



MINUTES

April 12, 2018

I. Call to Order

This Regular Meeting of First 5 Imperial was called to order at 3:42 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:

- Ray Castillo
- Joong S. Kim
- Fred Miramontes
- Karla A. Sigmond
- Danila Vargas

Commissioners Absent:

- Yurii Camacho
- Barbara Deol
- Becky Green
- Peggy Price

Others:

- Julio C. Rodriguez, Director
- Bea Duran

III. Public Comment

Crystal Duran, County Librarian, presented samples of backpacks that are being offered within the branch libraries to families with young children, and, in particular encouraged for use by child care providers. This is one of the components offered through the major RFP grant project which is funded by the Commission. 50 backpacks are available now, and an additional 25 will be assembled within the next few weeks.

IV. Adoption of Minutes

Commissioner Sigmond noted a correction to the Minutes of February 8, 2018; the last page, last paragraph should state April 12, 2018 rather than February 1, 2018. A motion approving the Minutes of the Special Meeting held on February 8, 2018 with the noted amendment was made by Commissioner Castillo and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment the motion was approved by a unanimous vote.

V. Consent Calendar Items

Commissioners considered approval of the consent calendar items. A motion approving the consent calendar items for the Regular Meeting of April 12, 2018 was made by Commissioner Castillo and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment the motion was approved by a unanimous vote.

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

1. Request to Approve Community Development Mini-Grant Guidelines Step 2: Mr. Rodriguez sought approval to release the Community Development Mini-Grant Guidelines Step 2. He explained that through prior approval of Step 1 of the Community Development Mini-Grant

Guidelines Commissioners approved \$100,000 for total grant funding at a maximum award of \$25,000 per application. If approved, Step 2 of the mini-grant is set for release on April 16, 2018 with a due date of May 21, 2018 for submittal to the Imperial County Purchasing office by 4:00 pm. Mr. Rodriguez provided a summary of the application guidelines, submission and content criteria.

A motion approving the release of the Community Development Mini-Grant Step 2 was made by Commissioner Vargas and it was seconded by Commissioner Castillo; having noted no further discussion or public comment the motion was approved by a unanimous vote.

2. Selection of Community Development Mini-Grant Statements of Interest to Apply: 10 Statements of Interest to Apply were received as per the established timeline and content criteria. A Register of the Statements that were received was used as reference during the course of the meeting, and Commissioners were provided copies of all 10 Statements.

Register of Statements of Interest to Apply for a Mini-Grant FY 2018-2019

<i>No</i>	<i>Agency</i>	<i>Project Title</i>
1	Burn Institute	Let's Stay Safe from Fires and Burns Puppet Shows
2	Calexico Neighborhood House	Diaper Resource Center
3	Court Appointed Special Advocates of Imperial County	Case Management for Foster Children Placed in Rural Communities
4	Early Care Educators Consortia of Imperial County & United Families, Inc.	Early Childhood Educators Conference
5	ICOE/Early Care & Education Program Resource & Referral	The Heart of Infant & Toddler Care Training
6	Imperial County Child Abuse Prevention Council	Little Steps
7	Imperial Valley Food Bank	Nutrition-to-Go
8	Sister Evelyn Mourey Center	Emergency Services - Case Management & Client Database Development
9	Sure Helpline Crisis Center	Sexual Abuse Prevention
10	University of California/Desert Research & Extension Center	Family Farm-to-Fork Festival

Commissioners disclosed, for the record, that to the best of their knowledge there were no conflicts of interest with any of the agencies/Projects listed based on the Statements of Interest to Apply that were received.

Commissioner Sigmond established that they would review each Statement in order as per the Register, and further stated the purpose was to select those Projects that would be invited or not invited to proceed with Step 2 of the Mini-Grant application. Commissioners concurred that between 6 to 8 Projects would be invited to apply.

Mr. Rodriguez advised that three of the Projects do not fall within the Commission's Strategic Plan, they are the Calexico Neighborhood House Diaper Resource Center Project, Sure Helpline Crisis Center Sexual Abuse Prevention Project, and the Sister Evelyn Mourey Center Emergency Services, Case Management Project. At this time, Commissioners ensued in a lengthy discussion about the goals and objectives defined within the Strategic Plan.

Commissioner Kim made a case for supporting the Diaper Resource Center Project based on a personal account experienced by his family. He stated that this resource is important for needy families and he believes it falls under the child health priority.

Mr. Rodriguez proceeded to provide a brief summary of each Project and upon further discussion and review, Commissioners established the following:

Burn Institute – Let's Stay Safe from Fires and Burns Puppet Shows: A motion to invite the Project was made by Commissioner Castillo and it was seconded by Commissioner Vargas; having noted no further discussion or public comment the motion was approved by a unanimous vote of the Commission.

Calexico Neighborhood House – Diaper Resource Center: A motion to invite the Project was made by Commissioner Kim and it was seconded by Commissioner Castillo.

