



MINUTES

December 21, 2016

I. Call to Order

This Regular Meeting of the Imperial County Children and Families First Commission was called to order at 2:03 p.m. by Karla Sigmond, Commission Chair. The meeting was held at the Imperial County Social Services Meeting Room A which is located at 2995 South 4th Street in El Centro, California, whereby a quorum was established.

II. Roll Call

Commissioners Present:

Ray Castillo
 Miguel Colón, Jr.
 Barbara Deol
 Robin Hodgkin
 Peggy Price
 Karla Sigmond, Chairperson

Commissioners Absent:

Yurii Camacho
 Becky Green
 Joong Kim

Staff:

Julio C. Rodriguez, Director
 Bea Duran

III. Public Comment

No public comment was made at this time.

IV. Adoption of Minutes

A motion to approve the Minutes of the Regular Meeting held on October 6, 2016 was made by Commissioner Castillo and it was seconded by Commissioner Deol; having noted no further discussion or public comment the motion carried with all in favor.

V. Consent Calendar Items

A motion to approve the Consent Calendar Items as presented was made by Commissioner Castillo and it was seconded by Commissioner Deol; having noted no further discussion or public comment the motion carried with all in favor.

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

1. Request to Approve Changes to the PACES Program Application: Mr. Rodriguez introduced two new application guidelines for Commissioners to review and discuss. He explained that the Professional Advancement for Childcare Educators Stipend (PACES) application the way it is now provided it is a stipend to childcare providers who completed a minimum of 9 units from an accredited institution, who worked in the early care and education workforce, and met other criteria established by the Commission. Now that the Commission is entering a different phase with the First 5 Impact Program and its Quality Start Imperial Program and based on an assessment of the childcare providers, there is a need for increasing quality by providing specific trainings to the childcare providers. This supports the implementation of a local Quality Improvement Rating System under the First 5 Impact Program and also meets the match that was identified as part of the Impact Program. Mr. Rodriguez is recommending

that the Commission modify the PACES Application and approve the two new applications. The following points were noted:

Childcare Professional Trainings Application:

- The Childcare Professional Trainings application will be scheduled for release on January 4, 2017.
- Applicants include licensed family childcare home-based providers and professionals who work in private, public, federal or state preschools, or alternative childcare sites that have been identified as being enrolled as part of the Quality Start Imperial Program.
- The Quality Start Imperial Program will offer approved trainings that will support continuous quality improvement for childcare settings; these trainings will fall within one of the elements of the QRIS.
- \$30 per training will be offered and a maximum of 10 trainings will be covered, although childcare providers can attend more trainings if they choose.

Higher Education Grant Application:

- The Higher Education Grant application will be scheduled for release on January 4, 2017.
- 10 applications will be made available to childcare providers that have been identified by the First 5 Impact Program; and must be enrolled during the 2016-2017 Academic Year.
- The number of units has increased from 9 to 12. Providers must complete a minimum of 12 units from an accredited institution of higher education that is applicable toward advancing a minimum of one level on the State of California Commission on Teacher Credentialing Child Development Matrix, or if they obtain a degree in Early Childcare Education or Child Development.
- \$10,000 has been reserved for this higher education grant; the number of applications has been reduced.

A motion approving the two new PACES Applications as presented was made by Commissioner Colón and it was seconded by Commissioner Deol; having noted no further discussion or public comment the motion carried with all in favor.

2. Request to Approve Termination of March of Dimes Foundation Agreement for FY 2016-2017: Mr. Rodriguez reminded Commissioners about the previous discussion that was held regarding the intent of the March of Dimes Foundation Healthy Babies Are Worth the Wait Project to terminate services. After speaking with the local Project Coordinator, a letter was received from the Regional Director who indicated that due to a realignment of their organization a special retirement package was offered to Ms. Anderson, and that they had no intention of filling the position. Additionally, the Regional Director advised that March of Dimes would close the Imperial County office and discontinue the Healthy Babies are Worth the Wait Project effective September 30, 2016 (the letter was included in the packet).

The Commission's legal counsel is recommending that the Commission take action and terminate services based on the March of Dimes Foundation decision to terminate the Project and close operations in the county.

A motion to terminate the March of Dimes Foundation Agreement Contract No. 1617-86192 under Section 27, due to convenience by the Commission, effective September 30, 2016 was made by Commissioner Hodgkin and it was seconded by Commissioner Castillo.

Further discussion continued regarding the Project. Commissioner Colón asked whether the Project submitted all reports that were due, and asked about the fiscal liability. The Project reported having expensed approximately \$18,642 for first quarter services; the total contract was \$86,192 thus leaving \$67,550 of unspent funds. Commissioner Green asked about a gap in services to children;

Commissioner Deol stated the Project was not working directly with children but rather the Project worked in collaboration with other agencies to provide resources, referrals and various services.

Having noted no further discussion, the motion carried with all in favor.

3. Request to Approve Annulment of the Brawley Public Library Mini-Grant FY 2015-2016: Mr. Rodriguez stated that at a previous Commission Meeting he advised that the Brawley Public Library Mini-Grant Project provided services but did not bill any expenses; following discussion at that time he was given direction to follow-up with the Project and seek legal counsel. Enclosed with the packet is a letter submitted by Ms. Marjo Mello, Brawley Public Library Director, whereby she is acknowledging that they did not use the funds, and further stated that there was no supplantation of funds. Ms. Mello states that they elected not to use the funds due to a misunderstanding, and regrets the project did not work out.

