



MINUTES
September 12, 2013

I. 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 Conference Room C/D of the County Administration Building which is located at 940 W. Main Street in El Centro, California.

II. Roll Call

Commissioners Present

Karla Sigmond
Becky Green
Chief Miguel Colon, Jr.
Supervisor Ray Castillo
Peggy Price
Joong Kim (arrived after roll call)

Commissioners Absent

Becky Green
Yurii Camacho
Robin Hodgkin

III. Public Comment

No public comment was made at this time.

IV. Consent Calendar Items

Commissioners considered approval of the consent calendar agenda items for the meeting of September 12, 2013. Commissioner Green moved to approve the consent calendar items as presented. The motion was seconded by Supervisor Castillo, and having noted no further discussion the motion was approved unanimously by the members present.

V. Presentation by the Listen With Your Heart Mini-Grant Project

Claudia and Julian Acosta provided a presentation regarding the Listen With Your Heart Project which is funded through a mini-grant provided by the Commission. Ms. Acosta explained that the Listen With Your Heart Project offers assistance to parents whose young children have been diagnosed with hearing loss. The Project provides information and resources to parents regarding hearing devices, and, in particular, the Cochlear implants. The Project also organizes events and provides information that covers educational topics related to hearing loss and early awareness and detection.

VI. Administrative Report (Julio C. Rodriguez, Executive Director)

1. **Request to Approve Administrative Costs Report:** Mr. Rodriguez explained that County Commissions are required to adopt policies that set the amount allocated by individual Commissions for administrative costs; the Commission has adopted a policy stating that administrative costs should not exceed 15% of the total budget. For Fiscal Year 2012-2013, administrative costs expensed represented 10.18% of the operating budget. Program costs represented 82% of the budget, and Evaluation costs were 7.83%. A

motion to approve administrative costs for FY 2012-2013 representing 10.18% was made by Commissioner Colon and seconded by Supervisor Castillo, having noted no further discussion the motion was approved by a unanimous vote of the members present.

2. **County Ordinance No. 1489 – Changes to the Imperial County Children and Families First Commission:** Chairperson Sigmond and the Commission's legal counsel met with Imperial County counsel's staff to propose and settle the clarification of establishing the Commission as an independent entity, counsel also met with the county Auditor to determine the policy on auditing responsibilities. The Auditor made the recommendation for the Commission to have their own independent audit and to forward copies of the report to the county office. As a result, the Board of Supervisors held the first hearing on June 11, 2013, and moved to ratify Ordinance No. 1489 on June 18, 2013. The Ordinance amends Chapter 2.108.010 and 2.108.090, whereby language in the ordinance specifically states that "Pursuant to Health & Safety Code section 130140.1(a)(1), the Commission shall be a legal public entity separate from the County" and that "there no longer exists a need for special fiscal controls of the Commission enforced by the Auditor-Controller" and "audits and reports shall also be transmitted to the Imperial County Auditor-Controller."
3. **Request to Authorize Application for Employer Identification Number:** Mr. Rodriguez sought approval to submit Form SS-4 to the Department of the Treasury, IRS, in order to acquire an Employer Identification Number due to its recent change to County Ordinance No. 1489 identifying the Commission as an independent public entity. As a result of the new status the Commission will be responsible for hiring staff to perform the day-to-day services of the Commission, and will have the obligation to collect federal, state and other tax obligations. A motion to approve the submission of application Form SS-4 on behalf of the Commission to the Department of the Treasury was made by Commissioner Green and the motion was seconded by Commissioner Colon. Having noted no further discussion, the motion was approved by a unanimous vote of the members present.
4. **Commission Staff Member Contract Review:** As a result of the Commission's recent status change, Commissioners talked about moving forward with the hiring of staff that will make it consistent with the new independent status of the Commission. Commissioners briefly reviewed a template of the current contract, and talked about the process of integrating changes and hiring policies. The Commission discussed the importance of making changes to the contract that would be consistent with regulations, the new status of the Commission as an independent entity, and reflect current hiring practices; changes should be made with advise of legal counsel. A motion was made by Commissioner Colon authorizing Mr. Rodriguez to work with legal counsel for the purpose of establishing new contracts; the motion was seconded by Commissioner Green. Having noted no further discussion, the motion was approved by a unanimous vote of the members present.
5. **Professional Advancement for Childcare Educators Stipend (PACES) Program:** Mr. Rodriguez announced that applications for the Professional Advancement for Childcare Educators Stipend program will be released on October 17, 2013, starting at 4:00 pm. Providers who are part of the Child Signature Program centers will be receiving applications October 2 through October 16. Similar to the previous year, 100 applications will be made available at a stipend reimbursement of \$500.00 each. As part of the requirements for the award, providers must complete a minimum of 9 units per school year with a course grade of C or better from an accredited institution, along with meeting other criteria; guidelines were included with the packet. Applications will be open to all providers including state preschools. During this previous fiscal year, 89 applications were distributed, however, only 51 were submitted and of those 49

