



**Riverside County Department of Public Social Services – Children’s Services**  
**Family Resource Centers**  
**Advisory Board Membership Application**

Date:    /    /	
Print Name: (Last, First, & Middle Initial):	
Home Address:	
City, State, & ZIP:	
Home phone number: (    )	
Work phone number: (    )	
FAX number: (    )	E-Mail address:
Current Profession:	Employer:
Employer Address:	
City, State, & Zip:	
I was referred to apply for membership by: Name:	

Please check one of the membership categories to which you are applying for:

- |   |   |
|---|---|
| <input type="checkbox"/> Business Owner/Rep or Civic Leader | <input type="checkbox"/> Public Agency Representative |
| <input type="checkbox"/> Community Advocate                 | <input type="checkbox"/> Human Services Advocate      |
| <input type="checkbox"/> Service Provider                   | <input type="checkbox"/> Parent Consumer              |

- I understand the expectations of an Advisory Board Member and would like to be considered for membership. **Attached is my statement of intent for Advisory Board Membership.**
- I cannot serve at this time.
- I would like to be considered in the future.

Please select the FRC Advisory Board you would like to serve on:

- Desert Hot Springs       Mecca       Perris Valley       Rubidoux

Signature \_\_\_\_\_

Date \_\_\_\_\_

Desert Hot Springs  
Family Resource Center  
14201 Palm Drive, Ste. 108  
DHS, CA 92240  
760-288-3313

Mecca Family & Farm Workers  
Service Center  
91-275 66th Avenue, Ste. 100  
Mecca, CA 92254  
760-863-7860

Perris Valley  
Family Resource Center Center  
371 Wilkerson Avenue, Ste. L  
Perris, CA 92570  
951-443-1158

Rubidoux Community  
Resource Center  
5473 Mission Boulevard  
Riverside, CA 92509  
951-328-1575



**Advisory Board Membership  
Interest and Background Information**  
[Please attach additional sheets, if necessary.]

**I.** I am interested in serving on the Advisory Board at the \_\_\_\_\_ Family Resource Center because:

**II.** My previous Advisory Board experience includes (if any):

**III.** My interest, knowledge, or experience includes the following:  
(**Check all that apply**)

- |   |   |
|---|---|
| <input type="checkbox"/> Financial Management                     | <input type="checkbox"/> Child Advocacy               |
| <input type="checkbox"/> Human Resources                          | <input type="checkbox"/> Community Volunteer Services |
| <input type="checkbox"/> Education/Training                       | <input type="checkbox"/> Family or Consumer           |
| <input type="checkbox"/> Public Relations                         | <input type="checkbox"/> Health Care                  |
| <input type="checkbox"/> Media/Communication                      | <input type="checkbox"/> Mental Health Care           |
| <input type="checkbox"/> Fundraising/Resource Development         | <input type="checkbox"/> Quality Assurance            |
| <input type="checkbox"/> Strategic Planning                       | <input type="checkbox"/> Conflict Resolution          |
| <input type="checkbox"/> Marketing                                | <input type="checkbox"/> Research/Academia            |
| <input type="checkbox"/> Early Childhood<br>Education/Development | <input type="checkbox"/> Children's Services Advocate |
| <input type="checkbox"/> Domestic Violence                        | <input type="checkbox"/> Other (explain) _____        |
| <input type="checkbox"/> Attorney at Law                          | _____   |
| <input type="checkbox"/> Elected Official                         | _____   |
| <input type="checkbox"/> Legislation Advocacy                     | _____   |

**IV.** How would you be willing to share these skills?



Riverside County  
Department of Public Social Services  
*Family Resource Center*

# **ADVISORY BOARD By-Laws**

## I. Vision and Mission Statements

The vision of the Family Resource Centers is:

***"An Uplifted Community, Self-Sufficient, Strong, Educated and Empowered."***

The mission of the Family Resource Centers is:

***"To Provide Comprehensive Services that Strengthen and Support Families with Children, moving towards Self-Sufficiency."***

## II. Introduction

In the spring of 2001, the Department of Public Social Services, Children's Services Division, initiated a Family Resource Center (FRC) Program. Four sites were selected as a result of surveying and identifying communities which would most benefit from these services. Family Resource Centers are located in the communities of Perris, Rubidoux, Desert Hot Springs, and Mecca, California. Each Family Resource Center functions as a hub of community services designed to improve family life, particularly for overburdened or disadvantaged families and children. The centers also act as a bridge between the community and professional service providers.

The FRC program focuses on seven core service types: parenting skills; self-sufficiency; community action; child abuse prevention services; information and referral services; education and literacy, and life skills.

