

IMPERIAL COUNTY
CHILDREN AND FAMILIES FIRST COMMISSION

BYLAWS

APPROVED DECEMBER 2, 1999

REVISED 01/11/01

As Adopted by

Imperial County
Children and Families First Commission
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BYLAWS
for the
IMPERIAL COUNTY
CHILDREN AND FAMILIES FIRST COMMISSION

ARTICLE I

Section I – Authority: The Imperial County Children and Families First Commission was established by the Board of Supervisors of the County of Imperial pursuant to provisions of the California Children and Families First Act of 1998, popularly known as Proposition 10 on the November 1998 State-wide Election Ballot (hereinafter, the “Act”), as contained in the California Health and Safety Code Section 130110. The Imperial County Children and Families First Commission (hereinafter the “Commission”) shall have the powers and duties herein provided in this Division.

ARTICLE II

Section I - Purpose and Intent: The purposes of the Imperial County Children and Families First Commission is to promote, support and improve the early development of children from the prenatal stage to five years of age. These purposes shall be accomplished through the establishment, institution and coordination of appropriate standards, resources, and integrated and comprehensive programs emphasizing community awareness, education, nurturing, child care, social services, health care and research.

It is the intent of the Commission herein to facilitate the creation and implementation of an integrated, comprehensive and collaborative system of information and services to enhance optimal early childhood development. This system will function as a network that promotes accessibility to all information and services from any entry point into the system. It is further the Commission’s intent to emphasize local decision-making to provide for greater flexibility in designing delivery systems and to eliminate duplicative administrative systems.

ARTICLE III

Section I – Powers and Duties: The powers and duties of the Commission shall include, but are not limited to, the following:

1. Establish community-based programs to provide parental education and family support services relevant to effective childhood development. These services shall include education, skills training, nurturance and avoidance to tobacco, drugs and alcohol during pregnancy. Emphasis will be on services not provided by existing programs and on the consolidation of existing programs and new services provided pursuant to this Division into an integrated system from the consumer’s perspective.

2. Educate the public, utilizing mass media on the importance and the benefits of nurturance, health care, family support and child care; and inform involved professionals and the general public about programs that focus on early childhood development.
3. Educate the public, utilizing mass media on the dangers caused by smoking and other tobacco use by pregnant women to themselves to infants and young children, and the dangers of secondhand smoke to all children.
4. Encourage pregnant women and parents of young children to quit smoking.

In administering the program of this Division, the Commission shall use outcome-based accountability to determine future expenditures. The Commission shall conduct at least one public hearing on its' proposed guidelines before they are adopted. The Commission shall, on at least an annual basis, periodically review its adopted guidelines and revise them as may be necessary or appropriate.

ARTICLE IV

Section I - Membership of Commission: The Board of Supervisors of the County of Imperial, pursuant to the Act, shall appoint the membership of the Commission. Said membership shall be recommended by the Commission, which will review all applications of candidates and recommend nominations for each vacant position. Such membership shall be appointed by a majority vote of members consisting of a quorum at an official Commission meeting. The nominations shall be voted upon during the first regularly scheduled meeting in July within the appropriate year of membership election. The Board of Supervisors herein determines that the Commission shall be comprised of nine members, categorized as follows:

1. one member of the County Board of Supervisors to be appointed annually by the Chairperson of the Imperial County Board of Supervisors;
2. the Imperial County Director of Public Health or his/her designee;
3. the Imperial County Social Services Director or his/her designee, and
4. six members who represent any of the following categories:
 - A. recipients of project services included in the County Strategic Plan;
 - B. educators specializing in early childhood development;
 - C. representatives of a local child care resource or referral agency or a local child care coordinating group;

- D. representatives of a local organization for prevention or early intervention for families at risk;
- E. representatives of community-based organizations that have the goal of promoting nurturing and early childhood development;
- F. representatives of local school districts; and
- G. representatives of local medical, pediatric or obstetric associations or societies.

Section II – Term: Initially, as designated by the Board of Supervisors, four members of the Commission shall serve two-year terms and four members of the Commission shall serve four-year terms. For this purpose, Commission members 2, 3, and two of 4 shall serve a four year term; four of 4 shall serve a two year term with said terms being voted upon by the Commission members. Thereafter, all such members shall serve four-year terms on a staggered basis. There shall be no limit on the number of terms that can be served (see **ADDENDUM B**).

