



MINUTES
February 5, 2015

I. Call to Order

This meeting of the Imperial County Children and Families First Commission was called to order at 3:38 p.m. by Mrs. Sigmond, Commission Chair. The meeting was held at the CalWorks Office Conference Room which is located at 2895 S. 4th Street in El Centro, California.

II. Roll Call

Commissioners Present

Supervisor Ray Castillo
Chief Miguel Colon, Jr.
Robin Hodgkin
Peggy Price
Karla Sigmond

Commissioners Absent

Yurii Camacho
Barbara Deol
Becky Green
Joong Kim

III. Public Comment

No public comment was noted.

IV. Consent Calendar Items

Commissioners considered approval of the consent calendar agenda items for the meeting of February 5, 2015. A motion approving the consent calendar items as presented was made by Commissioner Hodgkin and seconded by Commissioner Castillo. Noting no public comment, the motion was approved with all in favor.

V. Adhoc Funding Advisory Committee Report

Members of the Adhoc Funding Advisory Committee met and they are suggesting changes to the Request For Proposal Guidelines highlighting the Commission's objective to encourage collaboration among local agencies that provide services to children 0-5. The committee is also recommending a funding revision to the amount designated for award under the RFP. The Commission will discuss the recommendations during its review of the RFP FY 2015-2017.

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

1. Community Development Mini-Grant Statements of Interest to Apply Review:

Commissioners proceeded to establish Conflicts of Interest at this time. Commissioner Price noted that her agency (Imperial County Social Services) collaborates with several of the organizations that are applying for mini-grant funds and it is difficult to tell to what extent her agency will collaborate with these organizations without seeing the mini-grant application in its entirety. Commissioner Hodgkin noted that the Imperial County Public Health Department is no longer serving as the fiscal agent to the Imperial County Breastfeeding Coalition.

Conflicts declared:

- R. Castillo - Sister Evelyn Mourey Center
- R. Hodgkin - Imperial Valley Food Bank
- P. Price - Alba Care Services, CASA, Imperial County CAP Council, & Imperial Valley ROP
- K. Sigmond - Imagine Schools at Imperial Valley

Discussion ensued regarding the Statements of Interest to Apply that were submitted by Imagine School of Imperial Valley and Meadows Union School District, to be noted that Commissioner Sigmond stepped out of the meeting room at this time. Mr. Rodriguez replied that the language within the Community Development Mini-Grant Guidelines clearly establishes the submittal deadline, advises that no electronic submissions would be accepted, and that Statements should be submitted in typewritten format. Commissioner Hodgkin confirmed that adherence to the criteria established within its grant guidelines has always been a protocol followed by the Commission. A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Castillo stating that based on the Community Development Mini-Grant Guidelines, the Statements submitted by Imagine School of Imperial Valley and Meadows Union School District, having not met the requirements, are hereby disqualified. No further discussion continued and the motion passed with 1 abstention (K.Sigmond).

Mini-Grant Statements of Interest to Apply were reviewed and selection of Step 2 candidates were made as follows (Commissioner Sigmond entered at this time).

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| <p>Alba Care Services Foster Family Agency: (Commissioner Price stepped out of the meeting room) A motion was made by Commissioner Castillo and seconded by Commissioner Colon to extend an invitation to Alba Care Services to submit a mini-grant application for the Help Me Develop Project. Discussion: Commissioners felt the target population was foremost, and the agency has established assessment requirements that are already in place to assume the responsibility. A weakness may be a supplantation of funds, the agency serves as an intermediary for foster care services. The motion passed with 1 abstention (P.Price).</p> |
| <p>Court Appointed Special Advocates Commissioner Castillo made a motion not to invite Court Appointed Special Advocates for the Transitional Kindergarten Foster Child Enrollment Project, seconded by Commissioner Hodgkin. Discussion: It was the general consensus of the Commission that the survey has already been developed and this may be a combination of unnecessary research and supplantation. The motion passed with 1 abstention (P.Price).</p> |
| <p>Imperial County Child Abuse Prevention Council A motion was made by Commissioner Castillo and it was seconded by Commissioner Colon to invite the Imperial County Child Abuse Prevention Council to submit a mini-grant for the Little STEPS Project. Discussion: The Step program was developed in the '70s, it rates well alongside other parenting programs, and the Project will incorporate the Commission's Kit for New Parents. The curriculum is a general curriculum, not specific for children 0 to 5 years of age. This would be a good opportunity for the agency to start thinking about incorporating a different curriculum that would meet specific needs for parents with young children. The motion passed with 1 abstention (P.Price).</p> |
| <p>Imperial Valley Regional Occupational Program A motion was made by Commissioner Colon and it was seconded by Commissioner Castillo to invite the Imperial Valley Regional Occupational Program to submit a mini-grant application for Project CARE. Discussion: The program is cost-effective and the curriculum is very successful. On the downside, this is an extension of Project NENES, and if it is not funded by the Commission during the new upcoming grant cycle, the program cannot operate on its own. The motion passed with 1 abstention (P.Price).</p> |
| <p>Imperial Valley Food Bank: (Commissioner Hodgkin stepped out of the meeting room) A motion was made by Commissioner Castillo and it was seconded by Commissioner Sigmond to invite the Imperial Valley Food Bank to submit a mini-grant application for the Pop-Up Picnic Project. Discussion: The organization has a good standing reputation throughout the county, and has the capacity to</p> |

