



MINUTES
April 11, 2013

1. **Call to Order**

This meeting of the Imperial County Children and Families First Commission was called to order at 1:18 p.m. by Mrs. Sigmond, Commission Chair. The meeting was held at Conference Room C/D of the County Administration Building which is located at 940 W. Main Street in El Centro, California.

2. **Roll Call**

Commissioners Present

Yurii Camacho
Barbara Deol
Robin Hodgkin
Chief Miguel Colon, Jr.
Joong Kim (arrived after roll-call)
Peggy Price
Karla Sigmond

Commissioners Absent

Supervisor Ray Castillo
Becky Green

3. **Public Comment**

No public comment was noted at this time.

4. **Consent Calendar Items**

Commissioners considered approval of the consent calendar agenda items for the meeting of April 11, 2013. Commissioner Deol moved to approve the consent calendar items as presented; the motion was seconded by Commissioner Hodgkin and it was approved by a unanimous vote of the members present.

5. **Administrative Report provided by Julio C. Rodriguez, Commission Director**

5a. **General Request For Proposal (RFP) 2013-2015 Review of Applicants:** Mr. Rodriguez explained that first and foremost Commissioners would need to disclose any conflicts of interest pertaining to the agencies (18) applying for RFP funds. Mr. Grillot, attorney for the Commission, explained that the conflict of interest policy applied to Commissioners; if a Commissioner feels that he/she will gain from this decision or if he/she has a financial interest then he/she must recuse himself/herself from making a decision, and that the Commissioner with the conflict of interest physically leave the room when discussing a proposal to which he/she has a conflict of interest. In reference to a letter of support by a Commissioner which is included in an RFP application, Mr. Grillot noted that it is not considered a conflict of interest due to its scale of work referenced and the remoteness of the direction (non-financial).

Commissioners proceeded to establish conflicts of interest with regard to the agencies submitting applications under the General Request For Proposal FY 2013-2015.

No.	Organization	Declared Conflict of Interest
1.	Brawley Public Library - LAMBS	None
2.	Brawley Public Library – LEARN	None
3.	Burn Institute	None
4.	CASA of Imperial County	Price (possible, but will check)
5.	El Centro Elementary School District	Sigmond
6.	El Centro Regional Medical Center – ASTHMA	None

7.	El Centro Regional Medical Center – BRIDGES	None
8.	Family Treehouse	None
9.	Imperial County Child Abuse Prevention Council	None
10.	Imperial County Office of Education	None
11.	Imperial County Public Health	Hodgkin
12.	Imperial Valley Community College	Sigmond
13.	Imperial Valley Regional Occupational Program	None
14.	March of Dimes Foundation	Deol
15.	Motiva Associates	None
16.	Neighborhood House of Calexico	None
17.	Pioneers Memorial Healthcare District	Deol
18.	Riverside County Office of Education	None
19.	SDSU Exceptional Family Resource Center	None
20.	WomanHaven, Center for Family Solutions	None

Upon establishing conflicts of interest, Mr. Rodriguez proceeded to discuss two points regarding the applications. First he mentioned that an applicant arrived four minutes late for delivery of their application, although the Imperial County Purchasing Department did not accept the application this issue may resurface during the protest/appeal process. Secondly, one of the applicants did not submit the required copies needed as per the application guidelines, only the original was submitted. The County Purchasing Department accepted the application as they had no way of knowing that the additional required copies were not included. Discussion ensued regarding how the Commission should treat applications that are non-compliant due to technical issues, and how to respond to an application that is non-compliant. Commissioner Hodgkin advised that if the application does not meet the required criteria it should not be considered; however, she feels that the rules/policy should be stricter and clear. It was the general consensus of the Commission to further review this issue prior to releasing the next RFP cycle, establishing clearer rules and policy for non-compliance. For now, Commission should follow the same practice as has been followed in the past.

According to the RFP timeline, Mr. Rodriguez advised that Commissioners will be meeting on Thursday, May 23rd to finalize RFP applications and make a determination on the Notice of Intent to Make an Award for RFP funding on that day. Announcements will be posted on the following day, and letters of award will be sent.

