



MINUTES February 7, 2013

1. Call to Order

This meeting of the Imperial County Children and Families First Commission was called to order at 1:16 p.m. by Mrs. Sigmond, Commission Chair. The meeting was held at McKinley Elementary School located at 1177 North 8th Street in El Centro, California.

2. Roll Call

Commissioners Present

Supervisor Ray Castillo
Becky Green
Robin Hodgkin
Chief Miguel Colon, Jr.
Joong Kim
James Semmes
Karla Sigmond

Commissioners Absent

Yurii Camacho
Barbara Deol

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 February 7, 2013. Commissioner Hodgkin moved to approve the consent calendar items as presented; the motion was seconded by Commissioner Castillo and it was approved by a unanimous vote of the members present.

5. Report from the Strategic Planning Advisory Committee

Mr. Rodriguez reported that the Strategic Planning ad hoc Advisory Committee met on two occasions for the purpose of reviewing the Commission's Strategic Plan as per the request of the Commission. The Committee made a thorough review of each goal; discussed the issue of making changes to the plan which may affect current and/or future funding processes. The following recommendations were made:

- 1) Not to make any major changes at this time, except to update data.
- 2) To move forward with the current Request For Proposal FY 2013-15 funding cycle.
- 3) Commission may want to facilitate some collaborative process with grantees either through a new hire, by way of a new contract, or as may be best determined.
- 4) Commission will want to look at forthcoming funding trends more thoroughly, identify priorities, identify specific initiatives, and look at areas where Commission can make long-term impacts.

The recommendation being made by the Strategic Planning ad hoc Advisory Committee is to move forward with this RFP funding cycle and look at other priorities starting next year. Clarification was made as to the procedure as it refers to making changes/recommendations to the Strategic Plan.

6. Administrative Report provided by Julio C. Rodriguez, Director

6a. Community Development Mini-Grant Statement of Interest to Apply Review: 16 Letters of Interest to Apply were received in response to the Community Development Mini-Grant FY 2013-2014. Commissioners proceeded to establish conflicts of interest with regard to the agencies submitting letters.

No.	Organization	Declared Conflict of Interest
1.	American Red Cross of San Diego/Imperial	None
2.	Burn Institute	None
3.	Brawley Public Library – LAMBS project	None
4.	Clinicas de Salud del Pueblo	None
5.	Court Appointed Special Advocates (CASA) of Imperial Co.	None
6.	Exceptional Family Resource Center SDSU	None
7.	Imperial County CAP Council	None
8.	Imperial County Breastfeeding Coalition	R.Hodgkin
9.	Imperial County Free Library	R.Castillo
10.	Imperial County Office of Education	B.Green
11.	Imperial Valley Regional Occupational Program	None
12.	Listen With Your Heart	None
13.	Meadows Union Elementary School	None
14.	Ronald McDonald House of Charities of San Diego	None
15.	Together for Children State Preschool	K.Sigmond
16.	Women of Virtue Empowerment Network	None

Upon establishing conflict disclosures, Commissioners individually reviewed the Letters of Interest to Apply (16) and proceeded to narrow down the selection of Projects that will be invited to submit a Mini-Grant proposal. Commissioners agreed not to consider projects that fell outside the Strategic Plan’s funding priorities such as emergency preparedness, shelter assistance, as well as funding playground equipment/improvements.

Due to the fact that the proposed project is not a priority defined under the Strategic Plan, a motion was made by Commissioner Semmes and it was seconded by Commissioner Hodgkin not to invite the American Red Cross under Step 2 of the mini-grant process. Noting no further discussion, the motion passed with all in favor.

Due to the fact that the proposed project is not a priority defined under the Strategic Plan, a motion was made by Commissioner Hodgkin and it was seconded by Commissioner Green not to invite the Ronald McDonald House of Charities under Step 2 of the mini-grant process. Noting no further discussion, the motion passed with all in favor.

Due to the fact that the Commission is not funding playground equipment through mini-grant funds, a motion was made by Commissioner Green and it was seconded by Commissioner Castillo not to invite the Together for Children State Preschool under Step 2 of the mini-grant process. Commissioner Hodgkin stated that the playground equipment was in support of physical activity. The motion passed with 5 in favor; 1 against (R.Hodgkin), 1 abstain (K.Sigmond).

Due to the fact that the proposed project is not a priority defined under the Strategic Plan, a motion was made by Commissioner Colon and it was seconded by Commissioner Green not to invite the Women of Virtue Empowerment Network under Step 2 of the mini-grant process. Noting no further discussion, the motion passed with all in favor.