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| <p>serve various target populations. The motion passed with 1 abstention (R. Hodgkin).</p> |
| <p>Burn Institute A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Castillo not to invite the Burn Institute to submit a mini-grant for the Child Smoke Alarm Project. Discussion: This may be a supplantation issue; as per the building codes, builders and landlords are already required to put in smoke alarms. Based on past experience when working with the Burn Institute on a similar project, the Commission identified a problem collecting data on children 0-5. Staff was not able to identify children 0-5 who were living in the residences. The Burn Institute works well with other organizations to get referrals. The motion passed with all in favor.</p> |
| <p>Neighborhood House of Calexico A motion was made by Commissioner Castillo and seconded by Commissioner Hodgkin to invite the Neighborhood House of Calexico to submit a mini-grant for the Family Game Night Project. Discussion: The Project intends to boost social interaction between parents and their young children and to increase healthy behavior. The organization will recruit children 0-5 from their Early Literacy Program. Children will be offered snacks and sodas which have no nutritional value, contrary to healthy development. The motion passed with 1 opposed (M.Colon).</p> |
| <p>Calexico Unified School District A motion was made by Commissioner Castillo and it was seconded by Commissioner Colon not to invite the Calexico Unified School District to submit a mini-grant application for the Family Resource Center Parents First Project. Discussion: This project will address the needs of various groups, and not specifically the 0-5 population. There are other resources available for teen parents, single parents, etc. The motion passed with all in favor.</p> |
| <p>City of Brawley, Brawley Public Library A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Castillo to invite the Brawley Public Library to submit a mini-grant application for the LAMBS Books for Outreach Project. Discussion: The Brawley Public Library has a good history of attending health fairs and public events, as well as reaching out to children in the outlying areas of the county. The agency has established a strong collaboration with other agencies in providing early child literacy programs. Need to insure that the Brawley Public Library avoids supplantation when purchasing books. The motion passed with all in favor.</p> |
| <p>Clinicas de Salud del Pueblo A motion was made by Commissioner Castillo and it was seconded by Commissioner Hodgkin to invite the Clinicas de Salud del Pueblo to submit a mini-grant application for the Salud en Familia Project. Discussion: This is a health-based wellness program that will target needy families. The motion passed with 1 opposed (M.Colon)</p> |
| <p>El Centro Public Library A motion was made by Commissioner Castillo and it was seconded by Commissioner Price to invite the El Centro Public Library to submit mini-grant application for the 1-2-3 Time to Read With Me Project. Discussion: An early literacy program, which will include parenting classes. The motion passed with all in favor.</p> |
| <p>Heber Elementary School District A motion was made by Commissioner Castillo and seconded by Commissioner Hodgkin not to invite the Heber Elementary School District to submit a mini-grant application. Discussion: Transitional Kindergarten programs and support is already available to schools in the county. The motion passed with all in favor.</p> |

Imperial County Breastfeeding Coalition

A motion was made by Commissioner Castillo and it was seconded by Commissioner Hodgkin to invite the Imperial County Breastfeeding Coalition to submit a mini-grant for the Breastfeeding: Birth and Beyond Project.

Discussion: The Coalition is composed of experts in the area of breastfeeding and lactation; and it collaborates with multiple partners. The motion passed with 1 opposed (M.Colon).

Sister Evelyn Mourey Center (Commissioner Castillo stepped out of the meeting room)

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Price to invite the Sister Evelyn Mourey Center to submit a mini-grant application for the Seguir Creciendo Project.

Discussion: The center demonstrates the need for capacity building. The Project will work with volunteers, and show that they already have the mechanisms for addressing issues related to working with children 0-5. The center has a good reputation within the county. The motion passed with 1 abstention (R.Castillo).

