



**MINUTES**  
**December 10, 2015**

**I. Call to Order**

This Regular Meeting of the Imperial County Children and Families First Commission was called to order at 3:43 p.m. by Karla Sigmond, Commission Chair. The meeting was held at the County Administration Center, Conference Room C/D which is located at 940 West Main Street in El Centro, California, whereby a quorum was established.

**II. Roll Call**

**Commissioners Present:**

Yurii Camacho  
Barbara Deol  
Robin Hodgkin  
Joong Kim  
Peggy Price  
Karla Sigmond

**Commissioners Absent:**

Becky Green  
Ray Castillo  
Miguel Colón

**Staff:**

Julio C. Rodriguez, Exec. Director

**III. Public Comment** None was noted.

**IV. Adoption of Minutes**

A motion was made by Commissioner Deol and it was seconded by Commissioner Camacho approving the Minutes for the Regular Meeting of September 22, 2015; having noted no further discussion or public comment the motion carried with all in favor.

**V. Consent Calendar Items**

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

**VI. Neighborhood House of Calexico Child Literacy Project Presentation**

Presenters Jenny Velazquez, Cinthia Bricenño and Beatriz Renteria gave a presentation regarding the Early Literacy Program that is managed by the Neighborhood House of Calexico. They summarized the goals of the Program and their outcomes to date. Thus far, 98 children are enrolled in the program with 71 participants being ages 3 to 5, and 27 are ages 0 to 2. The program serves the cities of Imperial, El Centro, Calexico, Calipatria and Brawley; El Centro has the most

participants. The Early Literacy Program also provides services at the Little Roadrunners Preschool of El Centro, Little Vikings Preschool of Holtville, Kids R Us Preschool of Brawley, Little Tigers Preschool of Imperial, ICOE's Head Start Preschool of Calexico, Witter Elementary School of Brawley, and Phil Swing Elementary School of Brawley. The staff provides a parent education component which addresses issues such as nutrition, emotional wellbeing, health, parenting skills, and various informational sessions. A book giveaway is also incorporated as part of their literacy program, and sessions are provided in Spanish to parents who request it. A session of questions and answers continued. At this time Ricardo Ortega, NHC Director, thanked the Commission for their funding support.

## **VII. Administrative Report (Julio C. Rodriguez, Executive Director)**

1. Request to Approve the ICCFFC Annual Audit Report for FY 2014-2015: Commissioners received copies of the Audit Report FY 2014-2015 (ending June 31, 2015), and these were provided for public review. The audit was performed by Roger Tubach, Certified Public Accountant, which included an Independent Auditor's Report and complied with the reporting requirements required by Government Auditing Standards. At this time, Mr. Hernandez provided a summary of the audit report which included points addressed under the Management's Discussion and Analysis component of the audit. He further stated that the auditor noted no material weaknesses or deficiencies, and in addition disclosed no instances of non-compliance in accordance to the tests that were performed by Mr. Tubach.

A motion was made by Commissioner Deol and it was seconded by Commissioner Camacho approving the ICCFFC Annual Audit Report for FY 2014-2015 as presented; having noted no further discussion or public comment the motion carried with all in favor.

2. Request to Adopt the ICCFFC Capitalization Policy: During the performance of the audit, Mr. Tubach, CPA, made a recommendation that the Commission consider adopting a capitalization policy in order to meet GASB reporting standards and IRS compliances; therefore, a proposed policy was drafted and reviewed. The policy was reviewed at this time and further comments/points were made. Mr. Rodriguez is seeking recommendation from Commissioners for determining capital assets, a set rate of either \$5,000 or \$7,500. Commissioner Hodgkin is further recommending that they include within the policy a process for transference or re-distribution of equipment that no longer has a resale value, whether it's donated or disposed of otherwise.

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Camacho approving the Capitalization Policy setting a threshold at \$7,500 and adding further changes as discussed; having noted no further discussion or public comment the motion carried with all in favor.

3. Request to Appoint an Ad Hoc Bylaws Committee: Due to the Commission's recent changes and updates needed to the Bylaws, Commissioners Deol, Camacho and Sigmond volunteered to establish the Bylaws Committee.

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Price approving the Bylaws Ad-Hoc Committee; having noted no further discussion or public comment the motion carried with all in favor.

4. First 5 California IMPACT Application Status: Mr. Rodriguez provided a summary of the latest information regarding the IMPACT program; he specifically talked about the request made by First 5 California asking the Commission to reconsider their proposal and incorporate step three of the program. More information on the findings of the initial assessment was provided, as well as in meeting the steps and elements listed within the matrix. A summary of the funding thresholds was thoroughly discussed, and also the fact that the application deadline was extended to January 25, 2016. Mr. Rodriguez further talked about the potential effect the quality rating system may have on the local child care community; he discussed the fact that the higher education component may be the biggest challenge facing the child care providers. Mr. Rodriguez stated that he feels confident level three of the program can be accomplished, and he feels assured that First 5 California will support the Commission through this process.
5. First 5 Reporting Requirements and Commission Data System: Mr. Rodriguez explained that our Commission will need to make a determination on a data system in order to comply with the reporting requirements and meet the data collection needs required of the First 5 IMPACT Program. He mentioned that a cross-survey was previously done by another agency that assessed what data systems County Commissions were using for their data collection and evaluation which resulted in 1) using an off-the-shelf product, 2) creating an excel database, and 3) hiring a contractor to customize a personalized data system. All southern region County Commissions are currently contracting with Persimmony for their data collection/evaluation. Mr. Rodriguez will explore the best possible option for the Commission. Commissioners agreed that a budget of \$10,000 to 15,000 should meet this purpose.
6. 4<sup>th</sup> Quarter Progress Reports FY 2014-2015: Mr. Rodriguez gave a brief summary of the Grantees 4<sup>th</sup> Quarter Progress Reports; the document was included as a separate attachment to the meeting packet. He noted that all grantees, 14 major grants and 5 mini-grants, submitted their final reports which included the Performance Evaluation Chart, Activity Summary Sheet, Budget Reporting Forms, as well as supporting documentation in order to complete the 4<sup>th</sup> quarter reports and provide the data needed for the annual report.
7. Request to Approve First 5 California Annual Report FY 2014-2015: Mr. Rodriguez explained that the information resulting from the Grantees 4<sup>th</sup> Quarter Progress Reports served as part of the process needed to complete the annual report for submission to First 5 California, as well as the audit. The report was composed of three sections which included the fiscal summary, breakdown by goals, and a county evaluation summary. The report was electronically submitted to First 5 California prior to its deadline, November 1<sup>st</sup>.

A motion was made by Commissioner Deol and it was seconded by Commissioner Camacho approving the submission of the data for the First 5 California Annual Report FY 2014-2015; having noted no further discussion or public comment the motion carried with all in favor.

8. FY 2015-2016 ICCFFC Funded Projects Update: A brochure describing the programs funded by the Commission was distributed to agencies within the county; a copy was included in the packet.

#### **VIII. Commissioner Comments**

An update regarding the e-cigarette tobacco tax was briefly provided. County Commissions are positioned to receive a portion of the tax distribution, and according to polling results, no further endorsements are needed.

#### **IX. Adjournment**

A motion adjourning the Commission meeting was made by Commissioner Deol and it was seconded by Commissioner Price. Having noted no further comments and by unanimous vote, the meeting was adjourned at 5:09 pm. The next meeting is scheduled for February 4, 2016.