Mr. Rodriguez, upon consultation with legal counsel, is recommending that the Commission annul the Agreement with the Brawley Public Library Mini-Grant in order to avoid any future issues.

A motion to annul the Brawley Public Library Mini-Grant FY 2015-2016 Agreement No. 1516-7200 was made by Commissioner Colón and it was seconded by Commissioner Deol; having noted no further discussion or public comment the motion carried with all in favor.

4. Request to Approve Annual Report documents FY 2015-2016: Commissioners reviewed the Annual Report that was submitted to First 5 California; the report was included in the packet. Mr. Rodriguez advised that the report contained financial information and it also included demographic data as well as narrative information that was derived from Grantees' quarterly reports. The State Commission puts together the annual report including information from all 58 county Commissions, thus not much feedback is provided.

A motion approving the Annual Report documents FY 2015-2016 was made by Commissioner Colón and it was seconded by Commissioner Castillo; having noted no further discussion or public comment the motion carried with all in favor.

5. Request to Approve Request For Proposal (RFP) Timetable: A draft of the proposed Timetable for the release of a new Request For Proposal cycle was included in the packet and discussed by Commissioners. Mr. Rodriguez advised that Commissioners may want to recommend changes to the RFP guidelines, discuss priorities or proceed as they have before. The Letter of Intent will aide staff in planning for and setting-up an Evaluation Team. The RFP Timetable was reviewed as follows:
- ✓ Release the RFP Guidelines on February 6, 2017
 - ✓ Schedule a Proposer's Assistance Workshop that is non-mandatory on February 23, 2017
 - ✓ Deadline for the Letter of Intent would be March 10, 2017
 - ✓ The deadline for the submittal of the Request For Proposal is March 31, 2017
 - ✓ The evaluation process will run April 4th up through May 25th
 - ✓ Commissioners will make their Notice of Intent to Make an Award on May 25, 2017
 - ✓ A protest period will follow from May 30th through June 5th, 2017
 - ✓ Final awards will be made on June 8, 2017

Further discussion continued on the subject of taking a different approach in coming funding cycles with the RFP in light of the fact that tobacco revenue is declining. The question was raised as to how many new Projects the Commission should fund, and whether it should continue funding Projects that have been with the Commission over 10 or 15 years; can those projects continue to sustain the quality of service; should they create a sustainable model and tools to measure the impact the services are having.

Commissioners agreed to table changes until after the release of this new proposed RFP in preparation for the next cycle.

A motion approving the proposed Request For Proposal Timetable was made by Commissioner Castillo and it was seconded by Commissioner Deol; having noted no further discussion or public comment the motion carried with all in favor.

6. Release of Community Development Mini-Grant FY 2017-2018 Guidelines: Commissioners reviewed the proposed new release of the Community Development Mini-Grant for Fiscal Year 2017-2018. No changes to the guidelines are being recommended at this time other than the dates. Commissioners anticipate they will be receiving Statements of Interest to Apply at which time they will select applicants to submit a full mini-grant application under Step 2 of the process. \$100,000 has been allocated for mini-grants.

A motion to approve the release of the Community Development Mini-Grant for Fiscal Year 2017-2018, including the proposed Timetable was made by Commissioner Deol and it was seconded by Commissioner Castillo; having noted no further discussion or public comment the motion carried with all in favor.

7. First 5 IMPACT Update: Mr. Rodriguez provided the following update:
- Staff has been busy attending specific trainings out of the County in order to support childcare sites.
 - 3 of the staff members have been reliability certified to assess environments in the child care settings.
 - Orientations have begun with family childcare providers; 35 providers have shown interest in enrolling which will meet the target. They will receive continuous quality improvement support and be a part of the rating system.
 - The Program is working with the Imperial County Office of Education to get additional funding to provide similar services with State preschools.
 - Staff is moving forward with the data collection system, Pinwheel. It will serve as a source of communication between the childcare sites and staff.
 - The Program is also working with exempt care providers through the HIPPY Program. The Hippy Program will be working with Social Services to recruit these providers, which is a hard to reach population.
 - By March, 68 childcare sites should be enrolled and publicly rate 35 of those sites.
8. Proposition 56 - \$2 Tobacco Tax and E-Cigarettes Update: Mr. Rodriguez provided the following update:
- The increase on tobacco tax will affect the Commission by decreasing revenue.
 - The First 5 Association worked on a provision to create a backfill for County Commissions.
 - The Board of Equalization backfill may be a conservative amount.
 - E-Cigarettes are now being considered a tobacco product and will be taxed; the change may be neutral.

VII. Commissioner Comments

Commissioner Deol brought up the question concerning attendance, missing multiple meetings and the commitment on behalf of the membership; she is asking Commissioners whether they should consider it for discussion as an agenda item for the next scheduled meeting.

Commissioner Castillo suggested that we keep track of the number of absences for the year and if it's excessive notify the person. The policy on absenteeism by the membership was mentioned.

Commissioner Sigmond stated that attendance is important and it has been difficult to come up with a quorum. She further stated that people are depending on the Commission moving forward with grants and timetables. Direction was given to place this item on the Agenda for the next scheduled meeting.

Commissioner Colón noted that he has been working without a captain for 6 years and has not been able to fill this position, and due to his various duties he will be having to resign from the Commission. There are other committees he will consider resigning from as well. He will submit his letter of resignation to the Commission office.

VIII. Adjournment

A motion adjourning the Commission meeting was made by Commissioner Deol and it was seconded by Commissioner Castillo. Having noted no further comments and by unanimous vote, the meeting was adjourned at 2:49 pm. The next meeting of the Commission is scheduled for February 2, 2017.