Those members of the Commission who are public officers and serve on the Commission ex officio may have a deputy authorized by law attend Commission meetings when the appointed member is unable to attend. When such a deputy serves as a substitute for an appointed member at a meeting, he or she shall have the same member privileges as those of the member for whom he or she is substituting. Attendance of a deputy at a meeting shall not count as an absence for the appointed member. *Revised 01/11/01*

Section III – Compensation: Members of the Commission shall not be compensated for their services except that they shall be paid reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities, as authorized by the Commission.

Section IV – Vacancies: - A vacancy on the Commission shall occur automatically on the happening of any of the following events before the expiration of the term:

1. removal of the incumbent by a 2/3 majority vote of the Commission for inappropriate behavior;
2. death or resignation of the incumbent;
3. ceasing to be a representative from the various categories provided for hereinabove; and
4. if any member or his/her lawfully authorized deputy fails to attend three regularly scheduled meetings of the Commission in any twelve-month period. Special consideration may be given regarding attendance at Special Meetings. *Revised 01/11/01*

The Commission shall screen interested candidates for all vacancies (see **ADDENDUMS C and D**). The Chairperson of the Commission shall certify the happening of any vacating event and recommendation of candidates to fill said vacancies to the Board of Supervisors. The Board of Supervisors may waive any vacating event for any member of the Commission by majority vote of the Board of Supervisors.

The Board of Supervisors shall make interim appointments to fill unexpired terms in the event of vacancies occurring during the term of members of the Commission. The alternate may be selected to complete the member's term. The Commission shall make recommendations to the County Board of Supervisors for categorical appointments to fill vacancies. The successor shall fill the vacancy for the remainder of the term of the previous Commission appointee. The Board of Supervisors shall act within sixty (60) days to fill a vacancy.

ARTICLE V

Section I – Officers: A Commission Chairperson will be elected every two years by Commission members at the first regularly scheduled meeting in July of every odd-numbered fiscal year. The chairperson must possess a minimum of two years active participation in the Commission preceding election to the chair. The chairperson shall serve a term of two years and may serve consecutive terms. The chairperson shall preside over all regular meetings and may call special meetings, if necessary. Other possible responsibilities include annual reports to the Board of Supervisors, representing the Commission at public functions and appointing advisory committees as needed.

A Commission Vice-chairperson shall be elected every two years at the first regularly scheduled meeting in July of every odd-numbered fiscal year. The Vice-chairperson shall serve a term of two years and may serve consecutive terms. The Vice-chairperson shall assume the responsibilities of the Chairperson in her/his absence and any duties assigned by the Chairperson.

Section II – Committees: The Commission shall establish one or more advisory committees to provide technical and professional expertise and support for any purposes that would be beneficial in accomplishing the purposes of this Division. Each advisory committee shall meet and shall make recommendations and reports as deemed necessary or appropriate by the Commission. A member from the Commission shall be selected to chair each advisory committee.

Section III – Meetings: Regular meetings shall be convened monthly. Meeting dates, location and time will be established at the beginning of every fiscal year and may be changed as needed. Notice of meetings must be publicly posted fourteen calendar days prior to the meeting. Meeting notices shall be sent to members of the Commission at least one week prior to the meeting date.

Special meetings may be called by the Commission Chairperson at any time. Each member of the Commission shall be given adequate notice of such meetings.

Section IV – Quorum: A quorum for official business shall constitute five members of the Commission present for official business. When a quorum has been established, the Commission members may continue to conduct official business until adjournment notwithstanding the withdrawal of enough Commission members to maintain less than a quorum.

Section V – Public Access: All meetings of the Commission are subject to the rules and regulations in accordance with the Ralph M. Brown Act, Government Code Sec. 54950 (see **ADDENDUM E**).

Section VI – Voting Privileges: Each member of the Commission enacted by presence at an official meeting shall have one vote. The presiding officer of the Commission may only vote in the event of a “tie” vote. For official business, a majority vote of the quorum is needed to pass a motion.

Section VII – Parliamentary Procedure: All proceedings of the Commission as well as advisory committee(s) shall be conducted according to the rules contained in the most recent edition of Robert’s Rules of Order when said rules do not conflict with these bylaws and the Ralph M Brown Act.

ARTICLE VI

Section I – Administration: The Board of Supervisors of the County of Imperial shall establish a Local Children and Families First Trust Fund providing that no monies would be made available to the Commission nor expended to provide, sponsor, or facilitate any programs, services or projects for early childhood development until the Commission had first adopted an adequate and complete County Strategic Plan.

