



MINUTES June 7, 2012

1. Call to Order

This meeting of the Imperial County Children and Families First Commission was called to order at 1:25 p.m. by Mrs. Sigmond, Commission Chair. The meeting was held at the County Administration Building, Room C/D, located at 940 W. Main Street in El Centro, California.

2. Roll Call

Commissioners Present

Yurii Camacho
Chief Miguel Colon, Jr.
Barbara Deol
Becky Green
Robin Hodgkin
Joong Kim
James Semmes
Karla Sigmond

Commissioners Absent

Supervisor Ray Castillo

3. Public Comment

Ms. Wendy Prewett, IVROP Project Nenes Coordinator, extended Commissioners an invitation to the 2012 HIPPY Graduation Ceremony which is being held June 12th at the Kennedy Middle School in El Centro.

4. Consent Calendar Items

Commissioners considered approval of the consent agenda items for the meeting of June 7, 2012. Commissioner Deol moved to approve the consent calendar items as presented; the motion was seconded by Commissioner Green and it was approved by a unanimous vote of the members present.

5. Community Development Mini-Grant FY 2012-13 Award Selection

Prior to discussing the Mini-Grant rankings, Commissioners clarified the pending issue with Commissioner Kim's potential conflict of interest with the Listen with Your Heart Project. Legal counsel advised that, based on the information provided by Commissioner Kim in regards to his association with Mr. Ricardo Ortega and the Calexico Neighborhood House, there is no conflict because neither have an inherent interest or gain. Counsel also advised that Mr. Kim may decide whether he chooses to recuse himself due to the possible appearance of impropriety. Commissioner Kim once again stated he has nothing to do with the project (Listen with Your Heart) and did not recuse himself due to that fact. Declared conflicts of interest for other Commissioners remain as is based on disclosures made during prior meetings.

Commissioners individual Mini-Grant Ranking sheets were forwarded to Mr. Julio Rodriguez and they were tallied up from 1 being the highest average score to 16 being the lowest average score. The Commission Director was asked to review the individual budgets and asked to eliminate unnecessary spending of projects where possible. Commissioner Deol stated that they have agreed in the past to reduce individual mini-grant budgets where appropriate in order to fund as many projects as possible.

3 rank sheets were provided to Commissioners and reviewed (hereby attached):

- ✓ Purple sheet – Individual Commissioner Final Rankings
- ✓ Green sheet – Commission Rank Sheet Results by Amount Recommended
- ✓ Red Sheet – Commission Rank Sheet by Amount Requested

Mr. Rodriguez provided an explanation of each sheet and reviewed the results. The Red Sheet (by amount requested, no budget cuts) indicates that Commissioners would approve the top 7 ranked Mini-Grant projects, however, funding totals exceed by over \$20,889.00 of the approved funding. The Green Sheet (with budget cuts) indicates that Commissioners would approve a total of \$158,138.00 to fund the top 7 ranked Mini-Grant projects. This funding amount goes over the designated amount by \$8,138. Mr. Rodriguez further explained that If Commissioners proceeded with the results based on the Green Sheet, Commissioners will need to approve a budget re-classification to increase the Mini-Grant funding category from \$150,000 to \$158,138. Upon further discussion of the individual budget reductions that were being recommended, Commissioners proceeded to review award selections.

By order of highest ranked project in regards to Community Development Mini-Grant Projects for FY 2012-13, recommendation to fund mini-grant projects is based on the fact that projects will focus on the 0 to 5 population and as per the recommendations on the individual projects scope-of-work as well as budget reductions and/or reclassifications proposed by the Commission Director. Mr. Rodriguez stated that he would meet with individual project representatives and explain the mini-grant project modifications.

#1. Listen With Your Heart: A motion was made by Commissioner Deol and it was seconded by Commissioner Semmes to fund the Listen With Your Heart mini-grant project in the amount of \$25,000.00; noting no further discussion the motion was approved with all in favor.

#2. Clinicas de Salud del Pueblo: A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Deol to fund the Clinicas de Salud del Pueblo mini-grant project in the amount of \$20,969.00; noting no further discussion the motion was approved with all in favor.

#3. Family Treehouse: A motion was made by Commissioner Camacho and it was seconded by Commissioner Deol to fund the Family Treehouse mini-grant project in the amount of \$25,000.00; noting no further discussion the motion was approved with all in favor.

