



## MINUTES June 8, 2017

### I. Call to Order

This Regular Meeting of First 5 Imperial was called to order at 3:54 p.m. by Barbara Deol, Commission Vice 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  
Barbara Deol  
Becky Green  
Joong Kim

Commissioners Absent:

Robin Hodgkin  
Peggy Price  
Karla Sigmond

Staff:

Julio C. Rodriguez, Director  
Bea Duran

### III. Public Comment

No public comments were made.

### IV. Adoption of Minutes

A motion to approve the Minutes of the Special Meeting held on May 25, 2017 was made by Commissioner Castillo and it was seconded by Commissioner Green, and 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 Green and it was seconded by Commissioner Castillo, and the motion carried with all in favor. Brief discussion was held regarding the Schedule of Meetings Calendar for Fiscal Year 2017-2018; Commissioner Deol asked members to take note of the dates, and requested that the Schedule be sent via email to all members.

### VI. Protest/Appeals Hearing for First 5 Imperial RFP for General Grant FY 2017-2019

Mr. Rodriguez, Director, stated that the Protest Timeline for the RFP For General Grant FY 2017-2019 was held during the period of May 30, 2017 through June 5, 2017, and further stated that no protests or appeals were received. Having acknowledged that no protests were received, Commissioners took no action.

**VII. Final Award Announcement of Request For Proposal For General Grant FY 2017-2019**

Commissioners acknowledged that having received no protests and referring to the Notice of Intent to Make an Award announcement they would proceed with final awards and provided direction to the Director to commence the contract process with the agencies.

A motion to approve the final RFP For General Grant FY 2017-2019 awards to 11 projects totaling \$1,500,660.00 was made by Commissioner Green and it was seconded by Commissioner Camacho; having noted no further discussion or public comment, the motion carried with all in favor.

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

1. Request to Approve the General Grant and Mini-Grant Agreement for Services for Independent Contractor for FY 2017-2018: Mr. Rodriguez sought approval for the two sets of Agreements that will be used to bind the Commission with agencies; one Agreement will be used for the RFP for General Grant awardees, and the other Agreement will be used for the Community Development Mini-Grant awardees during Fiscal Year 2017-2018. Mr. Rodriguez also explained that Ms. Swanson from Currier and Hudson is recommending that the Nondiscrimination section for both Agreements be updated. The language recommended includes “Contractor agrees that all persons employed by Contractor shall be treated equally by Contractor without regard to or because of race, color, religion, ancestry, national origin, disability, sex, gender, gender identity, gender expression, marital status, age, medical condition, genetic information, sexual orientation, or military or veteran status and in compliance with all anti-discrimination laws of the United States of America and the State of California.”

A motion to approve the General Grant and Mini-Grant Agreements FY 2017-2018, with the recommended amendment, was made by Commissioner Green and it was seconded by Commissioner Camacho; having noted no further discussion or public comment, the motion carried with all in favor.

2. Request to Approve the First 5 Imperial Budget for FY 2017-2018: Mr. Rodriguez provided a summary of the proposed Budgets for FY 2017-2018 totaling \$2,777,511.00. The allocation of \$2,239,727 includes the major grants, mini-grants, the PACES Stipend Program, the Professional Development grant and Community Outreach Support projects the Commission is funding. \$537,784 is designated for the Commission’s administration and evaluation development component. \$569,348 is designated for School Readiness, the IMPACT Program and the newly developed IMPACT HUB/CDE Program. Monies received for the IMPACT HUD/CDE program will be used to support training for local childcares and preschools. Mr. Rodriguez noted that a slight increase in revenue is anticipated during this upcoming fiscal year.

A motion to approve the First 5 Imperial’s Budget for FY 2017-2018 as presented was made by Commissioner Green and it was seconded by Commissioner Castillo. Mr. Kim requested a comparison of fiscal reports. Having noted no further discussion or public comment, the motion carried with all in favor.