The Commission shall be charged with contracting a Coordinator who will develop a County Strategic Plan that meets all the requirements of this Division. The Commission shall develop a job description for the Coordinator who shall be responsible for implementation of Commission policies, management of all operations, professional and non-professional linkages and affiliations with other Families First Commissions (see **ADDENDUM F**). The Coordinator shall recommend to the Commission the hiring of support contractors and the funding of community-based programs meeting the standards of the County Strategic Plan. The Coordinator shall be responsible for the financial management systems and be the liaison between the State Commission, and the Local Commission and county agencies. Except as otherwise provided in the by-laws, neither the Commission members nor the officers shall individually interfere with the execution by the Coordinator of his/her powers and duties, or order, directly or indirectly, the appointment by the Coordinator or any person to any contract, or his/her removal therefrom.

Except for the purpose of inquiry, the Commission shall deal with administrative service under the jurisdiction of the Coordinator solely through the Coordinator. Neither the members nor officers of the Commission shall give orders to any subordinate of the Coordinator, either publicly or privately.

All monies raised pursuant to taxes imposed by the Act and deposited into the Local Children and Families First Trust Fund shall be appropriated and extended only for purposes expressed in the Act, and shall be utilized only to supplement existing levels of service and not to fund existing levels of service; no monies in the Trust Fund shall be used to supplant local General Fund money for any purpose.

All grants, gifts or bequests of money made to or for the benefit of the Commission from public or private sources to be used for early childhood development programs shall be deposited in the Local Children and Families First Trust Fund and expended for the specific purpose for which the grant, gift or bequest was made.

Section II – Liabilities: An individual shall perform the duties of a Commission member, including duties as a member of an advisory committee of the Commission upon which the member may serve, in good faith, in a manner such member believes to be in the best interest of the Commission and with such care, including reasonable inquiry as an ordinary prudent person in a like position would use under similar circumstances.

In performing the duties of a Commission member, the member shall be entitled to rely on information, opinions, reports or statements, including financial statements and financial data, in each case prepared or presented by:

1. one or more members or contractors of the Commission whom the member believes to be reliable and competent in the matters presented;
2. counsel, accountants or other persons as to matters which the Commission member believes to be within such person's professional or expert competence; and
3. a committee of the Commission in which the member does not serve, as to matters within its designated authority, which committee the member believes to merit confidence, so long as in any case the member acts in good faith, after reasonable inquiry when the need therefore is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

The Commission must carry liability insurance to cover actions of the members acting within the scope of their duties as Commission members. A person who performs the duties of a member in accordance with sub-divisions 1 and 2 shall have no liability based on any failure or alleged failure to discharge the person's obligations as a member.

Section III – Annual Audits and Reports: On or before October 15 of each year, the Commission shall conduct an audit of, and issue a written report on the implementation and performance of, the Commission's functions during the preceding fiscal year, including at a minimum, the manner in which funds were expended, the progress toward, and the achievement of, program goals and objectives and the measurement of specific outcomes through appropriate reliable indicators. The audits and reports shall be transmitted to the State Commission with the Local Commission making copies of its annual audits and reports available to members of the general public for review upon request.

The Commission shall conduct at least one public hearing prior to accepting any annual audit and report. The Commission shall also conduct at least one public hearing on each annual report of the State Commission transmitted to the Commission pursuant to Subdivision (b) of Section 130150 of the Act.

Section IV – Fiscal Controls: The appropriations of the Commission’s approved County Strategic Plan shall be reviewed by the Board of Supervisors prior to the Commission submitting said Plan to the State Commission.

The Imperial County Auditor-Controller shall establish accounting standards for any entity receiving funding under this Division and for all payments made pursuant to this Division.

The Imperial County Auditor-Controller shall have the authority to audit quarterly the expenditures of the Commission. These audits shall be separate from and in addition to any audits undertaken by the Commission itself and the reports thereof shall be filed with the Imperial County Board of Supervisors.

ARTICLE VII

Section I – Scope of Work: The primary goals of the Commission are to facilitate and update local priorities for an integrated, comprehensive and collaborative system of information and services to enhance optimal early childhood development, to prepare a County Strategic Plan that encompasses community-based programs to provide parental education and family support services based on outcome-based accountability standards, to provide emphasis on services not provided by existing programs but on the consolidation of existing and new services into an integrated system utilizing low/no cost methodologies from the consumer’s perspective.