- 5b. **Community Development Mini-Grant Step Two Review of Applicants:** In reference to the mini-grant applications, Mr. Rodriguez reminded Commissioners of their declared conflicts of interest and then proceeded to explain that of the ten applicants who were invited to submit a mini-grant only six actually submitted their applications. The applications met the deadline rules established under Step 2 of the Community Development Mini-Grant criteria. Mr. Rodriguez reminded Commissioners that these applications would not be evaluated by consultants, rather Commissioners will need to make a determination of funding at the next scheduled meeting. Mr. Rodriguez advised that he will be providing a summary of the mini-grants received and forward these to Commissioners within the next few weeks. Final award of the Community Development Mini-grants will be made on May 23rd and posted on May 24th.
- 5c. **Request for Scope of Work Change ECESD FACT Center EIP Project:** At this time, Commissioner Sigmond stepped out of the Conference Room and Commissioner Deol took the Chair. Janice Lau, Director of Special Education and Student Support Services, is seeking approval for a scope of work change for family therapy services. The Project is asking to increase the number of family therapy sessions with the contract established with the Licensed Clinical Social Worker to 35 more sessions. There is no request for a budget increase, rather just a line item reclassification. A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Colon approving the Scope of Work change requested by the El Centro Elementary School District FACT Center EIP Project. No further discussion was noted and the motion passed with 6 in favor (1-abstain).
- 5d. **Clinicas de Salud del Pueblo Request for Budget Revision:** Irma Martinez, WIC Program Director, submitted a written request on behalf of the mini-grant submitted by the Clinicas de Salud del Pueblo for the *How to Raise*

Emotionally Healthy Children Project. The Project is requesting approval to amend the approved budget for the Project for fiscal year 2012-2013 under the following line-item categories: Salary and Fringe, Operating Expenses, Travel and Training and Other Expenses. The rationale for the request is based on the need to address WIC staff time that "was originally intended to provide the 'Raising Project' workshops at each WIC site." The changes reflect adjustments to salaries for WIC administrative staff that were originally not included as part of the budget. Mr. Rodriguez is making a recommendation not to approve based on the fact that the services are being diverted from what the mini-grant application was originally approved for, and also because the Project intends to use the funds to pay administrative expenses which is a funding restriction under the mini-grant criteria. Commissioner Hodgkin questioned the rationale for the change and feels that the request was written badly on behalf of the Project, she feels further clarification should be sought to ascertain if indeed the request is valid. A motion was made by Commissioner Hodgkin to 1) deny the request; 2) to seek clarification from the Project; if the request was written in error seeking to reclassify the funds from the facilitator to administrative costs that the Project be given the opportunity to correct and re-send the changes; and 3) given the timeliness, that the Director be given the authorization to approve the amended changes. The motion was seconded by Commissioner Deol, no further comments were made and the motion passed with all voting in favor.

5e. **Request to Approve First 5 California Annual Report 2011-2012:** A copy of the First 5 California Annual Report for FY 2011-2012 was enclosed as a separate attachment with the packet. Mr. Rodriguez explained that as a requirement of the Children and Families Act of 1998 all County Commissions are required to approve of the Annual Report and/or make recommendations for changes to the report. A motion approving the First 5 California Annual Report for FY 2011-2012 was made by Commissioner Deol and it was seconded by Commissioner Colon. No further discussion or public comment was noted and the motion passed with all in favor.

5f. **Second Quarter Progress Report:** Enclosed with the packet was the Funded Program Status Report for the 2nd Quarter 2012-2013 prepared by the Commission Director. Mr. Rodriguez explained that all 12 major grantees and 7 mini-grant projects submitted information regarding second quarter activities and services provided. Through the end of the 2nd quarter, major grants have expensed 44% of their budgets and mini-grants have expensed 18% of their budgets; 10,453 children, parents and providers were served during this period. Aggregate activities for all funded projects indicate that children 0-5, their families and/or caregivers received services under at least one of the following Commission goals: Improved Family Functioning, Improved Child Development, Improved Child Health, or Improved Systems.

5g. **Commission Updates:**

- ✓ Our County Commission, and other Commissions participating in the PEDS database system will be cut off from the PEDS database system on June 15, 2013; the original cut-off date was set for June 30, 2013. Notices will be sent to our local grantees advising them to enter all data by no later than June 10th.
- ✓ First 5 California released an RFA for the CARES Plus Program; they are requiring a 2 to 1 match and expect local Commissions to carry administrative costs. Mr. Rodriguez is recommending that our Commission not seek funds through this RFA.

6. **Commissioner Comments**

No Commissioner comments were noted at this time.

7. **Closed Session: Anticipated Litigation-Conference with Legal Counsel Pursuant to Government Code Section 54956.9(b)(1) Upon Advice of Legal Counsel (Case 1)**

A motion was made by Commissioner Colon and it was seconded by Commissioner Hodgkin to convene to closed session, motion passed with all in favor.

Upon convening to Regular Session, the Chairperson announced that no action was taken during closed session.

8. **Adjournment**

Commissioner Colon moved to adjourn the meeting, seconded by Commissioner Deol and approved by a unanimous vote of the members present. Meeting adjourned at 2:35 pm. Next meeting is scheduled for 1:15 pm on May 23, 2013.