



MINUTES September 6, 2018

I. Call to Order

This Regular Meeting of First 5 Imperial was called to order at 3:36 p.m. by Karla Sigmond, Commission Chair. The meeting was held at the Imperial County Administration Building Meeting Room C/D which is located at 940 W. Main Street in El Centro, California, whereby a quorum was established.

II. Roll Call

Commissioners Present:

Yurii Camacho
Ray Castillo
Becky Green
Joong S. Kim
Fred Miramontes
Peggy Price
Karla A. Sigmond

Commissioners Absent:

Barbara Deol
Danila Vargas

Others:

Julio C. Rodriguez, Director
Bea Duran

III. Public Comment

There was no public comment.

IV. Adoption of Minutes

A motion approving the Minutes of the Meeting held on June 7, 2018 was made by Commissioner Castillo and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment the motion was approved by a unanimous vote.

V. Consent Calendar Items

Commissioners considered approval of the consent calendar items. A motion approving the consent calendar items for the Regular Meeting of September 6, 2018 was made by Commissioner Castillo and it was seconded by Commissioner Camacho; having noted no further discussion or public comment the motion was approved by a unanimous vote.

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

1. Request to Terminate City of Imperial Library Mini-Grant Project FY 2017-2018: Mr. Rodriguez is requesting that the Commission grant him the authority to terminate the contract entered into with the City of Imperial Library for the Kiddie-Con Mini-Grant Project which was awarded during the 2017-2018 fiscal year. The request to terminate is made on the basis that there is no record that the event took place. Additionally, the contractor has failed to submit reports to the Commission; the last of which was due on July 15, 2018. Commission staff learned that the Library Director was no longer working for the City based on information provided by the City Manager. Mr. Rodriguez is recommending that the Commission allow the City of Imperial

Library 30 days to submit any reports or reimbursements they feel may be due for the Commission to consider.

A motion granting the Executive Director the authority to terminate the contract with the City of Imperial Library was made by Commissioner Castillo and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment the motion carried with all in favor.

2. Requested Changes to the Contract between the Commission and the University of California Desert Research and Extension, Contract No. 1819-3060: Mr. Rodriguez explained that the UC Desert Research and Extension Center was offered a mini-grant award in the amount of \$12,100 for a one-time event to be held in Holtville. Representatives from the UC Regents office, the ANR Office of Contracts and Grants, is requesting changes to the Agreement for Services of Independent Contract (Contract Number 1819-3060) that is to be entered into between the Commission and the Contractor. Mr. Rodriguez provided a summary of the proposed changes, and a copy of the contract (with changes) was included in the packet. The Regents of the UC ANR Contracts and Grants office is recommending changes to sections of the contract pertaining to the Conflict of Interest policy, the Indemnification clause, Termination clause, and the Ownership clause. He noted that the language in these changes lean mostly in favor of the contractor. Other changes are basic changes such as contact person, address notification, etc. If the Commission were to approve the recommended changes as requested by the UC Regents Contracts and Grants office, Mr. Rodriguez states that this will change the spirit of the contract, which he does not recommend the Commission to approve of these changes.

A motion denying the request to the proposed contract changes by the UC Regents was made by Commissioner Green, and seconded by Commissioner Camacho.

Commissioner Green advised against allowing changes that limits the Commission's control given the fact that the Commission is the grantor of the funds. Commissioner Camacho stated that doing so would establish precedence for other agencies to alter the contract to meet their needs. Further discussion continued and the general consensus agreed by Commissioners was in allowing basic changes to the contract, which are to be determined at the discretion of the Director.

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

3. Request to Approve First 5 Imperial Administrative Costs Report FY 2017-2018: Mr. Rodriguez provided copies of the Administrative Costs Report for FY 2017-2018, and gave a brief summary of the document. He noted that the Administrative Costs Report has to match up with the audit, which the Commission is currently working on with Roger Tubach.

Mr. Rodriguez reminded Commissioners that the cost allocation plan was recently restructured per recommendation made by Mr. Tubach. Expenses are broken up into three categories which are administrative costs, program costs and evaluation costs. The cost allocation plan takes into account a time study for staff; a break-down of square footage of the facilities, and a break-down of salaries. Actual expenses for FY 2017-2018 are 8.52%, which are well under the allowed 15% maximum for administrative costs.

A motion approving the Administrative Costs Report FY 2017-2018 was made by Commissioner Green and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment the motion carried with all in favor.

