



MINUTES October 6, 2011

1. Call to Order

This meeting of the Imperial County Children and Families First Commission was called to order at 1:15 p.m. by Mrs. Deol, Commission Vice Chair. The meeting was held at the County Administration Building, Board Chambers, located at 940 W. Main Street in El Centro, California.

2. Roll Call

Commissioners Present

Barbara Deol
James Semmes
Joong Kim
Supervisor Mike Kelley
Becky Green
Robin Hodgkin
Miguel Colón, Jr.

Commissioners Absent

Karla Sigmond
Yurii Camacho

3. Public Comment

No public comment was noted at this time.

4. Consent Calendar Items

The Commission considered approval of the consent agenda items for the meeting of 10/6/2011. Commissioner Semmes moved that the Commission approve the consent calendar items as presented. The motion was seconded by Commissioner Kelley; the motion was approved by a unanimous vote of the members present.

5. Presentation

- * Early Care and Education Planning Council Overview: Ms. Gloria Fortin, ECEPC Chair, gave a brief overview of the history and responsibilities of the Early Care and Education Planning Council (Council). She spoke on the following points:
 - ✓ The Council was created in 1991 in each of the 58 counties throughout the State of California, known as the AB 2141 initiative. The Council is grouped into 5 membership categories and currently there are 21 members.
 - ✓ The role of the Council is to identify local ECE funding priorities; to conduct an assessment of the needs of the ECE community; to prepare plans designed to address the needs identified in the assessment; and to implement the AB 212 ECE Retention and Quality Training Project.
 - ✓ The goals of the Council are to identify affordable child care programs and services for families; to expand child care services; to enhance community knowledge and use of high quality ECE

programs; to increase support for children, families and practitioners; and, to increase community awareness of the Council's work.

At this time Ms. Lori Riggs, ECEPC Coordinator provided information regarding trainings and professional workshops. Ms. Riggs also took this moment to encourage Mr. Rodriguez, Commission Director, to apply for Council membership; brief discussion ensued and an application was provided to him. Legal counsel regarding membership will be sought.

6. Administrative Report

6A. Annual Audit Report FY 2010-2011: The Commission's Annual Audit Report ending June 30, 2011, was recently submitted by Hutchinson and Bloodgood, CPA; however, it was noted that signature authority by one of the senior partners was still pending. Mr. Rodriguez provided a review of the completed audit; the auditing agency (Hutchinson and Bloodgood) did not identify any deficiencies as it relates to the Internal Control over Financial Reporting and the results of the tests conducted disclosed no instances of noncompliance. The audit was conducted in accordance with general auditing standards and with financial audits contained in the Government Auditing Standards issued by the Comptroller. This year's audit incorporated the GASB 54 reporting policy, which identifies fund balance classifications and the constraints imposed on funds, AB 99. The Commission has classified its fund balances as Spendable: 1) Restricted for AB99; 2) Committed for Budgeted Program, Award Grantees, and School Readiness; 3) Assigned for Encumbrances; and 4) Unassigned. Funds restricted for AB 99 that the Commission is obligated to set aside totals \$3,284,127.00. \$709,060 has been assigned for encumbrances from previous fiscal year to be paid to grantees. The committed fund balance was \$4,166,000 of which \$2,016,000 was for grantee awards, \$400,000.00 for School Readiness. The audit identified \$1,764,204.00 as the unassigned fund balance. After further review and upon seeking public comment, a motion was made by Commissioner Kelley to move forward to finalize and submit the Audit Report of the Imperial County Children and Families First Commission for the Fiscal Year Ended June 30, 2011 as conducted and prepared by Hutchinson and Bloodgood. The motion was seconded by Commissioner Semmes and it was approved by a unanimous vote of the members present.

In regards to the funds restricted for AB 99, Mr. Rodriguez stated that the judge has not yet reached a decision and most likely will take up to 90 days from the August 30th hearing to provide a ruling. Again, Commissioners were advised that the funds restricted for AB 99 could not be assigned until a ruling is issued and then pending either party's decision on whether to file an appeal for an unfavorable ruling. Further updates will be provided as more information regarding AB 99 becomes available.