3. Request to Approve First 5 Imperial Administrative Costs for FY 2017-2018: Mr. Rodriguez explained that the Administrative Costs Definition specifies that the Commission will not exceed 15 percent of funds for general management and administration. Based on the Budget that was

just adopted for Fiscal Year 2017-2018 he explained that proposed Administrative Costs are set at 11.31%. Mr. Rodriguez provided a brief summary of the allocated percentages.

A motion to approve the Administrative Costs for FY 2017-2018 at 11.31% was made by Commissioner Green and it was seconded by Commissioner Castillo; having noted no further discussion or public comment, the motion carried with all in favor.

4. Request to Approve Audit Engagement with Roger Tubach, CPA, for FY 2016-2017 through FY 2018-2019: Mr. Rodriguez explained that County Commissions are required to submit an annual audit of financial statements every fiscal year to the State Controller's office and First 5 California, and that the report be conducted by an independent auditor in compliance with certain standards and procedures. He is recommending that the Commission engage the services for the annual audit with Mr. Roger Tubach, CPA. Two proposals were submitted by Mr. Tubach, one was for a three-year commitment and the other was for a five-year commitment. The three-year Letter of Engagement was reviewed, and brief discussion followed regarding Mr. Tubach's past performance and assistance to the Commission.

A motion to approve the 3 Year Audit Engagement with Roger Tubach for FY 2016-2017 through FY 2018-2019 was made by Commissioner Camacho and it was seconded by Commissioner Green; having noted no further discussion or public comment, the motion carried with all in favor.

5. Budget Revision Request from Brawley Public Library LAMBS Project: Marjo Mello, Library Director from the City of Brawley, submitted a request to re-appropriate funds that exceeded 10% of their overall budget for the LAMBS Project. The request entails decreasing funds from Operating Supplies, Occupancy and Fuel Categories to augment costs for Travel and Training, Liability/Other Insurances and Vehicle Repair and Maintenance. Brief discussion continued the mobile unit and sustainability issues.

A motion to approve the Budget Revision made by the Brawley Public Library's LAMBS Project was made by Commissioner Green. Commissioner Green noted that the request was legitimate because the Project is not requesting additional funds rather they are re-allocating them. The motion was seconded by Commissioner Camacho, and having noted no further discussion or public comment, the motion carried with all in favor.

6. Request to Approve First Imperial Strategic Plan without Changes: It was noted that copies of the Strategic Plan were provided to Commissioners and members of the public. Because a funding cycle was just passed, the Commission is recommending no changes at this time to the Strategic Plan. Commission is recommending that they initiate their review and updates beginning with the next fiscal year.

A motion to approve the First 5 Imperial Strategic Plan without Changes was made by Commissioner Green and it was seconded by Commissioner Kim; having noted no further discussion or public comment, the motion carried with all in favor.

7. First 5 IMPACT Update: Mr. Rodriguez provided the latest summary of the Commission's IMPACT Program. He explained that the HUB Region 9 has been a great resource to our local Commission. Staff is still getting up to speed on the different ratings they will be providing to the

family child care providers and the preschool centers. Discussion continued regarding the different evaluation processes, QRIS funds and maximizing resources.

8. First 5 Imperial Grantee 3<sup>rd</sup> Quarter Report FY 2016-2017 Update: Mr. Rodriguez provided a summary of third quarter progress reports for 11 major grant and 5 mini-grant projects. He explained that through the information contained in the reports submitted by individual projects a total of 8,109 non-duplicate participants received services under the direct services component; 5,089 participants received community strengthening activities; 362 participants received services under the provider capacity building component; and Projects worked to support systems of care. All Projects provided services under the three Commission goals which include Improved Family Functioning, Improved Child Development and Improved Child Health. A review of Project budgets was made, and the City-by-City report was included.

#### **IX. Commissioner Comments**

Commissioner Castillo talked about the Calexico Neighborhood House's new modular unit; it was also acknowledged by Commissioner Kim.

#### **X. Adjournment**

A motion adjourning the Commission meeting was made by Commissioner Green and it was seconded by Commissioner Kim. Having noted no further comments and by unanimous vote, the meeting was adjourned at 4:38 pm. The next meeting of the Commission is scheduled for September 7, 2017.