#4. Imperial County Child Abuse Prevention Council: A motion was made by Commissioner Semmes and it was seconded by Commissioner Green to fund the Imperial County Child Abuse Prevention Council mini-grant project in the amount of \$18,775.00; noting no further discussion the motion was approved with all in favor.

#5. Imperial Valley Food Pantry: A motion was made by Commissioner Green and it was seconded by Commissioner Semmes to fund the Imperial Valley Food Pantry in the amount of \$25,000 subject to the fact that the target population age range focuses on children 0-5; noting no further discussion the motion was approved (abstained - J.Kim, M.Colon).

#6. Imperial Valley Regional Occupational Program: A motion was made by Commissioner Deol and it was seconded by Commissioner Camacho to fund the Imperial Valley Regional Occupational Program mini-grant project in the amount of \$18,394.00; noting no further discussion the motion was approved (abstained - J.Kim).

#7. City of El Centro: A motion was made by Commissioner Camacho and it was seconded by Commissioner Deol to fund the City of El Centro mini-grant project in the amount of \$25,000.00 subject to the fact that the target population age range is 0-5 and specialized training to staff is provided; noting no further discussion the motion was approved (against - J.Kim, B.Green).

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Semmes to increase the funding allocation of the Community Development Mini-Grant budget for Fiscal Year 2012-2013 to \$8,138.00 for a total allocation amount of \$158,138.00; noting no further discussion the motion was approved with all in favor.

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

6a. **Community Development Mini-Grant Contract FY 2012-13:** Mr. Rodriguez reviewed the changes to a draft copy of the contract that is being proposed for mini-grant projects awarded for FY 2012-2013. Upon further review and clarification a motion to approve the Agreement for Services of Independent Contractor for the Community Development Mini-Grant FY 2012-13 was made by Commissioner Semmes and seconded by Commissioner Hodgkin. Noting no further discussion, the motion was approved with all in favor.

6b. **Agreement for Services of Independent Contractor and Grantee Budgets for FY 2012-13:** A copy of the Agreement for Services of Independent Contractor that the Commission will use to Contract with agencies that have been awarded funding through the Commission's regular funding cycle (Year 2) was reviewed. Total funding award for FY 2012-13 is \$1,681,615 for 12 projects, respective budgets for each of these agencies were also enclosed in the packet and reviewed. Mr. Rodriguez noted a change under Exhibit A, Statement of Work, which lists the reporting documents needed in a bulleted list in order to make it easier for grantees to identify. A motion was made by Commissioner Semmes and it was seconded by Commissioner Green to approve the Agreement for Services of Independent Contractor for FY 2012-13 as presented; noting no further discussion the motion was approved with all in favor.

6c. **Consideration to extend 2011-2013 RFP Cycle:** Commissioners discussed the option of extending the general ICCFFC Request For Proposal contracts with grantees to a third year as was done with the previous RFP cycle. Current RFP awards were approved in 2011 for a two-year cycle ending June 30, 2013. Commissioner Semmes recommended that they leave the contracts up to 2013 as is due to the uncertainty of state budget cuts and various other factors which may affect agencies in the near future; he further added that this will allow the Commission to focus on issues which may be created as a result of the state's budget cuts. Commissioner Green concurred and added that they should focus the money where projects will have more impact in light of the state's drastic budget cuts. It was the general consensus of the Commission not to extend a third year to the 2011-2013 RFP grant cycle.

Discussion followed regarding the sustainability of projects. Commissioners are concerned that projects are solely reliant on funding provided by the RFP initiative. If the focus of the Commission changes to fund specific initiatives Commissioners are concerned that not all projects will be supported by Commission funding. How will projects who have received support from the Commission over the course

of eight plus years continue to fund their projects, what resources are available to them. This matter will be tabled for discussion at a later meeting of the Commission.