Commissioner Kim advised that he'd rather invite as many projects as possible rather than disqualifying at this time thus allowing more flexibility in numbers when it comes to selecting the mini-grants. He also stated that many of these same agencies will be applying for a major grant as well.

Commissioner Hodgkin stated that at this point they had no way of knowing whether these projects would be submitting a major grant; she also felt that they should not invite too many mini-grant projects thus avoiding extra work for the projects. Mr. Rodriguez further advised that there is no limit to the type of applications that can be submitted. It was the general consensus of the Commission to invite a minimum of 10 projects.

A motion was made by Commissioner Semmes and it was seconded by Commissioner Hodgkin inviting the Burn Institute to submit an application under Step 2 of the mini-grant process. The motion passed with 6 in favor and 1 against (M.Colon).

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Kim inviting the Brawley Public Library to submit an application under Step 2 of the mini-grant process. Commissioner Green noted that this project is already funded by a major grant and that the purchase of the books would only be duplicative services. The motion did not pass noting 2 in favor (J.Kim & R.Hodgkin) and 5 against.

A motion was made by Commissioner Semmes and it was seconded by Commissioner Green inviting the Clinicas de Salud to submit an application under Step 2 of the mini-grant process. Noting no further discussion the motion passed with all in favor.

A motion was made by Commissioner Green and it was seconded by Commissioner Semmes inviting the Court Appointed Special Advocates to submit an application under Step 2 of the mini-grant process. Commissioner Colon stated that this project should probably seek funding support from the Quechan Tribe since they will be surveying the children in that area. Commissioner Castillo stated that he'd like to invite this project because it is an underserved population. The motion passed with all in favor.

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Kim inviting the SDSU Exceptional Family Resource Center to submit an application under Step 2 of the mini-grant process. The motion did not pass noting 2 in favor (J.Kim and R.Hodgkin) and 5 against.

A motion was made by Commissioner Semmes and it was seconded by Commissioner Green inviting the Imperial County CAP Council to submit an application under Step 2 of the mini-grant process. Noting no further discussion the motion passed with all in favor.

Imperial County Breastfeeding Coalition: A motion was made by Commissioner Colon and it was seconded by Commissioner Green inviting the Imperial County Breastfeeding Coalition to submit an application under Step 2 of the mini-grant process. Noting no further discussion the motion passed with 1 abstention (R.Hodgkin).

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Semmes inviting the Imperial County Free Library to submit an application under Step 2 of the mini-grant process. Noting no further discussion the motion passed with 1 abstention (R.Castillo).

A motion was made by Commissioner Semmes and it was seconded by Commissioner Hodgkin inviting the Imperial County Office of Education to submit an application under Step 2 of the mini-grant process. Noting no further discussion the motion passed with 1 against (M.Colon) and 1 abstention (R.Green).

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Kim inviting the Imperial Valley Regional Occupational Program to submit an application under Step 2 of the mini-grant process. Noting no further discussion the motion passed with all in favor.

A motion was made by Commissioner Colon and it was seconded by Commissioner Semmes inviting the Listen With Your Heart organization to submit an application under Step 2 of the mini-grant process. Noting no further discussion the motion passed with all in favor.

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Kim inviting the Meadows Union Elementary School to submit an application under Step 2 of the mini-grant process. Noting no further discussion the motion passed with all 1 against (M.Colon).