Section II – Legislative Advocacy: Commission positions on legislation must be approved by a majority vote of Commission members present at a scheduled Commission meeting. If the Commission wishes to request a County position on a legislative item, the request shall be submitted to a sponsoring Supervisor. Positions taken by the Commission regarding legislation which have not been approved by the Board of Supervisors shall indicate they do not represent official County policy. The Commission may advise the public of its position on legislation.

Section III – Contracts: The Commission may, by majority resolution, authorize any officer or agent of the Division to enter into a contract in the name of and on behalf of the Division (see **ADDENDUM G**). Such authorization shall be in writing and may be general or confined to a specific instance. Unless so authorized, no officer, agency nor contractor shall have any power or authority to bind the Commission by any contract or engagement or to pledge its credit or to render it liable particularly for any purpose or in any amount.

Section IV – Official Representation: Unless otherwise designated by Commission action, no one except the Chairperson of the Commission or the Coordinator and/or designee shall officially represent the Division.

Section V – Payments: Except as otherwise specifically determined by resolution of the Commission, or as otherwise required by law, checks, drafts, orders for payment of money and other evidences of indebtedness of the Commission shall be signed by the Commission Coordinator and countersigned by an officer of the Commission.

ARTICLE VIII

Section I – Effective Date: These by-laws and amendments hereto shall become effective immediately on their adoption unless the Commission is adopting them as hereinafter provided that they are to become effective at a later day.

Section II – Amendment of Bylaws: These bylaws may be amended or repealed and new bylaws adopted by a vote of a majority of the members of the Commission at any regular or special meeting. Written notice of any proposed amendments must be sent to Commission members at least fourteen days prior to the meeting at which time the proposed amendments will be voted upon.

ADDENDUM A

IMPERIAL COUNTY CHILDREN AND FAMILIES FIRST COMMISSION

MISSION STATEMENT

Current research in brain development very clearly indicates that the emotional, physical and intellectual environment that a child is exposed to in the earliest years of life has a profound impact on how the brain is organized. The experiences a child has with respect to parents and caregivers significantly influences how a child will function in school and later in life.

The California Children and Families First Act is designated to provide, on a community-by-community basis, all children prenatal to five years of age with a comprehensive, integrated system of early childhood development services. Through the integration of health care, quality child care, parent education and effective intervention programs for families at risk, children and their parents and caregivers will be provided with the tools necessary to foster secure, healthy and loving attachments. These attachments will lay the emotional, physical and intellectual foundation for every child to enter school ready to learn and develop the potential to become productive, well-adjusted members of society.

VISION STATEMENT

All California children will thrive in supportive, nurturing and loving environments, enter school healthy and ready to learn, and become productive, well-adjusted members of society.

ADDENDUM B

**IMPERIAL COUNTY
CHILDREN AND FAMILIES FIRST COMMISSION**

INITIAL TERMS OF OFFICE FOR COMMISSION MEMBERS

Initially, as designated by the Board of Supervisors, four members of the Commission shall serve two-year terms and four members of the Commission shall serve four-year terms. For these purposes, the following is representative of the proposed terms of office for Commission members:

One-Year Term of Office:

A member of the County Board of Supervisors to be appointed annually by the Chairperson of the Imperial County Board of Supervisors.

Four-Year Terms of Office:

Imperial County Director of Public Health or his/her designee;
Imperial County Social Services Director or his/her designee;
Two members who represent the following categories:
 Imperial County Office of Education;
 Pediatric/Obstetrics Association.

Two-Year Terms of Office:

Four members who represent the remaining categories:
 Imperial County Probation Office;
 Imperial County Tobacco Coalition;
 Clinicas De Salud Del Pueblo, Inc.;
 Child Abuse Council.

Thereafter, all such members shall serve four-year terms on a staggered basis. There shall be no limit on the number of terms that can be served.

Each member of the Commission may designate an alternate during their tenure to attend Commission meetings in their absence. The alternate must be designated in writing in advance of the meeting and have the authority to speak on behalf of the organization that he/she has been designated to represent. The alternate in these instances would be considered a member that would benefit from member privileges such as compensation and liability insurance coverage.