Commissioner Kim stated that he believes this is an objective that falls under baby health. He also mentioned that the Neighborhood House already started the services; the agency has set-up guidelines and they are actively collecting donations.

Commissioner Vargas responded that she did an extensive review of the Strategic Plan, and she believes that diaper rash does not fall under any of the clearly-defined goals and objectives established within the Commission's Strategic Plan. She noted that there are local agencies that do assist with the provision of diapers.

Commissioner Miramontes concurred adding that families with a need for diapers should be referred to other local agencies.

Discussion continued as to whether this was the first time the Neighborhood House was applying for funds through Commission grants; Mr. Rodriguez clarified that the Neighborhood House has been receiving funds for over 10 years.

Vote: Favor-2 (Kim, Castillo); Opposed-3 (Miramontes, Sigmond, Vargas); Abstention-0. Motion did not carry. It was established that this Project would not be invited to apply.

Court Appointed Special Advocates – Case Management for Foster Children Placed in Rural Communities: A motion to invite the Project was made by Commissioner Castillo and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment the motion was approved by a unanimous vote of the Commission.

Early Care Consortia of Imperial County and United Families, Inc. – Early Childhood Educators Conference: A motion to invite the Project was made by Commissioner Castillo and it was seconded by Commissioner Miramontes.

Commissioner Miramontes stated that he believes the educational component of the conference falls well within the objectives but he advises against using funds that will be used for the recognition banquet whether it includes purchasing trophies, medals, etc.

Commissioner Vargas also had concerns about the recognition banquet component but feels that the opportunity for family daycares to attend conferences would be very beneficial for the providers. Commissioners stated they would take into consideration decreasing the funding depending on the request made for the recognition banquet.

Having noted no further discussion or public comment the motion was approved by a unanimous vote of the Commission.

ICOE/Early Care & Education Program Resource and Referral – The Heart of Infant and Toddler Care Training: A motion to invite the Project was made by Commissioner Miramontes and it was seconded by Commissioner Vargas; having noted no further discussion or public comment the motion was approved by a unanimous vote of the Commission.

Imperial County Child Abuse Prevention Council – Little Steps: A motion to invite the Project was made by Commissioner Castillo and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment the motion was approved by a unanimous vote of the Commission.

Imperial Valley Food Bank – Nutrition-to-Go: A motion to invite the Project was made by Commissioner Castillo and it was seconded by Commissioner Miramontes.

Commissioner Castillo stated that this Project will be serving a lot of kids and families which is a very much needed service in the county.

Having noted no further discussion or public comment the motion was approved by a unanimous vote of the Commission.

Sister Evelyn Mourey Center – Emergency Services, Case Management and Client Database Development: A motion not to invite the Project because it falls outside of the Strategic Plan was made by Commissioner Kim and it was seconded by Commissioner Vargas.

Commissioner Vargas felt that it may be a small amount of children ages 0 to 5 that they pull in within their service area, and believes the children should probably be referred to other agencies for services.

Having noted no further discussion or public comment the motion was approved by a unanimous vote of the Commission.

Sure Helpline Crisis Center – Sexual Abuse Prevention Project: A motion not to invite the Project because it falls outside of the Strategic Plan was made by Commissioner Miramontes and it was seconded by Commissioner Vargas; having noted no further discussion or public comment the motion was approved by a unanimous vote of the Commission.

University of California/Desert Research and Extension Center – Family Farm-to-Fork Festival: A motion not to invite the Project was made by Commissioner Kim; there was no second, thus, the motion did not carry.

A motion to invite the Project was made by Commissioner Castillo and it was seconded by Commissioner Miramontes.

Commissioner Miramontes stated that when the agency submits its application they will be able to identify more specifics about the location of the festival and how they plan to focus on children ages 0 to 5.

Commissioner Vargas commented that the amount requested was very high for a one-day event. She is aware that school-aged children are bused to the location but she was unsure as to how they planned to get the younger children out there.

Commissioner Castillo advised funding a lesser amount, all based on the details of the application.

Having noted no further discussion or public comment the motion carried with Vote: Favor-4 (Castillo, Miramontes, Sigmond, Vargas); Opposed-1 (Kim); Abstention-0.

Mr. Rodriguez advised that responses will be sent out to all agencies next week, and for those agencies that were invited, application forms will be posted on the Commission website.

3. Provider Outreach Project Budget Revision for FY 2017-2018: A budget revision request was submitted by the Imperial County Library addressing the Provider Outreach Project Mini-Grant Project. The budget revision is over 10% of their approved budget. The request is to reduce Salary and Fringe from \$10,421 to \$2,000; increase Operating Supplies from \$5,700 to \$9,152; increase Training from \$200 to \$314; and decrease Travel from \$1,070 to \$100. Mr. Rodriguez is recommending that the Travel category be left as is at \$1,070. The main reason for the budget revision is based on the fact that the County Librarian has been providing the majority of services, and has had difficulty with being able to staff the Project. The increase in operating supplies would serve to enhance the POP Bags and provide supplies for the child cares.