Family Resource Centers represent a promising strategy in the prevention of child abuse and neglect. It is anticipated that services provided under this intervention will reduce the number and rate of first entries and re-entries into the child welfare system, and reduce the recurrence of maltreatment.

After three years of operation, the Family Resource Center program was evaluated and redesigned in January 2004.

## III. Core Service Strategies

**The following core service strategies are provided at each FRC:**

- ***Parenting Skills:*** acquiring knowledge and developing skills to become an effective parent
- ***Self-Sufficiency:*** job and career development for adults and youth (how to conduct a job search, how to obtain job training, etc.)
- ***Community Action:*** community development, human services advocacy, farm worker services

- ***Child Abuse Prevention Services:*** awareness of what constitutes abuse, how to report abuse and obtain assistance preventing child abuse through improved child safety permanency and child and family well-being (Delivered services may include: differential response, anger management, individual group and family counseling, domestic violence intervention, life skills, kinship support services, public health, and alcohol or other drug treatment.)
- ***Resource Development, Information & Referral Services:*** learning where support resources exist, and how to access (such as professional services, senior services, transitional housing, and legal aid services)
- ***Education and Literacy:*** reading and writing skills, English as a Second Language, educational services
- ***Life Skills:*** home management skills, budgeting, how to shop, driver's education

## **IV. Advisory Board By-Laws**

The Advisory Board By-Laws define the role and function of the FRC Advisory Boards, establish the composition and membership criteria for each Board; provide operational guidance, and define attendance requirements.

### **A. Advisory Board Name(s):**

*The name of the Advisory Boards shall be as follows:*

*Perris Valley FRC Advisory Board*

*Desert Hot Springs FRC Advisory Board*

*Rubidoux Community Resource Center (CRC) Advisory Board*

*Mecca Family & Farm Worker Service Center Advisory Board*

### **B. Role and Functions**

Family Resource Centers (FRC) are managed and governed by the Department of Public Social Services (DPSS), Children's Services Division.

The FRC Advisory Board shall:

- Review the overall operation of the FRC.
- Conduct a quarterly review of the FRC 3 Year Plan.
- Make non-binding recommendations for services, program changes or improvements.
- Assist in developing resources needed to support the seven core service categories/strategies.
- Encourage and assist, when appropriate, in fund raising activities for their FRC.

Recommendations made by Advisory Board Members shall be forwarded to the DPSS Administrative Services Manager and Regional Manager responsible for the FRC project, and to the Children's Services Assistant Director, for review and final disposition.

### **C. Composition and Membership Qualifications**

Advisory Board members are selected and approved by DPSS.

Each Family Resource Center will have its own Advisory Board.

Board meetings are chaired by the FRC Program Supervisor or person designated by the Director of DPSS; this individual is a non-voting member.

Each Advisory Board will have seven voting members:

- One (1) Social Service Provider who:
  - a) currently provides service(s) in the target community; and
  - b) is not providing on-site service(s) in an FRC.
- Two (2) Business or Civic Leaders who conduct business or who live in the FRC community.
- One (1) Community Advocate who lives in the target community.
- One (1) Public Agency Representative who lives or works in the target community.
- One (1) Human Services Advocate who lives or works in the target community.
- One (1) Parent Consumer who lives in the community.

Advisory Board members are expected to serve 3 year terms.

Board Members cannot serve, concurrently, on more than one FRC Advisory Board.

Members may be removed from membership on the basis of:

- Receiving a criminal conviction;
- Failing or being unable to consistently attend Advisory Board meetings (see Board Attendance, below);
- Engaging in activities which constitute a conflict of interest; or
- Engaging in activities which are inconsistent with the established vision, mission or goals of the FRC program.

Board members may resign their position through written notification to DPSS and the Advisory Board.

Advisory Board members must be at least 18 (eighteen) years of age.

## **D. Operational Guidelines**

The Advisory Board will observe parliamentary procedures as described in Robert's Rules of Order.

Each Advisory Board shall meet on a quarterly basis.

Each meeting will have a published agenda.

Minutes will be maintained to reflect attendance, motions, discussion, actions and recommendations made by the Advisory Board.

The FRC Program Supervisor will be responsible for preparing the Advisory Board agenda and minutes.

## **E. Attendance**

Advisory Board members will, in good faith, attend each Advisory Board Meeting.

Members who have two unexcused absences may be removed from membership.

In order to be considered excused, a Board member must contact the Advisory Board Chairperson in advance of the meeting and identify the reason for their absence.

Any Board member who has three absences during one calendar year will be removed from membership.