



## MINUTES October 3, 2019

### I. Call to Order

This meeting of First 5 Imperial was called to order at 3:42 p.m. by Commissioner Sigmond, Chairperson. The meeting was held at the Imperial County Administration Building, Room C/D, which is located at 940 W. Main Street in El Centro, California, whereby a quorum was established.

### II. Roll Call

At this time Commissioner Sigmond took a moment to welcome the newest member to the Commission, Ms. Veronica Rodriguez, Director of Imperial County Social Services.

#### Commissioners Present:

Ray Castillo  
Yurii Camacho  
Joong Kim  
Veronica Rodriguez  
Karla Sigmond  
Danila Vargas

#### Commissioners Absent:

Becky Green  
Barbara Deol  
Fred Miramontes

#### Staff:

Julio C. Rodriguez  
Christian Hernandez  
Bea Duran

### III. Public Comment

No comments were made at this time.

### IV. Adoption of Minutes

A motion to approve the Minutes of the Regular Meeting held on September 5, 2019 was made by Commissioner Vargas and it was seconded by Commissioner Camacho; having noted no further discussion or public comment, the motion carried with all in favor.

### V. Consent Calendar Items

Commissioners considered approval of the consent calendar items. A motion approving the Consent Calendar Items for the meeting of October 3, 2019, as presented, was made by Commissioner Camacho and it was seconded by Commissioner Vargas; 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 the Communication of Financial Condition Policy: Mr. Rodriguez stated that the Commission's financial requirement is outlined in the Bylaws; however, because the Commission has a new auditor, it seemed more practical to draft a policy which identifies the process aside from the Bylaws. Currently, the financial requirement states that the Commission will perform an audit of its financial statements, that the audit findings will be presented in a public hearing, and that the Commission will approve the audit. In addition to those requirements, Mr. Rodriguez stated that he is also proposing to include the presentation of monthly financial reports to the Commission, and the submittal of the audit to the Imperial County Auditor.

A motion was made by Commissioner Vargas and seconded by Commissioner Rodriguez to adopt the Communication of Financial Condition Policy established by the Commission; having noted no further discussion or public comment, the motion carried with all in favor.

2. Request to Approve Changes to the First 5 IMPACT Budget: Mr. Rodriguez made reference to the First 5 IMPACT Program budget sheets included in the meeting packet. He stated that the original budget that was approved by the Commission in June was for \$395,312; however, subsequent to that the State of California has increased the budget by \$176,363. The rationale for the increase is based on carry-over funds from previous years that were not expensed. County Commissions will be allowed to use the funds allocated for First 5 IMPACT Programs rather than reverting the funds to the State. Mr. Rodriguez provided a summary of the changes to the budget which included an increase of funds to the expense categories under deferred comp, insurances, professional and special services, special department expenses (subcontracts), and other supportive expenses for preschools. He further advised that the Program plans to include additional centers for assessments that will be realized by subcontractors trained to assess centers and to support quality care. In addition, there will also be additional funds provided from the HUB to support those efforts; the contracts for these services will be presented in December.

A motion was made by Commissioner Castillo and it was seconded by Commissioner Vargas approving the changes to the First 5 IMPACT Budget as presented. Commissioner Vargas made a recommendation to the format of the report to which Mr. Rodriguez acknowledged that he will implement in future reporting. The motion carried with all in favor.

3. Request to Issue Brawley Public Library FY 2017-2018 Final Payment: Mr. Rodriguez is asking the Commission to approve the request to process the final payment to the Brawley Public Library. He explained that a letter from the Brawley Public Library was received wherein they are advising that their audit for fiscal year 2017-2018 would be ready by October 15, 2019. Mr. Rodriguez explained the process of releasing the final 5% payment to grantees, which is subject to the submission of their audits unless waived by the Commission; the policy is defined in the contract. As with all final payments, the final 5% payment for the Brawley Public Library represents funds that are encumbered. Mr. Rodriguez is asking the Commission to waive the requirement and provide the Brawley Public Library the final 5% payment and in lieu hold their next quarterly payment until their audit report is received.