- 6b. **Request to Approve Strategic Plan 2013:** Mr. Rodriguez explained that all County Commissions are required, under the California Children and Families Act of 1998, to develop a Strategic Plan as a process to identify local needs. This document will be used to guide the funding process for prospective applicants under the FY 2013-2015 funding cycle. The plan was updated and is being presented to the Commission for approval. A motion was made by Commissioner Semmes and it was seconded by Commissioner Hodgkin approving the updates to the Strategic Plan 2013. No further discussion was noted and the motion passed with all in favor.
- 6c. **Request to Approve Request For Proposal Guidelines 2013-2015:** Mr. Rodriguez advised that no changes other than date changes were made to the proposed RFP Guidelines FY 2013-2015 from the previous cycle. Mr. Rodriguez asked Commissioners to consider whether they wished to increase the 1.9 million designated for this funding being that AB99 did not pass and some fund reserves could be made available for this RFP cycle. Commissioner Green recommended that they reserve some of those funds for future mini-grants. Commissioner Semmes did not think that tapping into the reserves at this time would be a good idea and he proposed that the Commission utilize the funding for special initiatives that may arise once the Strategic Plan is revisited. A motion to approve the Request For Proposal Guidelines FY 2013-2015 and not to increase the amount was made by Commissioner Semmes and seconded by Commissioner Hodgkin. No further discussion was noted and the motion passed with all in favor.
- 6d. **Request to Approve RFP Evaluator Contracts:** Mr. Rodriguez summarized the Agreement for Services he is proposing to utilize with the RFP Evaluators and further explained that between 6 to 8 consultants will be contracted for these services, which primarily depends on the number of proposals the Commission receives; the consultants recruited to do this work do not reside within the county. They will probably spend between three to four hours reading and scoring the RFP proposals at a reimbursement rate of \$60.00 per hour. A motion was made by Commissioner Hodgkin to approve the proposed Agreement for Special Services to be utilized for the contract services of evaluation consultants; the motion was seconded by Commissioner Semmes. No further discussion was noted and the motion passed with all in favor.

- 6e. **Listen With Your Heart Project Request for Budget Revision:** Ms. Acosta, Director for the Listen With Your Heart Project, is seeking approval to transfer funds from the Salary and Fringe category to the Travel and Training category in the amount of \$7,000.00. Ms. Acosta is proposing to cover travel expenses for five families attending the international summer program offered annually at the John Tracy Clinic in Los Angeles – which is a program that supports specific family learning strategies designed for families with children that have hearing loss, auditory-verbal techniques, language development, and emotional and educational support services. A motion approving the transfer request was made by Commissioner Green and it was seconded by Commissioner Hodgkin. No further discussion was noted and the motion passed with all in favor.

At this point, Commissioners talked about giving the Director the authority to approve similar requests made from grantees for budget revisions that will include an oversight provision. The matter should be proposed for a future agenda item.

- 6f. **Request to Approve Changes to the Commission's Data Collection Process:** Mr. Rodriguez explained that as of June 30, 2013, those County Commissions that are utilizing the Proposition 10 Evaluation Database (PEDS) will need to incorporate other tools for their data collection. The First 5 California Commission announced that they will no longer be sustaining this database which was a free software program, which further included technical support. Some of the options available are to either invest approximately \$50K to \$70K into a consortia which would continue to sustain the PEDS database; to altogether seek a new software developer for the database or to internally develop a tool collection system. Mr. Rodriguez is recommending for the Commission to internally develop a system for collecting information from funded projects either by using Excel or Access Database software, noting that this system could be tailored specifically to meet the data collection needs for grantees at the local level, it will be cost effective and still collect the information necessary for the annual report. A motion was made by Commissioner Semmes and seconded by Commissioner Hodgkin opting out of the consortia and authorizing the Director to develop an internal data collection system. Mr. Rodriguez further requested approval to authorize an increase of hours for the Data Analyst who will be the person assigned to providing support to the grantees; this individual currently works on a part-time basis. If the Commission approves the request, a budget appropriation will also need to be made in order to accommodate the changes. The motion was approved with all in favor.

6g. **Commission Updates:**

- ✓ Our legal counsel is currently working on the Auditor's recommendation to check staff contracts for compliance. It is anticipated that Mr. Grillot will present his findings at the next scheduled meeting.
- ✓ The Professional Advancement for Childcare Educators Stipend (PACES) program was launched on January 17th. 100 applications were made available that day, 83 were handed out. Priority was given to the individuals participating in the Child Signature Program; applications were handed out to all individuals who showed up that day.

7. **Commissioner Comments**

Commissioner Semmes announced that this will be his last meeting as representative from the Department of Social Services and that effective tomorrow Ms. Peggy Price will be heading the department. Commissioner Semmes' resignation was accepted and Commissioners expressed their gratitude for his tenure with the Commission.

Commissioner Kim is recommending that the Commission should increase their efforts in keeping the community informed of activities and/or decisions that the Commission is making; he advises email announcements should keep them informed. Mr. Rodriguez added that changes to the Commission's website are currently being made.

Commissioner Green is asking the Commission to move forward on getting the funders together for a roundtable discussion. Mr. Rodriguez advised that this collaboration can be worked out for the next funding cycle due to the timeliness of the release of the Request For Proposal.

8. Adjournment

Commissioner Semmes moved to adjourn the meeting, seconded by Commissioner Hodgkin and approved by a unanimous vote of the members present. Meeting adjourned at 2:44 pm.