IMPERIAL COUNTY CHILDREN AND FAMILIES FIRST COMMISSION
940 MAIN STREET, ROOM 16, EL CENTRO, CA 92243

APPLICATION FOR COMMISSION MEMBERSHIP

Name of Applicant: _____

Organization represented (if any): _____

Business Address: _____

Business Phone #: _____

Title: _____

Home Address: _____

Home Phone #: _____

Brief Résumé: _____

Other Qualifications: _____

Have you ever been involved in community service work? _____ If you answered, "YES", for how long? _____

What has been your greatest achievement in this area? _____

Can you actively participate as a Commission Member? _____ Would you be able to attend one meeting per month (meetings of the Commission are usually scheduled at 10:00 A.M.)? _____

What specific area of expertise/knowledge do you possess? _____

_____ Date

Please Attach a Current Resume

_____ Signature of Applicant

ADDENDUM D

**IMPERIAL COUNTY CHILDREN AND FAMILIES FIRST COMMISSION
COMMISSION MEMBER POSITION DESCRIPTION**

TITLE: COMMISSION MEMBER

DEPARTMENT: IMPERIAL COUNTY COMMISSION

DUTIES/RESPONSIBILITIES:

The duties and responsibilities of individual Commission Members include:

- a. To place the interests of the Commission above any personal or other business interest;
- b. To maintain the confidentiality of Commission information;
- c. To chair advisory committee meetings as needed based on expertise;
- d. To attend Commission meetings regularly;
- e. To review information provided to the Commission;
- f. To exercise reasonable business judgment in the conduct of Commission business;
- g. To participate actively in Commission issues by critiquing reports and providing innovative resolutions to local problems.

Members shall serve without compensation, although reasonable expenses associated with official business of the Commission shall be reimbursed. Such expenses shall include reasonable per diem and reimbursement of reasonable expenses for attending meetings and discharging other official responsibilities as authorized by the Commission.

REQUIRED KNOWLEDGE AND SKILLS OF INDIVIDUAL COMMISSION MEMBERS:

Must possess the ability to read and understand standard financial statements. Understanding of the concept and operation of the Children and Families First Commission. Familiarity of local needs pertaining to children 0-5 years of age preferred.

TRAINING AND/OR EXPERIENCE:

Must possess training and/or experience in one or more of the following areas:

- a. Public Health Care;
- b. Social Services;
- c. Recipients of project services included in the County Strategic Plan;
- d. Educators specializing in early childhood development;
- e. Local child care resources or referral agency or a local child care coordinating group;
- f. Prevention or early intervention for families at risk;
- g. Community-based organizations that have the goal of promoting nurturing and early childhood development;
- h. Local school districts;
- i. Local medical, pediatric or obstetric associations or societies.

Must also have the ability to work with others on the Commission and local community based programs.

**REQUIREMENTS
OF THE
RALPH M. BROWN ACT**

The following is a list of key elements of the Ralph M. Brown Act. This list is for use by members of the Imperial County Children and Families First Commission. It is not intended to be all-inclusive nor to supersede the existing language in the California Code of Regulations.

- Meeting notices shall be mailed at least one week prior to meeting date to any person who filed a written request. This notice need not include an agenda.
- An agenda, containing a brief general description of each matter to be considered, must be posted at least 72 hours prior to the meeting. No action or discussion may be taken on any matter not listed on the posted agenda except in case of emergency or where the need for immediate action came to the Program's attention after the agenda was posted.
- If a special meeting is required, a notice must be mailed at least 24 hours prior to the meeting to each member of the Commission. This notice must also be posted 24 hours prior to the meeting. This notice must contain an agenda, including a brief general description of each matter to be considered.
- Closed sessions may be held in regular or special meetings to consider pending litigation. The items to be considered in closed session must be described in the agenda. If final action is taken in the closed session, the Commission generally must report the action taken in open session upon the conclusion of the closed session.
- The public may comment on agenda items before or during consideration by the Commission. Time must be set-aside for the public to comment on any other matters under the Commission's jurisdiction.
- The public may not be asked to register or identify themselves or to pay fees in order to attend public meetings.
- Any materials provided to the Commission, which are not exempt from disclosure under the Public Records Act, must be provided, upon request, to members of the public.

ADDENDUM F

JOB DESCRIPTION

TITLE: COORDINATOR

BASIC FUNCTION:

Under the direction of the Families First Commission, the Coordinator shall perform a variety of administrative duties for the Commission and oversee the Commission activities to assure programmatic efficiency. The Coordinator must develop a Local Strategic Plan, which consists of goals and objectives to be attained. They should also, identify the proposed programs, services and projects the fund will be used to support. Additionally, the Coordinator will develop measurement tools to measure results of the programs, services and projects utilizing appropriate and reliable indicators. The Coordinator will determine how the programs relating to Early Childhood Development within the County will be easily integrated into an accessible and consumer-oriented system.

