



MINUTES September 13, 2012

1. Call to Order

This meeting of the Imperial County Children and Families First Commission was called to order at 1:16 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
Supervisor Ray Castillo
Chief Miguel Colon, Jr.
Barbara Deol
Becky Green
Robin Hodgkin
Joong Kim
James Semmes
Karla Sigmond

Commissioners Absent

(None)

3. Public Comment

A moment of silence in memory of Lorri Bigger Cavins who recently passed was held; Mrs. Cavins worked as the School Readiness Coordinator for the Commission over seven years ago. No public comment was made.

4. Consent Calendar Items

Commissioners considered approval of the consent agenda items for the meeting of September 13, 2012. Commissioner Semmes 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. Presentation: Imperial County Healthy Families America Home Visitation Program

Yolanda Bernal introduced the "Embracing Families of Imperial County through the Imperial County Healthy Families America Home Visitation Program" which is a new project that will be implemented in the County for the first time by the Imperial County Public Health Department. The program will focus on providing an overall range of services to expectant females under 21 years of age, to families with a history of child abuse or neglect, to families with a history of domestic violence, to non-English speaking families, and to low-income first-time mothers within the cities of El Centro, Imperial, Holtville, Seeley and Heber. Participants will be recruited based on the criteria of the program and will receive assessments by trained home visitors. Based on the results of the assessment to the family, participants will receive a range of services including medical,

emotional, nutrition, substance abuse, developmental delays, academic, work, transportation, resources and support to help them overcome challenges within their families. The initial focus of the program is to reach 100 families within the designated cities. Commissioner Kim inquired as to why other cities such as Calexico were not included as part of the service area; Commissioner Hodgkin explained that expansion to Calexico will be determined based on the success and funding stream of the program. The program is a multi-faceted approach, it is structured, and it is based on stringent research. The program will be seeking the support of local agencies and establishing Letters of Commitment in order to facilitate the services to its participants. For further information Ms. Bernal may be reached by calling 482-4917 or by email at yolandabernal@co.imperial.ca.us.

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

- 6a. **Administrative Costs Report FY 2011-2012:** Mr. Rodriguez summarized the administrative costs report for Fiscal Year 2011-2012 (the report was included in the packet). He mentioned that all County Commissions are required to adopt policies that set amounts allocating their administrative costs. Our local Commission authorized no more than 15% of the total budget for administrative costs. For the Fiscal Year 2011-2012 operating budget, Mr. Rodriguez advised that administrative costs were 9.18% of all expenses; factoring out encumbrance amounts, administrative costs were 11.65%. Our local Commission did not exceed the authorized amount for administrative costs of 15%. A motion was made by Commissioner Semmes and it was seconded by Commissioner Green approving the Administrative Costs Report for Fiscal Year 2011-2012; noting no further discussion the motion was approved with all in favor.
- 6b. **Commission Offices Relocation:** Mr. Rodriguez explained that the current lease for office space between the Commission and our current Lessor expires on September 30, 2012. Mr. Rodriguez also advised that a new staff member will be coming on board within the next few weeks. Due to the above circumstances, Mr. Rodriguez is asking the Commission to consider two options he is proposing: 1) to renew the current lease (at approximately \$2.15 per square footage) and seek an additional office space for the new staff person or 2) relocate to another location which will include space to accommodate the new staff person at a similar or lesser rate. Some of the locations which were explored ranged in price of within \$1.00 p/square feet and up to \$1.62 p/square feet; however, most of these locations required to have some offices built to suit and/or needed some type of remodeling. The location that is being proposed is ready to be moved into, can accommodate all staff and space needed, it is the most cost effective and is within close proximity of the county administration building; the amount of space is composed of 2,250 square feet at 1.00 p/square feet. Discussion continued regarding maintenance, a/c systems, and utilities. Upon further review and discussion, a motion was made by Commissioner Semmes and it was seconded by Commissioner Kim authorizing the Director to negotiate a lease for renting property to house the Commission offices with the condition that legal counsel review the proposed lease prior to committing. Commissioners are recommending a multi-year contract with the option to lease on a month-to-month basis. Commissioners also talked about possibly exploring the issue of purchasing rather than leasing space, as an option for sustainability. The motion was approved with all in favor.
- 6c. **Child Signature Program Update:** With the approval of the Child Signature Program funding from First 5 California, Mr. Rodriguez announced that the Early Learning Specialist (ELS) position has been filled. Ms. Elizabeth Zumaya will be assuming the position of the ELS as of October 1st. Ms. Zumaya has a strong background in the field of Early Childhood Education, she has a B.A. in ECE and is currently seeking her Masters. Ms. Zumaya will soon start assessing and working with the 30 centers that have