2. **Request to Approve Request For Proposal Guidelines 2015-2017:** Pending approval, the Commission is preparing to start its next grant funding cycle through its Request For Proposal for a General Grant FY 2015-2017. Based on the recommendations provided by the Commission's adhoc Funding Advisory Committee, \$1.5 will be made available for each annual funding cycle. The amount was decreased from the original amount of \$1,550,000 in order to allow for some degree of flexibility to enhance programs. The guidelines emphasize language conducive increasing collaboration of services among agencies and prioritizing developmental screening services through a special consideration addressed in the RFP. Changes to the Cover Form and Exhibits Checklist were also made. If approved, the RFP Guidelines will be released on February 9th. A motion approving the release of the Request For Proposal for a General Grant FY 2015-2017 was made by Commissioner Hodgkin and it was seconded by Commissioner Colon. Having noted no further comments, the motion was approved unanimously.
3. **Request to Approve RFP Evaluator Contract:** Commissioners reviewed the Agreement for Special Services (contract) which was enclosed in the meeting packet. Mr. Rodriguez advised that this is the standard contract that will be used to procure the services from individuals that will be evaluating and scoring the Request for Proposals FY 2015-17. He noted that the reimbursement rate is set at \$60.00 per hour and that it is anticipated that each RFP will take approximately 3 to 4 hours to score. A motion approving the Agreement for Special Services (contract) for individuals who will perform the evaluation/scoring of the RFP FY 2015-17 grants was made by Commissioner Hodgkin and it was seconded by Commissioner Castillo. Having noted no further comments, the motion was approved unanimously.
4. **Request to Approve Neighborhood House of Calexico Budget Revision FY 2014-15:** The Neighborhood House of Calexico is seeking approval for a revision to the Children's Literacy Program Budget for FY 2014-15. The Program is requesting to decrease Salary and Fringe by \$11,679.00, Equipment Purchases by \$1,500.00 and Liability Insurance by \$7,306.00; and to increase Operating Supplies by \$6,720.00, Occupancy by \$4,875.00, Travel and Training by \$8,270, and Audit Costs by \$620.00. The overall transfer of funds between line item categories total \$20,482.00. A motion to approve the budget revision for the Neighborhood House of Calexico Children's Literacy Program was made by Commissioner Castillo and it was seconded by Commissioner Hodgkin. Having noted no further comments, the motion was approved unanimously.

5. **Request to Approve Child Signature Program Budget Revision FY 2014-2015:** First 5 California approved a carry-over of funds from the previous fiscal year to the Child Signature Program in the amount of \$34,092. These funds have been allocated to the Project Materials and Supplies category, the Office Expenses category, and Professional and Special Services category. Because of the changes made to the Child Signature Program budget, approval is being sought for the revision. A motion approving the revised Budget FY 2014-2015 as presented for the Child Signature Program was made by Commissioner Hodgkin and it was seconded by Commissioner Castillo. Having noted no further discussion, the motion was approved unanimously.
6. **Commission Updates:**
 - Ms. Camille Maben, Director for First 5 California, has announced that she will be visiting the Imperial Valley on May 5th. Further information will be forwarded to Commissioners via email once her schedule is confirmed.
 - Staff is in the process of completing the Grantees' 2nd Quarter Summary Reports. This summary consists of the work performed by grantees during the period covering October 1, 2014 up through December 31, 2014; the reports will be provided to Commissioners once they are finalized.
 - The School Readiness Program has scheduled its next Community Resource Fair on March 5th to be held at Phil Swing Elementary School in Brawley.

VII. Commissioner Comments

- ✓ Commissioner Castillo announced that he has been re-elected for a term consistent of 4 more years with the County Board of Supervisors, and will continue to serve on this Commission.
- ✓ Commissioner Hodgkin stated that the measles outbreak is continuing to grow and, although, there have been no cases reported in the County there is a heightened concern in the community. Children and high risk populations are reminded to have their MMR vaccinations.
- ✓ Commissioner Colon mentioned that his department will be undergoing an accreditation process over the next two years. A lot of time is required in order to meet the accreditation standards, and he noted that this will be a very busy time for him.

VIII. Adjournment

A motion adjourning the Commission meeting was made by Commissioner Castillo and seconded by Commissioner Hodgkin. Having noted no further comments and by unanimous vote, the meeting was adjourned at 5:16 pm. Next meeting is scheduled for April 2, 2015.