REPRESENTATIVE DUTIES:

- The Coordinator will be a contract employee who will have primary responsibility for the public liaison and coordination of the countywide public input process to develop the Children and Families First Local Strategic Plan.
- Coordinate the Commission and the Community Stakeholders in developing the Local Strategic Plan.
- Develop policies, procedures and implementation plans once the Local Strategic Plan is developed.
- Conduct studies, grant/contract writing, review and management of the proposal process.
- Supervise all contracted support staff and oversee the administration of special projects.
- Communicate with other County Commission and State Commission personnel as needed to coordinate activities and exchange information.
- Develop the annual Commission budget.
- Ensure budgetary expenditures are within the designated line item budgetary categories.
- Prepare proposal requests to supplement Local Commission funding.
- Attend Commission meetings and prepare applicable Commission packets for said meetings; recommend and review Commission procedures and interpret policies as needed.
- Operate a motor vehicle to attend related meetings.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Early Childhood Development programs and operations.

ADDENDUM F CONT'D.

- Federal, State and Local regulatory codes.
- Public relations, strategic planning, budgeting and effective management methods.
- Skills and abilities in complex analytical problem solving.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills utilizing tact, patience and courtesy.

ABILITY TO:

- Develop a consensus among large groups.
- Make public presentation, prepare written reports, prepare executive level reports, write appropriate correspondence and provide adequate supervision.
- Establish and revise office priorities; time manage to complete tasks and deadlines within appropriate time frames.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.
- Compile and verify data and prepare reports.

EDUCATION AND EXPERIENCE

Qualified candidates should possess a Master's Degree from an accredited college or university in business administration, Early Childhood Development, public administration, social work, health services work, nursing or closely related field, and ideally three years experience managing Health and Social Services programs in a public (Federal, State or County) setting. Additional applicable work experience shall suffice for the Master's Degree requirement. Verbal and written fluency in Spanish preferred but not necessary.

LICENSES AND OTHER REQUIREMENTS:

This particular position in this classification requires possession of a valid California driver's license and use of a personal vehicle.

WORKING CONDITIONS:

Office environment; employees are required to drive a vehicle to conduct work. Physical abilities required include sitting and standing for extended periods of time, dexterity of hands and fingers to operate a computer keyboard and office equipment, climbing stairs, pulling, pushing and reaching to maintain files, bending at the waist and hearing and speaking to communicate and provide information to others, seeing to read and review documents, lifting objects weighing up to 30 pounds.

Contractor may be exposed to dissatisfied or abusive individuals.

ADDENDUM G

**IMPERIAL COUNTY
CHILDREN AND FAMILIES FIRST COMMISSION**

**Sample Resolution to Establish Signatures on Commission Trust Fund
CR No. 1 – CY 1999**

At a meeting held by the Imperial County Children and Families First Commission, established by the Board of Supervisors of the County of Imperial pursuant to provisions of the California Children and Families First Act of 1998, popularly known as Proposition 10 on the November 1998 State-wide Election Ballot, as contained in the California Health and Safety Code Section 130110, the following was adopted:

Whereas: the Imperial County Children and Families First Commission, has one deposit trust fund account upon which such terms as may be agreed upon by the financial institution and the Chairperson of the Commission are authorized to establish such a trust fund account.

THEREFORE BE IT RESOLVED: that

_____, Yvonne Smith, Chairperson

_____, _____, Vice-Chairperson

_____, Johnathan S. McDannell, Coordinator

of this Commission are authorized to draw checks on said account, signed as provided herein with signatures certified to the financial institution by the Chairperson of this organization. The financial institution is authorized to honor and pay all checks so signed, including those drawn to the order of any officer or other person authorized to sign them in accordance to the Financial Institution-Depositor Agreement which calls for countersignature of checks by an Administrator and a Commission Officer as indicated by number.

I, Yvonne Smith, Chairperson of the Imperial County Children and Families First Commission, do hereby certify that the aforementioned is a true and correct copy of a resolution passed by the Commission members at which a quorum was present, duly called and held on date.

IN WITNESS WHEREOF: I have hereunto set my hand and for said Commission this

_____.

Yvonne Smith, Chairperson
Imperial County Children and
Families First Commission