



MINUTES May 3, 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

Karla Sigmond
Barbara Deol
James Semmes
Joong Kim
Robin Hodgkin
Yurii Camacho
Supervisor Ray Castillo
Chief Miguel Colón, Jr.

Commissioners Absent

Becky Green

3. Public Comment

Julian and Claudia Acosta from Listen With Your Heart parent support group announced that they would be sponsoring a 2-day course on New Techniques for the Auditory-Verbal Therapy which is being held on May 24 and 25th and extended an invitation to Commissioners.

4. Consent Calendar Items

Commissioners considered approval of the consent agenda items for the meeting of May 3, 2012. Commissioner Deol moved to approve the consent calendar items as presented; the motion was seconded by Supervisor Castillo and it was approved by a unanimous vote of the members present.

5. Administrative Report provided by Julio Rodriguez, Commission Director

5a. **School Readiness Presentation:** Dr. Galindo, School Readiness Coordinator, provided a summary of activities in regards to the Child Passenger Safety Program which was a small grant totaling \$4,999.99 provided to participating County Commissions by the California Public Health Department, Safe and Active Communities Branch. The intent of the grant is to provide free child passenger restraints (car seats and/or boosters) to families within the County through a series of "Fitting Stations and Car Seat Check-Ups." Only individuals who are certified in child passenger safety can provide this specific type of service, and therefore the School Readiness Program teamed up with the California Highway Patrol, Imperial Valley branch, headed by Officer Pablo Torrez to conduct these events. To date, the Fitting

Stations and Car Seat Check-Ups have been conducted at Community Resource Health Fairs held at Westmorland Elementary School and McKinley Elementary School, and at Riverside County Office of Education Migrant Head Start Preschool centers in Calexico, El Centro and Brawley. The School Readiness Program has provided 51 car seats/boosters, the California Highway Patrol has contributed a total of 11 car seats, and RCOE's Migrant Head Start has also contributed 18 car seats throughout these events. Dr. Galindo noted that 49 car seats were removed from families.

Officer Torrez, who was present at the meeting, noted that the car seats were removed either because the car seats were expired or they were unsafe for the child. Officer Torrez talked about the importance of educating the public on how to install car seats and the safety issues involved with children in cars. He talked about car seat violations and fines associated with them; he also talked about the new car seat laws. Safekids.org is the national website for child safety seats.

Mr. Jose Martinez, RCOE Migrant Head Start Director, stated that this service was very beneficial to the families whom they serve and expressed that the parents were very appreciative of the car seats. He noted that the families were lined up with their cars a few blocks down the street and are looking forward to next year's events.

Commissioner Hodgkin briefly stated that the Public Health Department only has two certified child passenger safety technicians who are currently conducting "Car Clinics" throughout the Valley and she emphasized that the county has a need for more technicians; she also mentioned that through their "Car Clinics" they have found that 80 to 90 percent of the car seats are improperly installed. She encouraged more partners for conducting these services as well as promoting further education on child passenger safety.

- 5b. **Community Development Mini-Grant Step 2 Review:** Conflicts of interest were reviewed; Commissioner Semmes noted that he had no conflicts as did Commissioner Deol. Commissioner Hodgkin stated that after further reviewing the Imperial County Binational Health Week Task Force Group partnership, she noted having no declared conflict of interest due to the fact that there is no exchange of funds. Commissioner Kim asked that he be removed from declaring a conflict of interest with the Listen With Your Heart program as his association with the Neighborhood House is that of a personal relationship with the Director; the Listen With Your Heart program is only using the bookkeeping services of the NH. The general consensus was to ask legal counsel regarding the possibility of a conflict.

Total funds requested by mini-grant proposals is \$375,427.43; the Commission has reserved \$150,000.00 for this cycle. Discussion was held regarding the ranking of the mini-grant proposals, priority funding or needs addressed by the proposals. Per general consensus:

- ✓ Commissioners will rank all 16 mini-grant proposals with number 1 being the highest and 16 being the lowest. Rubrics have been included with the proposals. Commissioners may prioritize based on any need that is perceived.
- ✓ Commissioners having a conflict of interest will not include the mini-grant in the ranking (not rank the conflicts).
- ✓ Ranking sheets will be completed by June 4th; final award will be made on June 7th.
- ✓ Mr. Rodriguez, Commission Director, will provide an evaluation of all proposals which will include the strengths and weaknesses of the proposal as well as a budget recommendation of each, and will provide a ranking of the proposals.
- ✓ Commissioners were reminded not to discuss mini-grant proposals with other Commissioners.