Mr. Hernandez, Fiscal Analyst, further explained that the delay in the submittal of the audit is due to the departure of the City of Brawley's Finance Director and other finance staff. He advised that the final 5% check has already been processed with the anticipation that they would have submitted their audit. The check, encumbered funds, is being held in the office but expires in early November.

Commissioner Camacho asked whether this type of situation had occurred before, and whether other similar requests had been approved of by the Commission. Mr. Rodriguez noted that the Commission can waive the audit and may do so on a case-by-case basis. He added that in this case it was no fault of the Brawley Public Library that the audit was held up, this was an agency procedural issue.

A motion approving the request to issue a final payment FY 2017-2018 to the Brawley Public Library due to special circumstances as discussed was made by Commissioner Camacho and it was seconded by Commissioner Rodriguez; having noted no further discussion or public comment, the motion carried with all in favor.

4. Early Care and Education Workforce Study: Mr. Rodriguez is seeking approval from the Commission to move forward with the feasibility of conducting a study of the early care and education workforce in

Imperial County; several years have passed since the first Early Care and Education Workforce Study was conducted by the Commission, and strategies or focus may have changed. He explained that the Center for the Study of Child Care Employment at UC Berkeley currently released an announcement that they will be conducting a statewide workforce study. He explained that UC Berkeley first did a workforce study in 2006 and there was an opportunity for the Commission to buy-in; however, it would have been more costly for the Commission to participate in the UC Berkeley workforce study rather than doing it on its own. Valuable information obtained as a result of the study that was done by the Commission in 2006 helped the Commission use arguments in its Strategic Plan that helped support the childcare workforce; it also provided the Commission with a tool to engage other stakeholders within the county; and it established the contemplation of a local bachelor's degree education program for childcare providers. The results of the study also benefitted other agencies that serve the child care community.

Mr. Rodriguez provided a summary of the questionnaires (2) that were previously used for the workforce study conducted in 2006 by the Commission; one was tailored for center-based programs and another for family child care homes. He talked about the process of the study, the involvement of other agencies and noted that participation in the survey was voluntary.

A motion was made by Commissioner Kim and it was seconded by Commissioner Castillo to move forward with the feasibility of doing an early care and education workforce study; having noted no further discussion or public comment, the motion carried with all in favor.

5. Request to Make a Decision on the Allocation of Surplus Funding from the 2019-2020 General RFP Funding Cycle: Mr. Rodriguez provided the Commission options they could do this fiscal year in order to use the surplus money that was declined by the agency who had applied and was approved for RFP grant money to fill a gap. He presented a summary of four possible options, they were:

Option 1 - move forward with funding the two agencies that had applied but were not selected for an RFP grant award back in June of 2019. Although, Mr. Rodriguez is not recommending this option because of the burden it would place on the agencies to meet the objectives being that it is well past half-year.

Option 2 - to have all the funds revert back to the Commission's fund balance.

Option 3 – develop an application to fund outdoor play equipment applicable to child care centers, child care homes or other settings that provide early care education activities that promote outdoor play. This application would help address the gap of services related to childhood obesity by promoting physical activity. Further explanation of the requirements and the application was summarized by Mr. Rodriguez. One of the issues that was raised was in regard to liability for the Commission, especially as it may affect family child care providers. Mr. Rodriguez stated that legal counsel will provide more information relevant to a liability policy. Further discussion was held regarding outdoor play equipment, structures and, in particular, outdoor shading.

Option 4 – increase the amount of money designated for mini-grants and/or create a special mini-grant that addresses childhood obesity. Mr. Rodriguez explained that the mini-grant option helps streamline the process because it's a two-step process. The first step involves submitting a letter of intent to apply; secondly, the Commission can select who they chose to invite to apply. This process saves both the grantee and the Commission time.