were approved and 2 were denied. Commissioner Green stated that perhaps one of the reasons that not too many applications were submitted could be because many of the state childcare providers may have already been done with their education, which is a positive reason. Mr. Richard Cordero, ICOE ECE Director, introduced himself and mentioned that he and Ms. Lori Riggs would be on board with assisting efforts of the PACES Program.

6. **Early Care and Education Workforce Study:** Mr. Rodriguez advised that the PACES Program was implemented as a result of the information gathered from an Early Care and Education Workforce Study which was developed and conducted by the Commission during the 2005-2006 fiscal year, approximately eight years ago. Since then a lot of changes in the childcare community have taken place, including staff turnover in preschool centers and decrease in the total number of family child care center homes. Mr. Rodriguez is recommending that the Commission assess the feasibility of conducting another early care and education workforce study in order to determine whether the Commission should continue investing in this initiative, whether there are other strategies to help the early care community, as an element to the Commission's strategic planning, and resource for other agencies working with childcare providers. After brief discussion, a motion was made by Commissioner Colon and it was seconded by Commissioner Green approving a workforce study. Having noted no further comments, the motion was approved by a unanimous vote of the members present.
7. **Fiscal Year 2012-013 Audit Report Update:** Commissioners were updated on the work in progress for the audit report of the Commission's financial statements for Fiscal Year 2012-2013. Commission staff is working with Mr. Roger Tubach, CPA, in finalizing the audit report which is due to the California State Controller's office November 1, 2013. The first draft should be ready by September 17th and a final draft will be presented during the October meeting of the Commission.
8. **Grantee 4th Quarter Progress Reports for FY 2012-2013:** Fourth quarter reports were due to the Commission office on July 15th; most of the grantees, including mini-grants, requested extensions for more time to submit their reports. One of the challenges presented during this reporting period was the fact that the PEDS database was shut down before the end of the fiscal year. Preliminary data gathered from the Performance Evaluation Chart, Activity Summary Sheet, and Budget Reporting Forms submitted by grantees indicate that the combined projects expensed approximately 93% of their funding. A more detailed report will be provided during the October meeting of the Commission.
9. **Annual Report Progress Report for FY 2012-2013:** Commission staff is currently working on completing the review of fourth quarter reports and data collection which will then be included as part of the Annual Report to First 5 California for Fiscal Year 2012-2013. Several changes to the annual report have been made for this reporting cycle, including merging information under three identified result areas. The data will be entered on-line prior to its deadline, and then reported back to the Commission for approval.
10. **FY 2013-2014 Funded Projects Update:** Staff is currently working with all funded grantees on providing training for new reporting forms, and data collection processes. A brochure listing projects which the Commission funds was included in the packet.
11. **First 5 California and Association Updates:**
 - ✓ The Association is working on developing a media campaign in preparation for the 15th year anniversary of the existence of Proposition 10 Commissions. The association will be gathering information and preparing a tool kit for distribution to all county Commissions.

- ✓ First 5 California will be holding forums as part of their Strategic Planning, including a workshop in the Los Angeles area which will focus on partnering with outside agencies on forming partnerships and how County Commissions can work together.

VII. Commissioner Comments

Chairperson Sigmond announced that the Commission will be hosting a luncheon to recognize the years of service Mr. James Semmes has dedicated to the Commission at the next meeting which is planned for October 10th.

VIII. Adjournment

Commissioner Green moved to adjourn the meeting, seconded by Commissioner Colon and approved by a unanimous vote of the members present. Meeting adjourned at 2:26 pm. Next meeting is scheduled on October 10, 2013.