been identified based on the CSP Request For Proposal. Further discussion continued regarding the next funding cycle, and allocation of special funding for children with special needs.

- 6d. **ICCFFC Strategic Plan Document**: Commissioners reviewed and discussed updating the Strategic Plan and incorporating needs that although have been identified have not been addressed. The Strategic Plan was included in the packet; however, Mr. Rodriguez prepared and recommended that they review goal 1 at this meeting and address the other two goals at future meetings. Mr. Rodriguez reminded Commissioners that this would be a good time to review their objectives and address specific needs that are not included in the Strategic Plan with the purpose of establishing initiatives specific to meeting that need and re-directing money for those initiatives. Time is of the essence due to the fact that the Commission will soon be releasing a Request For Proposal. Because of the length of this process, Commissioners are recommending that they establish an ad-hoc Committee responsible for updating/revising the Strategic Plan. Commissioner Hodgkin advised that, as part of the process, she would like to review previous applications which were not funded to determine what needs may or may have not been addressed through those applications.
- 6e. **Request For Proposal Process 2013-2015 Funding Cycle**: Mr. Rodriguez reminded Commissioners that they need to start addressing the next Request For Proposal process; guidelines of the previous RFP were included in the packet. The second year cycle of current RFPs will be over at the end of this fiscal year. Commissioners previously decided not to extend a third year to the current grantees and decided to move forward with a new RFP process. Mr. Rodriguez is seeking advice from Commissioners as to whether they wish to change the process or continue with the same aspects of the previous RFP, in particular as it relates to the submittal of the Letter of Intent, the scoring process, and the evaluation process. Further discussion will be brought back at the next meeting of the Commission.
- 6f. **PACES Stipend Program**: A breakdown of the current round of Professional Advancement for Childhood Educators Stipend (PACES) program was provided to Commissioners. At this moment, the PACES program is identifying those individuals who signed up for the waiting list; this process will end either once the list is exhausted or funds are no longer available. Mr. Rodriguez is advising that the way the PACES program is administered may change during this year due to the fact that funds will be used to support the goals of the Child Signature Program (CSP). At this time Mr. Rodriguez sought recommendation for changes to the stipend program; a draft will be presented at the next Commission meeting which will incorporate shifting funds to provide incentives to participants of the CSP program (2 tiered-process).
- 6g. **Annual Audit Report Fiscal Year 2011-2012**: The Commission has retained the services of Roger Tubach, Certified Public Accountant to complete the Annual Audit Report which is due to First 5 California and the California State Controller's Office on November 1, 2012. Commissioners will be reviewing a final draft of the audit at the next meeting; Mr. Tubach will be present at the meeting to provide a summary of the audit and any findings.
- 6h. **Grantee 4th Quarter Progress Reports and Annual Report Update**: Mr. Rodriguez advised that fourth quarter reports were due to the Commission on July 16, 2012. Grantees submitted the Performance Evaluation Chart, Activity Summary Sheet, Budget Reporting Forms, Proposition 10 Evaluation Data System (PEDS) reports and Individual Assessment Sheets. Five funded programs requested extensions to submit these reports, of which information is still pending. Therefore, the reports enclosed are a draft format of the Fourth Quarter data. Commission staff reviews all reports and cross-checks them for consistency of data collection, narrative information, accuracy and goals being addressed. Once

finalized, the data will be used to complete the Annual Report to First 5 California. The Annual Report is due October 31, 2012.

7. Commissioner Comments

No comments were noted at this time.

8. 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 2:40 pm.