A motion approving the Budget Revision request for the Imperial County Library with the Director's recommendation was made by Commissioner Miramontes and it was seconded by Commissioner Vargas; having noted no further discussion or public comment the motion carried with 1 abstention (Castillo).

4. Request to Approve First 5 California Annual Report FY 2016-2017: Mr. Rodriguez explained that the Children and Families Act requires that the Commission approve the Annual Report that is prepared by First 5 California and reported to legislature. This report is a compilation provided by all 58 county Commissions. A highlight of each county Commission was included in this year's version of the Annual Report.

A motion was made by Commissioner Castillo and it was seconded by Commissioner Miramontes approving the First 5 California Annual Report FY 2016-2017; having noted no further discussion or public comment the motion carried with all in favor.

5. Request to Approve Cost Allocation Plan FY 2017-2018: Mr. Rodriguez explained that at a previous meeting of the Commission the auditor (Mr. Tubach) made two recommendations for changes as part of the Commission's financial reporting. The first recommendation was to reconcile the two separate accounts which is how payroll is currently managed. The second

recommendation was to do an update of the cost allocation plan, and, in particular to provide a break-down of the three components that are part of the cost allocation plan. The three components consist of the administrative costs, program costs and evaluation costs. Definitions and formulas for the cost allocation plan were first instituted in 2005; this was a requirement for all county Commissions. As a result of the recommendation, staff conducted a break-down of costs to determine how much time is dedicated to administrative, program and evaluation costs based on the square footage of the office space that is used by staff. Staff is also working on conducting a time-study to determine a break-down of salaries, telephone costs, insurance stipend, etc. Mr. Rodriguez further explained that the auditor had stated during the February 8, 2018 meeting of the Commission that audit costs should be assigned as a program cost rather than an administrative cost.

As a result of updating the cost allocation plan, preliminary figures indicated that administrative costs decreased from 11.31 to 9.35 percent; program costs increased from 80.64 to 81.74 percent; and evaluation costs increased from 8.05 to 8.72 percent. Mr. Rodriguez noted that these figures will likely change and the latest figures will be brought back to the Commission in September for approval.

A motion was made by Commissioner Castillo and it was seconded by Commissioner Kim approving the Cost Allocation Plan FY 2017-2018 as presented; having noted no further discussion or public comment the motion carried with all in favor.

6. Request to Approve Long-Term Financial Plan 2017-2027: Mr. Rodriguez commented that today's presentation of the Commission's Long-Term Financial Plan was meant as an update because the plan had been presented in detail at a previous meeting. The updates were due to the affect the recently passed Proposition 56 would have on revenue and also due to the classification of other tobacco products, in particular e-cigarettes. E-cigarettes are being classified as tobacco products. Once those factors were taken into consideration, and with figures provided by the Department of Finance, a decrease in revenues is estimated for the Commission.

Another change consisted of re-naming the School Readiness Program to Special Programs because of the additional programs, such as First 5 Impact, that are being managed by that department. Funds for those programs are not considered part of the regular Prop 10 allocation, although they are received from First 5 California. Mr. Rodriguez also explained that the charts were updated to reflect changes in revenue and projected expenses. Mr. Rodriguez recommended that the Commission review the plan every two years.

A motion was made by Commissioner Castillo and it was seconded by Commissioner Miramontes approving the Long-Term Financial Plan 2017-2027 as presented; having noted no further discussion or public comment the motion carried with all in favor.

7. Second Quarter Progress Reports FY 2017-2018: Mr. Rodriguez provided a summary of the Second Quarter projects for 11 major grants and 5 mini-grants. He noted that the Projects are half-way through their cycles and yet only 36 percent of the budgets have been expensed; a low percentage for this time. He noted that the Imperial County Office of Education Project hasn't expensed any funds at all and they are just now starting work on the project. Concerns were expressed over this Project, and Mr. Rodriguez advised that he will provide further updates as the Imperial County Office of Education Project progresses. Staff is in the process of completing all reports which will be emailed to Commissioners.

8. First 5 Imperial Strategic Plan Update: Mr. Rodriguez advised that the Commission should start considering updating the Strategic Plan due to the release of a new RFP cycle for the FY 2019-2021 funding cycle. The Plan will be brought back in June for approval as is; however, plans for a detailed updated Strategic Plan should be addressed soon after.

VII. Commissioner Comments

Commissioner Sigmond reminded everyone that they are still in the process of forming the Ad Hoc Bylaws Committee and members are needed; notices of interest to join should be sent to Mr. Rodriguez.

VIII. Adjournment

A motion adjourning the Commission meeting was made by Commissioner Castillo and it was seconded by Commissioner Kim. Having noted no further comments and by unanimous vote, the meeting was adjourned at 5:09 pm. The next meeting of the Commission is scheduled for June 7, 2018.