A motion was made by Commissioner Camacho and it was seconded by Commissioner Kim to consider options 3 and 4 (a) with the possibility of creating a special mini-grant that focuses on childhood obesity.

Commissioners talked further about moving forward with a special mini-grant, one that would focus on addressing the issue of childhood obesity. This may include outdoor play and address the issue of nutrition. Mr. Rodriguez stated he could work on a special mini-grant and bring it back to the Commission in December.

In regard to the application process, Mr. Rodriguez explained that applications would be submitted to the Commission office and would be reviewed by staff. Applications will be submitted on a case-by-case basis, similar to the Professional Development Application process. Impact staff will be included in this part of the assessment due to their expertise and training; there's a possibility that the Impact Program may be able to provide matching funds. Applicants would have to address four basic questions within the application and submit their budget information. Mr. Rodriguez also advised that it would be the option of the Commission whether they would consider reviewing the applications, although the challenge with this process is that Commission Meetings are scheduled on a bi-monthly basis. The purpose of this application is to promote outdoor play for young children. Again, the issue of liability was discussed.

Direction was given to Mr. Rodriguez to seek legal counsel regarding the issue of liability for the grant application that was developed for child care sites.

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

6. First 5 Imperial Strategic Plan 2020: Mr. Rodriguez stated that we will begin the process of having a new Strategic Plan in preparation for the new RFP planning cycle 2021-2023 ready by June 2020. The three goals that will be addressed in the Strategic Plan include Family Functioning, Child Development/Early Learning, and Child Health. The process will be to collect and update data during the month of November. The Commission may want to explore whether there are gaps out there that the Commission may want to address and include in the Strategic Plan. This updated information will be presented to Commissioners at the December meeting. Mr. Rodriguez is recommending that the Commission set up meetings with stakeholders; the stakeholders would consist of on an early learning workgroup, a group that focuses on family functioning, and on child health issues. Feedback from the stakeholder groups would be presented to the Commission during the April meeting. Feedback would include the results drawn from the early care and education workforce study.
7. First 5 Imperial Audit Report FY2018-2019: Mr. Hernandez advised that there has been a delay in the completion of the audit due to the State's late posting of the revenues distributed to County Commissions; those figures are being integrated with the audit. He also advised that they are addressing last year's findings. Mr. Hernandez explained that the findings from last year have been corrected but because they were adopted late in the fiscal year due to following the corrective action plan, and completed during the month of June 2018, and the fact that they were implemented for a short portion of the time, the audit report will include those findings even though they have been resolved. The final audit is expected to be ready by next week; it is due to the State Controller's office on November 1st. The audit will be presented to the Commission at the December meeting.

Mr. Rodriguez advised that he contacted the State Controller's Office to discuss the overlapping of the new policies that were adopted to correct the findings.

8. First 5 Brochure of Funded Projects and Services: A brochure that provides a summary of funds to general grants and mini-grants, as well as the special grants, was included in the packet.

## **VII. Commissioner Comments**

Commissioner Kim commented on the format of a document included in the Commission's meeting packet and asked for correction.

Commissioner Sigmond once again extended a welcome to Ms. Veronica Rodriguez.

Commissioner Vargas is advising about flu shots for the season and provided availability of locations where they can be administered.

Commissioner Castillo advised that he will not be able to attend the December meeting due to the CSAC Conference.

Mr. Rodriguez advised that legal counsel is interested in providing a two-hour training for Commissioners on the issue of harassment; an inquiry will be sent by email to Commissioners regarding those who have already received training on this subject.

#### **VIII. Adjournment**

A motion adjourning the Commission meeting was made by Commissioner Castillo and it was seconded by Commissioner Kim. Having noted no further comments and by unanimous vote, the meeting was adjourned at 4:59 pm. The next meeting of the Commission is scheduled for December 5, 2019.