



## MINUTES October 5, 2017

### I. Call to Order

This Regular Meeting of First 5 Imperial was called to order at 3:40 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 Kim  
Karla Sigmond  
Danila Vargas

**Commissioners Absent:**

Barbara Deol  
Peggy Price

**Staff:**

Julio C. Rodriguez, Director  
Bea Duran

### III. Public Comment

None was noted.

### IV. Adoption of Minutes

A motion approving the Minutes of the Regular Meeting held on September 7, 2017 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.

### 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 Camacho; having noted no further discussion or public comment the motion carried with all in favor.

### VI. Presentations from Grantees (2)

1. El Centro Regional Medical Center Early Asthma Education Project:

Aide Fulton gave a brief presentation about the work that is done through funding from First 5 Imperial. Ms. Fulton is the Asthma Educator of the Early Asthma Education Project and also works as the Director for the Imperial Valley Child Asthma Program that is managed by the El Centro Regional Medical Center. She explained that they are working with the Imperial County Community Linkages Project in collaboration with other partners through a grant provided by the Local Health Authority (this grant covers a specific population targeted for children ages 5 to

18). The Early Asthma Education Project focuses on children ages 0 to 5 and serves countywide. The ultimate goal of the program is to reduce emergency room visits and hospitalization of children who suffer from asthma or asthma-like symptoms. The Program uses the components from the Community Healthcare for Asthma Management and Prevention of Symptoms (CHAMPS) model which is an evidence-based model based upon the recommendation of the community linkages Project.

Ms. Fulton identified the step-by-step process which starts with the identification of the child being referred by a doctor to where a medication plan is tailored for the child based on the asthma severity. A visit to the child's home is conducted by a Community Health Worker who also conducts an evaluation and educational session. The program provides the families the equipment they need free of charge, and supports parents to improve the care of their child.

The program also provides education to the community. They work with medical providers, school nurses and day care centers. The program hosts asthma forums every year and participates in community health fairs throughout the county. Ms. Fulton says they continue to strive to do their best to bring awareness of asthma for children.

2. Imperial County Free Library Family Place Library:

Crystal Duran, County Librarian, presented the Family Place Library Project which was implemented during Fiscal Year 2016-2017. She provided general information about the service areas the county library targets which are in the cities of Holtville, Heber, Salton City, and Calipatria. The mini-grant funding provided by the Commission helped establish 2 Family Place Library spaces within the libraries of Heber and Calipatria. The Family Place Library is a nationwide model; this model expands the libraries role to become more supportive of children and child development. Staff gets specialized training to understand how they can support child development through the library, and the library re-designs a specific space inside the library to be more welcoming to families and young children.

The library promotes learning thru play, and sessions are held once a week during the course of 5 weeks. The re-designing of the family space area includes low-shelving, toys, books, smaller tables, and age-appropriate children chairs. The project creates a specialized collection of resources for parents or families on a variety of topics such as child development, breastfeeding, nutrition, potty training, and dealing with children with special needs. During play-time, a resource specialist is there to connect one-on-one with parents. Partnerships were established with the Imperial County Public Health, the Imperial Valley Food Bank and First 5 Imperial for the purpose of having a resource specialist attend each session.

The Family Place Library has become a sustainable project. The library will be rotating toys and books within the spaces, and will also be expanding the collection of books and resources for families. Ms. Duran indicated that the libraries will continue to offer these family play sessions throughout this current fiscal year.

## **VII. Board Membership Vacancy**

1. Temporary Ad-Hoc Selection Committee Report: Commissioner Camacho gave a report on behalf of the Ad-Hoc Selection Committee regarding the applications that were received for the Commission membership vacancy. She explained that two applications were received prior to

the established deadline. Interviews were scheduled with both candidates; however, only one applicant responded. After holding the interview and thereafter discussion held by the Committee; she stated that they believe Mr. Fred Miramontes would be the best fit for the Commission. The Committee made their decision based on his extensive background in law enforcement and based on his wide-range experience and knowledge of the county; in addition to his resourcefulness and established partnerships. In addition to that Commissioner Camacho further commented that Mr. Miramontes expressed his passion in serving the community, and feels that taking a pro-active approach with the youth will go a long way toward benefitting their own future.

2. Request to Recommend Appointment to fill Board Member Vacancy to the Imperial County Board of Supervisors: A motion recommending that the Board of Supervisors appoint Fred Miramontes to fill the Commission vacancy was made by Commissioner Green and it was seconded by Commissioner Camacho. Mr. Kim commented that he wished there were more applicants in order to be able to have more of a selection of candidates. The motion carried with all in favor.

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

1. Request to Approve Changes to the Community Outreach Support Application: Mr. Rodriguez is recommending that the Commission consider a change in the timeline process of the Community Outreach Support Application, aside from the technical name changes. Originally the application had no specific deadline associated with the submittal other than it needed to be submitted in a timely manner. However, over the last few cycles the Commission has been receiving applications 1 to 2 days prior to the scheduled event. This process does not allow enough time for a review or notification to the applicant. More importantly, adequate planning of an event should take a more serious approach. Mr. Rodriguez is recommending that the application must be submitted a minimum of 15 days before the day of the activity or event, and is proposing that the Commission implement this change.

A motion approving the revised changes to the Community Outreach Support Application as discussed 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 Annual Audit Report for FY 2016-2017: Mr. Rodriguez stated that the meeting agenda incorrectly stated the Audit Fiscal Year, and for the record, he clarified that the correct Fiscal Year is 2016-2017. Mr. Rodriguez also stated that our auditor had a very serious medical condition and for that reason the audit was not available for today's meeting, and, in addition to that the audit will be delayed a couple of weeks. However, the auditor has indicated that he will be meeting the deadline. Mr. Rodriguez is asking that the Commission approve the submittal of the audit by its due deadline, and once it's completed it will be brought to the Commission for review. Mr. Rodriguez further stated that if needed we could request an extension from the State Commission. Also, the State Commission doesn't require that it be approved by the Commission prior to its submittal but they do require that the Commission review it at some point in the fiscal year.

A motion was made by Commissioner Green approving the submittal of the Audit Report FY 2016-2017, and at the discretion of the Director, in order to meet the deadline. The motion was seconded by Commissioner Camacho, and the motion passed with all in favor.

3. First 5 Imperial Employee Handbook: Mr. Rodriguez informed Commissioners that up until a few years ago staff was categorized full-fledge independent contractors but since that has changed and staff are now considered employees of the Commission, a Commission Employee Handbook would be advisable. In the past, staff has followed policies and practices that were applicable to the County of Imperial Employee Handbook. However, he pointed out that not all policies applied as in, for example, practices by the County Human Resources Department. He is recommending that the Commission move forward with putting together an employee handbook modeled after those policies and practices that are applicable based on the County of Imperial Employee Handbook. It was the general consensus of the Commission that Mr. Rodriguez move forward with this document and further asked that it be presented for review and discussion prior to approval.

**IX. Commissioner Comments**

No comments were noted at this time.

**X. Adjournment**

A motion adjourning the Commission meeting was made by Commissioner Castillo and it was seconded by Commissioner Green. Having noted no further comments and by unanimous vote, the meeting was adjourned at 5:03 pm. The next meeting of the Commission is scheduled for December 7, 2017.