



MINUTES
June 6, 2013

1. **Call to Order**

This meeting of the Imperial County Children and Families First Commission was called to order at 1:20 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

Karla Sigmond
Barbara Deol
Robin Hodgkin
Supervisor Ray Castillo
Joong Kim
Peggy Price

Commissioners Absent

Chief Miguel Colon, Jr.
Becky Green
Yurii Camacho

3. **Public Comment**

Ms. Wendy Prewett, Project Nenes (HIPPY) Coordinator, thanked the Commission for their continued support and proceeded to invite the Commissioners to the 2013 HIPPY Graduation celebration which is to be held on June 20, 2013 at the Kennedy Middle School Multipurpose Room in El Centro.

Ms. Lori Riggs, Early Care and Education Planning Council Coordinator, recognized Elizabeth Zumaya's (Child Signature Program Early Learning Specialist) participation in the consortia and indicated that Ms. Zumaya will be presenting at the ECE Conference which will be held in March 2014.

4. **Consent Calendar Items**

Commissioners considered approval of the consent calendar agenda items for the meeting of June 6, 2013. Commissioner Deol moved to approve the consent calendar items as presented. The motion was seconded by Commissioner Hodgkin, and having noted no further discussion, it was approved by a unanimous vote of the members present.

5. **Protest/Appeals Hearing for RFP for General Grant FY 2013-2015**

Mr. Rodriguez, Commission Director, indicated that no protests/appeals were received in reference to the RFP for General Grant. As such, Commissioners continued to make final determination of the RFP awards.

6. **Request For Proposals for General Grant FY 2013-2015 Award Announcement**

In reference to the Request For Proposals for a General Grant for Fiscal Year 2013-2015, a motion was made by Commissioner Deol to move on with the recommendation to make final awards as noted on the "Notice of Intent to Make Award" and based on negotiations with authority given to the Commission Director. The motion was seconded by

Commissioner Hodgkin, and having noted no further discussion, it was approved by a unanimous vote of the members present.

The following award announcement was made:

Agency	Project Title	Award Amount
Brawley Public Library, City of Brawley	Literacy And Mobile Book Services (LAMBS)	193,920
Burn Institute of San Diego/Imperial Co.	Safe Families Initiative	30,487
CASA of Imperial County	Safe, Healthy, Educational & Nurturing Environment (SHEANE)	82,296
El Centro Elementary School District	FACT Early Intervention Program	127,829
El Centro Regional Medical Center	Child Asthma & Wellness Program	145,456
El Centro Regional Medical Center	Bridges for Newborns	67,196
Family Treehouse	Part E for Everyone	203,264
Imperial County Public Health Dept.	First Five: Healthy Children/Lives	211,630
Imperial Valley Regional Occupational Program	Project Nenes (HIPPY)	180,894
March of Dimes Foundation	Healthy Babies/Communities	124,547
Neighborhood House of Calexico	Children's Literacy	147,369
Pioneers Memorial Healthcare District	Journey Towards Baby Friendly	103,131
San Diego State Univ. Research Foundation	Family Liaison Support and Coordination	73,213
Imperial County Office of Education	Early Intervention Success for Children	124,000

7. Administrative Report

- a. **Request to Approve Agreement for Services of Independent Contractor 2013-14:** Mr. Rodriguez provided a summary of the proposed document which will be used between the Commission and the agencies who were awarded funding, both the RFP grantees and Mini-Grant grantees. The Agreement is similar to the document which has been utilized in the past, with minor changes which include:
- ✓ under reporting requirements – remove language which refers to the utilization of the PEDS Database and include language stating that grantee will submit data using a data collection tool system selected by the Commission.
 - ✓ under Section 18, Submission of Audit/Financial Statements – include language indicating that the Commission will accept an annual audit of the Contractor's program as well as the contractor's agency audit.

During a previous meeting, Commissioners talked about the possibility of changing the policy regarding budget requests made from Contractors (including those budget requests that exceeded 10%). Discussion was held as to whether Commissioners wish to change the language in the contract regarding budgetary changes that exceed ten percent of the total approved budget. As it stands, if a Contractor wishes to make a change in their budget which exceeds ten percent, those requests are brought directly to the Commission for consideration. Commissioners discussed the issue of oversight and decided that it would be best to keep the policy without changes.

A motion was made by Commissioner Hodgkin to approve the Agreement for Services of Independent Contractor FY 2013-2014 with the recommended changes. The motion was seconded by Commissioner Deol, and having noted no further discussion, it was approved by a unanimous vote of the members present.