6B. Changes to Community Outreach Contribution Form and Allocation: Mr. Rodriguez reported that at the last meeting the Commission was looking into the issue of releasing a Mini-Grant Application, however, the timeline precluded the Commission from doing anything over the current fiscal year. Another alternative the Commission wanted to explore was by means of increasing the Community Outreach funds and making the application readily available. Based on discussions from the previous meeting, Mr. Rodriguez provided a copy of the current application that is being used in request for funds through the Community Outreach Contribution Form. The current maximum award is 750.00; this funding has been offered since 2005. Commissioners expressed an interest in proceeding with changes to the application and the following recommendations were made:

- Increase the award amount from 750.00 per application to 1,500.00.
- Utilize the unspent balance left-over from the RFP cycle, \$68,385.00 for this category.

- The Director and staff will continue making the decision on the approval and funding of applications; this is the process that has been utilized since its inception in 2005. The Commission has given the Director authorization to approve applications under \$2,000.
- Agencies will be asked to submit a simple budget of their proposed project.
- Applications will be accepted throughout the fiscal year and unspent funds will be carried over for next year.
- This funding would assist preschool centers with the purchase of supplies and consumable materials due to state budget cuts made to their programs. Each center would be eligible to apply.
- The money should be used for funding requests that will benefit children 0 to 5 years and their families, such as resources, promoting activities, special events, meetings, supplies, and similar requests. Awards to meet individual requests for basic needs is not advisable at this time.

A motion to approve the changes to the Community Outreach Contribution Form, to increase the application award to a maximum of 1,500.00, and to increase the allocation to \$74,385.00 was made by Commissioner Green and it was seconded by Commissioner Semmes. Upon further discussion and after receiving public input, the motion was approved by a unanimous vote of the members present.

- 6C. **Consideration to Release Mini-Grant Application for FY 2012-2013:** Mr. Rodriguez provided a summary regarding the process for releasing a Mini-Grant Application. He explained that the MG application is based on a 2 step cycle. First, interested applicants are invited to submit a letter of interest to apply; Commission evaluates the proposed projects and invites only a limited number of applicants to apply for Step 2. In the second part of the process, Commissioners evaluate the applications themselves without external evaluators and makes a decision to prioritize and award funding of mini-grant proposals. Discussion ensued regarding funding for this endeavor; Mr. Rodriguez explained that it is possible for the Commission to provide funding for the mini-grants and further explained that funds will be used from the state's monthly disbursement to cover funds in addition to covering part of the costs for funding programs next year and the subsequent year. Commissioners discussed the issue of being able to meet obligations for priority funding and the uncertainty of meeting future obligations due to the AB 99 ruling. It was the general consensus of the Commission to hold-off establishing a Mini-Grant funding cycle until further notice.
- 6D. **Summary of 4th Quarter Reports for FY 2010-2011:** Commission staff is finalizing a comprehensive review of information submitted by grantees up through the end of the fiscal year. Grantees data and information provided will be used to put together the annual report. 14 funded projects submitted final reports which completes the third year of funding through this RFP cycle. Through the end of the 4th quarter, major grant projects are reporting to have expensed 92% of their budgets which is higher than prior years. In regards to data breakdown for city by city, there are a lot of duplicate counts due to the fact that a lot of the projects served the same families. Mr. Rodriguez explained that when the overall total is summed, it seems like the Commission is serving a high population of children and families; the data is exaggerated because multiple projects are serving the same children. Further clarification was provided regarding obtaining data based on population by city. Additional information will be presented in the future utilizing census statistics for comparison.
- 6E. **Annual Report for FY 2010-2011:** County Commission information and data for the 2010-2011 First 5 California Annual Report must be submitted by November 1, 2011 to the Institute for Social Research, the state-wide evaluation team retained this year by the First 5 California to prepare its annual report. Specific demographic and service data will be submitted via a Web-based data system. Annual Report information submitted to First 5 California will include demographic, narrative and financial information

related to Family Functioning, Child Health, Early Care and Education (Child Development) and Systems Change Efforts. A motion was made by Commissioner Hodgkin to approve submittal of the First 5 California Annual Report to the Institute for Social Research. The motion was seconded by Commissioner Semmes; after further review and upon seeking public comment it was approved by a unanimous vote of the members present.

7. Commissioner Comments

No Commissioner comments were noted.

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 2:55 pm.