



MINUTES September 7, 2017

I. Call to Order

This Regular Meeting of First 5 Imperial was called to order at 3:39 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
Barbara Deol
Becky Green
Joong Kim
Robin Hodgkin
Peggy Price
Karla Sigmond, Chairperson

Commissioners Absent:

Ray Castillo

Staff:

Julio C. Rodriguez, Director
Bea Duran

III. Public Comment

Michael Minnix introduced himself and notified the Board about his intention to apply for the Board membership vacancy that currently exists, and requested a listing of preschool centers, numbers of children attending preschool, goals of the Commission and a list of current funded programs.

IV. Adoption of Minutes

A motion to approve the Minutes of the Regular Meeting held on June 8, 2017 was made by Commissioner Deol 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 Deol and it was seconded by Commissioner Green and 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 Administrative Costs Report for FY 2016-2017: Mr. Rodriguez advised that the administrative costs report shows a breakdown of expenses incurred during fiscal year 2016-2017 in a manner that is consistent with the administrative costs definition adopted by the Commission and does not exceed the 15% allowed for administrative costs. Administrative costs for FY 2016-2017 were 11.06% of all expenses, 9.49% represents evaluation costs and 79.5% represents program costs. Mr. Rodriguez also noted that the Commission office is currently working on a time study as requested by the Commission, and therefore the breakdown of administrative costs may change as a result of this study.

A motion to approve the Administrative Costs Report for FY 2016-2017 as presented was made by Commissioner Deol and it was seconded by Commissioner Green. Having noted no further discussion or comment the motion carried with all in favor.

2. Request to Appoint Temporary Ad-Hoc Selection Committee: Mr. Rodriguez advised that the Commission is currently recruiting applicants for the vacancy left by Chief Colon, and the deadline for submittal of applications is September 12th. He further advised that the Board of Supervisors has the authority to appoint the membership of the Commission but it has been the practice of the Commission to submit their recommendation for selection to the Board of Supervisors. If an Ad-Hoc Committee is established, the Committee will review applications and determine whether they will be interviewing candidates. Recommendation will be forwarded to the Board of Supervisors for appointment of the candidate. The Chairperson can exercise the authority to oversee this function if so approved.

A motion to appoint a Temporary Ad-Hoc Selection Committee was made by Commissioner Deol and it was seconded by Commissioner Green. Having noted no further discussion or comment the motion carried with all in favor. Commissioner Sigmond stated that anyone interested in being part of the Ad-Hoc Committee should email her immediately. She reminded members that the deadline for applications is September 12th.

3. First 5 Imperial Audit Report of Financial Statements 2016-2017: Mr. Rodriguez informed Commissioners that the annual audit is currently being performed by Roger Tubach, CPA, and will be submitted to the State Controller's office and First 5 California prior to its deadline of November 1, 2017. The audit is based on the general auditing standards in addition to other objectives that the auditor uses during the review such as contract and procurement requirements, adherence to policies and practices, and the financial condition of the Commission. The first draft is due on September 11th; the second and final draft will be presented to the Commission for approval as well as any findings that may be identified as a result of the audit of the Commission's financial statements. Commissioners requested that Mr. Tubach present the final audit at a scheduled Commission meeting if available.
4. First 5 IMPACT Imperial –Quality Start Update: Mr. Rodriguez explained that the goal of the Improve and Maximize so All Children Thrive (IMPACT) Program is to have continuous quality improvement in the preschool and childcare setting. The childcare setting could be a state or federal preschool center, a family child care home, or an exempt care provider such as a friend, an aunt or neighbor that is contracted under Cal-works, it could also be an alternative site such as the Hippy Program which is administered by the Imperial Valley Regional Occupational Program. The IMPACT Program covers seven benchmarks within three core areas. The three core areas address child development and school readiness, teacher training – how teachers interact with children, their qualifications and education levels, and the third one is the program itself, mainly the environment.

68 sites have been identified locally and have agreed to participate in IMPACT's Quality Start Program; at least half of those sites need to agree to be publicly rated. IMPACT staff have begun the pre-assessment of the sites and thus far 21 family child care sites and 2 preschool center sites have been pre-assessed. The goal of the program is to assess and publicly rate 35 sites. A checkmark system for rating has been adopted rather than a star system or a 1 to 4 scale rating system. The next step involves scheduling CLASS trainings, trainings on the use of developmental screenings, and trainings on completing developmental profiles of the children.

Our IMPACT program staff require a lot of training in order to be certified within the core areas, and currently there is no one else in the county who is certified in all areas. The person who conducts the assessment of the sites ("coach") can't be the same person who rates the site. Consequently, staff

turnover would be a set-back for this program. The program is on its second year of the five years of completion.

The IMPACT Program will be using the Pinwheel Data System as its data collection tool. The database seems to be very dynamic; it looks as if though the database was designed from a preschool perspective. A presentation of the database will be done either in December or February for the Commission.

5. Professional Advancement for Childhood Educators Stipend (PACES) Update: Mr. Rodriguez advised Commissioners that the Professional Advancement for Childhood Educators Stipend (PACES) applications were recently released. Two types of applications were released. The PACES application is available to any childcare provider working within the county and who completes up to 9 units of higher education coursework. This could include ESL classes. There are other specific eligibility requirements, and the stipend award to those who meet the requirements is \$500.00. The next application is called the PACES PLUS/PLUS. This application is available only to childcare providers who are enrolled in the Quality Start Program and must complete professional development capacity building trainings. The reimbursement for each training/workshop is \$30 each up to \$300 maximum total.
6. First 5 Revenue Projects for 2016-2017 through 2021-2022: Mr. Rodriguez provided a summary of the revenue projection models that were included in the packet. He explained that the figures were created through the model utilized by the Department of Finance for the May Revision of 2017-2018 revenue projections, in addition to birth projections from the California Department of Public Health for actual births from 2014 through projected births for 2019. He further noted that birthrates were declining for most counties; however, that was not the case for Imperial County. Overall, he indicated that State projections were conservative in general, and Imperial County projections were slightly above the original revenue received. He further advised that it may be prudent at this time to project conservative revenue due to the new tobacco taxes that have gone into effect, though the e-cigarette tobacco tax should have a positive impact on revenue. Staff will be working on updating the Long-Term Financial Plan, and will be presented at a later time.
7. Grantee 4th Quarter Progress Report and Annual Report Update: A brief summary on the status of the fourth quarter reports for 12 major contracts and 5 mini-grants was provided by Mr. Rodriguez. Staff is currently working on finalizing the reports, and will be utilizing this data to complete the annual report to the state. Mr. Rodriguez briefly reported on the Calexico Unified School District mini-grant project, and fiscal issues for both Imperial County Office of Education projects. Commissioners would like to see presentations by the projects scheduled at future meetings.

VII. Commissioner Comments

Ms. Danila Vargas was welcomed to the Board as the new Interim Director of Public Health.

Commissioner Green advised that Imperial Valley College is offering stipends for students working in a program with children and that complete a course with C or better.

VIII. Adjournment

A motion adjourning the Commission meeting was made by Commissioner Deol and it was seconded by Commissioner Green. Having noted no further comments and by unanimous vote, the meeting was adjourned at 4:50 pm. The next meeting of the Commission is scheduled for October 5, 2017.