- b. **Request to Approve Lease Agreement with Digital, the Fruth Group**: Commissioners were informed that the copier lease agreement with OCE Copiers ended on May 1, 2013, and, as a result a new lease for a Canon copier with Digital, the Fruth Group (Canon Financial Services) is being recommended. This agency is the same agency selected by the County of Imperial through its bidding process; the Commission will receive the same pricing rates as those offered to the County. The lease will be entered for 60 months at a rate of \$64.92 per month plus taxes and additional copier usage. Mr. Rodriguez noted that because the Commission is independent of the County, the Commission will need to sign a contract lease separate from the County. A motion was made by Commissioner Hodgkin to authorize a Lease between the Commission and Canon Financial Services for a copier. The motion was seconded by Commissioner Deol, and having noted no further discussion, it was approved by a unanimous vote of the members present.
- c. **Request to Approve the Imperial County Children and Families First Commission Budget for Fiscal Year 2013-2014**: Mr. Rodriguez explained that the new proposed Budget for FY 2013-2014, pending any changes in the amount allocated for "Subcontracts 2013-14" is \$2,770,015.00; Commission funds reserved for grantees/subcontracts (including mini-grants, the PACES Stipend Program, Community Outreach Support, and Subcontracts) are calculated at \$2,300,453.00; and Commission Administrative and Management/Evaluation costs are calculated at \$469,562.00. The Special Program Services administered through the Commission total \$400,232.00 and include the School Readiness Program, the PACES Stipend Program, the Child Signature Program and funds reserved for Community Outreach Support awards. Mr. Rodriguez further highlighted:
- ✓ due to the elimination of the PEDS Database an increase to the Information Services Specialist was made from a part-time hire to full-time basis.
 - ✓ there is an increase to County Overhead charges in comparison to previous years; these are for services provided by the County Auditor's office; rates are set by the Auditor.
 - ✓ due to possible organizational restructuring, the Commission anticipates additional attorney fees and fees for other similar services related to this matter.
 - ✓ rents and leases are less in comparison to last year due to the new copier lease and the new office location.
- Upon further review, a motion was made by Commissioner Deol approving the Imperial County Children and Families First Commission Budget for Fiscal Year 2013-2014 as presented. The motion was seconded by Commissioner Hodgkin, and having noted no further discussion, it was approved by a unanimous vote of the members present.
- d. **Request to Approve Administrative Costs Report FY 2013-2014**: Mr. Rodriguez provided Commissioners with a breakdown analysis of projected Administrative Costs for FY 2013-2014. He reported that Administrative Costs are projected at 9.3%, does not exceed 15%, and thus meets Commission policy compliance. A motion was made by Supervisor Castillo approving the ICCFFC Administrative Costs report for Fiscal Year 2013-2014 as presented. The motion was seconded by Commissioner Price, and having noted no further discussion, it was approved by a unanimous vote of the members present.
- e. **Revenue Projection Update for FY 2013-2014 through FY 2017-2018**: Mr. Rodriguez provided a summary of the revenue projection model used to forecast future impacts to Proposition 10 tax revenue for the Commission. He explained that currently the Commission has received 75% of its revenue for this year. State projections are based on previous years' funding and birth data, which for several counties like Los Angeles, is decreasing whereas Imperial County has experienced a slight increase. Based on Commission analysis, it is believed that funds will continue to decrease at a 5 to 6 percent rate over a 12 year average, whereas the state projects a 19 percent average decrease. Last year, the State projected a decrease in funds for the Imperial County Commission at an average of 4.8, where the actual decrease was closer to 4 percent. The Commission is drawing from its reserve funds in order to maintain its current level of funding, and will probably be able to fund at this same level up to the 2016-2017 fiscal year.

- f. **Grantee 3rd Quarter Performance Reports FY 2012-2013:** Mr. Rodriguez advised that Third Quarter Summaries of projects funded through major grants and mini-grants were recently completed, a summary was enclosed with the meeting packet. At the end of the 3rd quarter, major grants had exhausted 68 percent of their respective budgets, and mini-grants had reported 39 percent of expenses. The following was noted:
- ✓ payment is being withheld from the Clinicas de Salud project because grantee has failed to submit the financial back-up required as well as a third quarter summary of activities.
 - ✓ the City of El Centro project is on target, activities for this project are mainly provided in the month of June, however, the project is aware that the Commission does not fund activities beyond June 31, 2013. They have indicated that they have purchased equipment which they will continue to use beyond this date for the children they serve.

8. Commissioner Comments

No comments from Commissioners were noted at this time.

9. 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 to convene into closed session was made by Commissioner Hodgkin and it was seconded by Supervisor Castillo; all members voted in favor.

Upon reconvening into Regular Session of the Imperial County Children and Families First Commission Meeting, Chairperson Sigmond announced that no action was taken during closed session.

10. Adjournment

Commissioner Deol moved to adjourn the meeting, seconded by Commissioner Hodgkin and approved by a unanimous vote of the members present. Meeting adjourned at 2:30 pm. Next meeting is scheduled for 1:15 pm on September 12, 2013.