4. 2018 Conflict of Interest Code – Local Agency Biennial Notice: Mr. Rodriguez explained that local government agencies are required by State law to review their conflict of interest policy biennially and to determine whether their policy needs to be updated or whether no amendment is required; the notice is then forwarded to the County Registrar of Voters office. If the Commission determines that an amendment is required, the document with changes will then be forwarded to the Board of Supervisors within 90 days. Mr. Rodriguez advised that he spoke with legal counsel who suggested that there may be updates which may need to be included in the policy due to changes in the law. The last time the Commission's Conflict of Interest Policy was updated was in 2010. At this time, the Commission will want to determine that an amendment may be required and will move forward with the process of identifying any changes.

A motion to approve the submittal of the 2018 Local Agency Biennial Notice to the County Registrar of Voters office was made by Commissioner Miramontes, and it was seconded by Commissioner Camacho; having noted no further discussion or public comment the motion carried with all in favor.

5. First 5 Imperial's Request for Proposal Process for 2019-2021 Funding Cycle: Mr. Rodriguez explained that the Commission may be getting ready to release a new major grant RFP in February 2019. Before starting that process though he is asking the Commission to consider whether they would like to consider any changes to the process or continue in the same direction. Discussion continued regarding ideas for major grants such as whether they should focus on certain areas they haven't funded in a while, whether there are some special initiatives they should consider, whether the Commission should give special consideration to "match" funds projects or whether they should focus on special needs initiatives. Further discussion lead to infant mortality rates, and the processes for the collection of data.

Mr. Rodriguez will put together a survey (Monkey Survey) and send the link to Commissioners to seek initial input and ideas. He will also prepare a spreadsheet identifying all projects that have been funded since the beginning. It was suggested that if this is a long process, Commissioners may consider extending the current contracts for another year with the caveat that major changes will be made to the RFP process.

Further discussion of the RFP focus will be continued during the Commission meeting in October.

6. Update on First 5 Imperial's Audit of Financial Statements FY 2017-2018: Mr. Rodriguez advised that the Commission is on track with its annual audit. Mr. Roger Tubach, CPA, is conducting the audit and staff began meeting about it beginning in July. Staff is focused on the cost allocation plan, and is also now preparing journal entries due to the two accounts. The Commission office expects a first draft by September 10th and anticipates it will bring this report to the Commission at the next meeting which is October 4th. The audit due date is November 1st. Mr. Rodriguez advised that if there are any findings he will ask Mr. Tubach to present to the Commission.
7. First 5 Imperial's Employee Handbook: Mr. Rodriguez explained that we are currently working on an employee handbook. He noted that we intend to mirror the County policies with our

current employee contracts, and will discard any policies that are not relevant to the Commission. The handbook will be tailored to our agency. Our legal counsel is currently working on the handbook.

8. El Centro Elementary School District's "Partner for Excellence" Award to F5I: The El Centro Elementary School District recognized the Commission at a Back-to-School Staff Meeting held on August 15th. The Commission was recognized for having formed a strong partnership with the El Centro Elementary Schools which included having sponsored over 2 dozen health and resource fairs, participation in the parent conferences, continuing to fund the FACT Center which is on its 15th year, having funded Pre-Kinder Academies at selected schools before Transitional Kindergarten began, and most recently having helped to bring the Family HUI Program to the county.
9. Third Quarter Progress Reports FY 2017-2018 and 4th Quarter Update: Third Quarter Progress Reports were included in the packet, and Mr. Rodriguez provided a brief summary of the Fourth Quarter Progress Reports. He indicated that these are preliminary reports, not all projects have submitted their reports as of yet. According to the project reports, 87% of their budgets are expensed. However, once all reports are reviewed by staff, these amounts will probably decrease. Mr. Rodriguez explained that some of the projects may go over their budget categories which the Commission doesn't cover. Other projects wait until a few days before the end of the fiscal year to purchase items, these expenditures are disallowed but they are allowed to budget into the next fiscal year if it is reasonable to do so. Language on the contracts is very clear on expenses that are allowed or disallowed. Mr. Rodriguez emphasized that he encourages projects to plan early on. Further discussion continued regarding other projects whose expenditures are low such as Imperial County Office of Education's Quality Start Program, the Imperial Valley Regional Occupational Program Project Nene's project, and the City of Imperial's Library Kiddie-Con Project. Mr. Rodriguez also provided a brief overview of the City-by-City breakdown report.

VII. Commissioner Comments

No comments were made at this time.

VIII. Adjournment

A motion adjourning the Commission meeting was made by Commissioner Green and it was seconded by Commissioner Miramontes. Having noted no further comments and by unanimous vote, the meeting was adjourned at 4:39 pm. The next meeting of the Commission is scheduled for October 4, 2018.