- 6d. **Annual Audit Report – Bid Selection:** Two bids were received in response to the Bid to Perform the Commission's Audit Report for FY 2011-12 by the May 7, 2012 deadline. Commissioners fully reviewed the bids submitted by Hutchinson and Bloodgood, LLP; and by Roger Tubach, CPA. Commissioners concurred that both prospective bidders were qualified and had experience with performing audits; both audits addressed all the elements and criteria required by the Commission. Hutchinson and Bloodgood has served as the Commission's auditor for the past 11 years; Mr. Roger Tubach had previously performed the Commission's audit while employed with Hutchinson and Bloodgood. Commissioners feel that since both bids are equally competent, they see no reason not to go with the lowest bid. A motion was made by Commissioner Semmes and it was seconded by Commissioner Green to approve a contract agreement for the ICCFFC's Annual Report with Mr. Roger Tubach, CPA. Noting no further discussion, the motion was approved with all in favor.
- 6e. **Scope of Work Change El Centro Regional Medical Center:** A request was made by Aide Fulton of the Child Asthma Project for the El Centro Regional Medical Center to modify the Wee Wheezer curriculum and adapt components of the curriculum into its Asthma 101 sessions. The change would include targeting parents through one-hour sessions versus a three-week Wee Wheezer program. During the previous funding cycle, the Child Asthma Project offered Asthma 101 sessions as part of its parent/community education activities; however, this year they decided to offer the Wee Wheezer program instead and against the recommendations made by the Commission. Due to the lack of parent participation for the Wee Wheezer program, project staff would like to revert to the previous sessions and incorporate some of the Wee Wheezer components. A motion was made by Commissioner Green and it was seconded by Commissioner Hodgkin to approve the scope-of-work changes proposed by the El Centro Regional Medical Center's Child Asthma Project; noting no further discussion, the motion was approved with all in favor.
- 6f. **ICCFFC Strategic Plan:** Copies of the Commission's Strategic Plan were attached to the meeting packet and made available to the public. Mr. Rodriguez noted that the latest updates to the ICCFFC Strategic Plan were made prior to releasing the RFP for Fiscal Year 2011-2012; Commission staff is currently working on updating data identified in the document but no major changes are being proposed. Commissioners expressed an interest in reviewing the Strategic Plan to address concerns that may arise due to the state budget, whether they will incorporate special initiatives or expand on new issues. Commissioners will also address the issue of sustainability of projects and financial plans; potential changes will be addressed next year (after state budget is presented) in preparation prior to the release of the new RFP cycle. A motion was made by Commissioner Hodgkin and seconded by Commissioner Green to adopt the Imperial County Children and Families First Commission's Strategic Plan as presented thus fulfilling the Certification of Compliance for funding by the Health and Safety Code Section 130140. Discussion was addressed regarding scheduling open forums within key cities of the county in order to incorporate public input and address key concerns among the early childhood education community. Noting no further discussion, the motion was approved with all Commissioners in favor.
- 6g. **Child Signature Program RFA #2 Application and ELLS Position:** Mr. Rodriguez explained that the Child Signature Program RFA #2 application was submitted to First 5 California as per the Commission's approval. Part of the application entailed that, if approved for funding, a new position would be created to coordinate the components of the Child Signature Program. It is anticipated that First 5 California will be making award announcements on June 8th, being that the Commission will not be meeting again until

September, Mr. Rodriguez asked for the authority to recruit and hire (contract) for the position of an Early Learning System Specialist or to subcontract with a local agency pending award of the application. Mr. Rodriguez further explained that modifications to the job description as provided by First 5 California will be tailored to fit the Commissions needs. A motion was made by Commissioner Semmes and it was seconded by Commissioner Colon authorizing the Commission Director to recruit and hire for the position of an Early Learning System Specialist or to subcontract with a local agency pending immediate approval of the Child Signature Program RFA #2 application. Further discussion continued regarding web-based trainings to child care providers, distant education coursework, and child care center quality improvements. The motion was approved with all in favor.

- 6h. **Revenue Projection Update for FY 2011-2012 through FY 2015-2016:** A graph with the most current revenue projections based on updated county tobacco tax revenue and revenue projections through FY 2015-2016 was presented to Commissioners. The data is based on figures provided by the Department of Finance. It was noted that in 2011-12 our local Commission may have more revenue than what the state is saying; our county Commission was up \$65K in revenues from previous years that was projected by the Department of Finance. Our county Commission is drawing down from our reserves to fund grants and administrative costs, \$170K this year and next year it is projected that \$200k will be derived from our reserves.

7. Commissioner Comments

Commissioner Semmes commented that he recently visited a facility in San Diego that administers a 211 program for San Diego county; several representatives were in attendance including a First 5 San Diego representative. Commissioner Semmes added that the 211 program is a very sophisticated system and very beneficial to the community offering a variety of services; he encouraged the Commission Director to look into the program.

8. Adjournment

Commissioner Hodgkin moved to adjourn the meeting, seconded by Commissioner Semmes and approved by a unanimous vote of the members present. Meeting adjourned at 2:58 pm.