- 5c. **Scope of Work Change ECRMC Lactation:** Mrs. Roberta Webster, Project Coordinator for the Bridges for Newborns and Families Project of the El Centro Regional Medical Center, is seeking approval for changes in the project's scope of work. She is asking that the part-time lactation consultant position be modified to a part-time lactation promotora with lactation educator training. This is being done in order to address the difficulty with recruiting a lactation consultant which began in November 2011. Mr. Rodriguez expressed support for the request and further stated that this position will also provide outreach to the OB/GYN offices the project already works with, they will assist with the parent support groups and work on other aspects of the project. A motion was made by Commissioner Deol and it was seconded by Supervisor Castillo approving the Scope of Work Change as submitted by the Bridges for Newborns and Families Project; noting no further discussion, the motion was approved with all in favor.
- 5d. **Child Signature Program Funding Opportunity:** An opportunity for funding through the Request for Application for First 5 California's Child Signature Program was briefly reviewed and it was included in the packet. Mr. Rodriguez explained that the State Commission is making these funds available to County Commissions for programs that will work to support readiness assessments and coordinate targeted training for childcare centers identified within elementary school areas with low API scores. The Child Signature Program term is for three years, and is scheduled to begin July 1, 2012. Only County Commissions are eligible to apply for these funds for which no match is required although the Commission may absorb some costs in addition to using the PACES stipends to offset the education portion. A new position will be created to coordinate and carry-out the training for the child care personnel. A motion was made by Commissioner Colon and it was seconded by Commissioner Camacho approving the submittal of the Child Signature Program RFA #2 to First 5 California. It was noted that Commissioner Hodgkin stepped out of the room at this time. Noting no further discussion, the motion carried.
- 5e. **2011-2012 Audit Report Update:** Mr. Rodriguez explained that currently our Commission does not have a contract for an independent auditor to perform the annual audit report; a Request for Bid to Perform the Commission's Audit Report was released on April 13, 2012 with a deadline for submittal on May 7th. For the past 11 years the Commission has contracted with the same accounting agency; although it was noted that the agency was not excluded from bidding. Commissioners will need to make a decision for award of the bid to perform the audit report at the next Commission meeting which is June 7th.
- 5f. **Proposition 10 Evaluation Data System (PEDS) Status Report:** Mr. Rodriguez advised that the State Commission is going to discontinue the Proposition 10 Evaluation Data System (PEDS) and, therefore, this may entail changes to the County's ability to continue using the PEDS database. Grantees are required to use the PEDS for data collection, and Commission staff assess and develop reports and submit the data for the annual report to the State Commission. The PEDS database was provided by the State Commission without charge and approximately 13 county Commissions were using the PEDS. The State Commission had just recently awarded a contract to an agency in order to develop a new system but ended up terminating the agreement due to the limitations of the product. There have been talks about passing the PEDS to the First 5 Association, however, there will be administrative costs associated with managing the database. The Association has not yet made a final determination. Mr. Rodriguez further explained that as other county Commissions, our Commission may have to contract services with an outside agency to create the software for the data collection. In anticipation of the PEDS changes, the Commission plans to increase its budget for next fiscal year by \$20,000.00 to cover costs associated with the database.

- 5g. **ICCFCC Budget FY 2012-2013:** Mr. Rodriguez provided a summary of the Imperial County Children and Families First Commission's proposed Budget for the new Fiscal Year 2012-2013. The total budget for Fiscal Year 2012-2013, pending changes to encumbered amounts, is \$2,590,054.00. Amounts reserved for grantees/subcontracts (including mini-grants, the PACES Stipend Program, Community Outreach Support, and Subcontracts) are estimated at \$2,145,600.00; and Commission Administrative and Management/Evaluation costs are \$444,454.00. The School Readiness Program Budget is set at \$200,000.00. It was noted that a new line-item was included in the operating budget which is County Overhead; an increase to the Data Systems category included the \$20,000 which will be set aside for the database costs; and there will be evaluation costs associated with the release of a new RFP. Mr. Rodriguez briefly reminded Commissioners that the current RFP is based on a two-year cycle; consideration may be made to offer an additional year similar to the last RFP cycle. It was the general consensus of the Commission to place the item for discussion at the next meeting. Commissioner Semmes brought up the issue of an increase of smoking rates by teens; he would like to see data on this issue and discuss at an upcoming meeting. A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Colón approving the Imperial County Children and Families First Commission's new Budget for Fiscal Year 2012-2013 as presented; noting no further discussion, the motion was approved with all in favor.
- 5h. **Administrative Costs Report:** Mr. Rodriguez stated that for Fiscal Year 2012-2013 proposed administrative costs for the total budget reflects 9.13%, this excludes encumbrances from prior year. Program costs reflect 82.84% of the budget and evaluation costs reflect 8.03%. In the past Commissioners have set a limit to administrative costs to no more than 15% of the total budget; therefore, administrative costs are in compliance with set policy. A motion to approve administrative costs for FY 2012-13 as presented was made by Commissioner Semmes and it was seconded by Commissioner Deol. Noting no further discussion, the motion was approved with all in favor.
- 5i. **Second and Third Quarter Progress Report Update:** A brief summary of second and third Quarter progress reports was provided by Mr. Rodriguez. Second quarter reports were attached to the packet; third quarter reports are currently in progress and are expected to be finalized soon. 2 projects requested an extension to their progress report deadline.

Mr. Rodriguez provided a report which gave a city-by-city breakdown for the number of children being served by projects up through the end of the third quarter; he noted that the numbers are subject to change as not all projects have submitted their data. Also not included were School Readiness data and the PACES stipend educators data. Further clarification was provided on the reports which were created. Suggestion was made to put together this report over the course of a 2 year period as it offers a very good snapshot of the areas children are being served. After further discussion and clarification, Mr. Rodriguez was asked to modify the report and include another column with totals, and once revised will be forwarded back to Commissioners.

6. Commissioner Comments

Commissioner Kim announced a funding opportunity on childhood obesity from a grant being provided by the Safeway Foundation which he would forward to the Commission office for consideration.

7. 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 2:45 pm.