamilies.com). To be considered, an application and resume must be mailed, hand delivered, or emailed to:

First 5 Orange County Children and Families Commission  
1505 East 17<sup>th</sup> Street, Suite 230 -- Santa Ana, CA 92705  
Attention: Kelly Pijl  
[Prop10@ocgov.com](mailto:Prop10@ocgov.com)

Please share this information with qualified individuals that may be interested in serving on the First 5 Orange County Commission. Recruitment questions may be directed to Kelly Pijl.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Bartlett". The signature is written in a cursive, flowing style.

Lisa Bartlett  
Chairwoman, Fifth District  
Orange County Board of Supervisors

# POSITION DESCRIPTION

There are nine members on the First 5 Orange County Children and Families Commission board, 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, annually appointed in January by the Chair 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 designee) and County Executive Officer (or designee).

The remaining six positions are at-large members, who serve staggered two-year terms that begin April 1 and expire March 31 of the second year. Each year, three of these positions must be filled through a recruitment and reappointment process. Qualified candidates are nominated by designated members of the Orange County 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: education and early intervention, or healthy children and early intervention. Specific requirements for each category are included on the membership application. Candidates must either live within Orange County or be an officer, director, or employee of an organization or agency doing business within Orange County.

Examples of candidates 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.

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

## RECRUITMENT AND SELECTION PROCESS/SCHEDULE FOR 2018

The recruitment is open to new applicants and current members to fill three seats for the 2019-2021 term. Two in the category of Education and Early Intervention and one in the category of Health and Early Intervention. Applications will be accepted by 3:00 p.m. on February 21, 2019. Applications will be screened to ensure candidates meet the minimum qualifications. Applications from qualified candidates will be submitted to 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. 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 email a completed application and resume to:

First 5 Orange County Children and Families Commission

1505 East 17<sup>th</sup> Street, Suite 230 -- Santa Ana, CA 92705

Attention: Kelly Pijl

email: Prop10@ocgov.com

For application and recruitment information call (714) 567-0151

## COMMISSION MEETINGS, DUTIES AND COMPENSATION

The Commission members meet the first Wednesday of the following months: February, April, June, August, October and December. The Commission administers the program funds that are consistent with the mission, goals and objectives of the [Strategic Plan](#). An annual half-day planning meeting is scheduled in February. Commission members may also serve on ad-hoc committees to review programs and services, participate in program site visits, or represent First 5 Orange County 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 First 5 Orange County:

- No person who is doing business with the First 5 Orange County shall make any gift to any First 5 Orange County officer.
- No First 5 Orange County Officer shall solicit or accept any gift from any person whom they know, or has reason to know, is doing business with First 5 Orange County.
- "Doing business with First 5 Orange County" is defined as:
  - Seeking the award of a contract or grant from First 5 Orange County.
  - Having sought the award of a contract or grant from First 5 Orange County 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 First 5 Orange County, until 12 months after the contractual obligations of all parties have been completed.



**MEMBERSHIP APPLICATION - 2019**

Name \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Agency \_\_\_\_\_ Title \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**CATEGORIES FOR APPOINTMENT**

*Please indicate all of the categories with which you are currently affiliated as cited in County Ordinance Sec. 1-2-334*

**Category 1 - Education and Early Intervention**

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

**Category 2 – Healthy Children and Early Intervention**

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

Please describe your qualifications that make you eligible for the category(ies) for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please explain why you wish to serve on the First 5 Orange County Children and Families Commission and the skills that you would bring to the Commission.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe a specific issue related to young children and families that you would like to champion in Orange County.

---

---

---

---

---

---

---

Please describe how you would personally/professionally support and promote the work of First 5 Orange County, including your networks and any strategies for advancing policies that support young children and families.

---

---

---

---

---

---

---

---

---

---

---

**CONFLICT OF INTEREST**

Do you have any direct economic interest in programs or other services that may seek funding from First 5 Orange County Children and Families Commission?

- No
- Yes Please explain

---

---

---

---

---

---

---

---

**RESUME**

Attach a current resume including educational and employment history and mail, hand deliver, or email with membership application to: First 5 Orange County Children and Families Commission, 1505 East 17th Street, Suite 230, Santa Ana, CA 92705, email: Prop10@ocgov.com - Attention: Kelly Pijl by 3:00 p.m. on February 21, 2019.

Signature \_\_\_\_\_ Date \_\_\_\_\_