



# MINUTES

## June 7, 2018

### I. Call to Order

This Regular Meeting of First 5 Imperial was called to order at 3:41 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
- Barbara Deol
- Joong S. Kim
- Fred Miramontes
- Peggy Price
- Karla A. Sigmond
- Danila Vargas

**Commissioners Absent:**

- Yurii Camacho
- Becky Green

**Others:**

- Julio C. Rodriguez, Director
- Marcela Morlett
- Fernando Valenzuela

### III. Public Comment

At this time, Commissioner Sigmond asked for a moment of silence in honor of the passing of Bea Duran’s father.

Yvette Garcia and Wendy Jensen from the Imperial County Child Abuse Prevention Council introduced themselves.

### IV. Adoption of Minutes

A motion approving the Minutes of the Meeting held on April 12, 2018 was made by Commissioner Deol and it was seconded by Commissioner Castillo; 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; Commissioner Sigmond noted the Schedule of Meetings for Fiscal Year 2018-2019. A motion approving the consent calendar items for the Regular Meeting of June 7, 2018 was made by Commissioner Deol 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. Selection/Award of Community Development Mini-Grants FY 2018-2019 Step 2 & Notice of Awards: Mr. Rodriguez explained the process the Commission has used in the past for the

selection of mini-grant applications, and he noted that seven mini-grant applications were received. The Community Development Mini-Grant applications received were the following:

- 1) Burn Institute: Let's Stay Safe from Fires and Burns Puppet Shows
- 2) Court Appointed Special Advocates: Rural CASA Program
- 3) Early Care Educators Consortia of Imperial County & United Families, Inc.: Early Childhood Educators Conference
- 4) ICOE/Early Care & Education Program Resource & Referral: The Heart of Infant & Toddler Training
- 5) Imperial County Child Abuse Prevention Council: Little Steps
- 6) Imperial Valley Food Bank: Nutrition-to-Go
- 7) University of California/Desert Research & Extension Center: Farm-to-Preschool Festival

At this time, Commissioners declared that there were no conflicts of interest with any of the mini-grant applications that were received.

Regarding the Early Care Educators Consortia of Imperial County/United Families application and after seeking clarification, Commissioner Vargas pointed out that based on the application that was submitted by the agency, the Childhood Educators Conference would not be taking place until the year 2020. Mr. Rodriguez stated that the Mini-Grant guidelines clearly state that the funding term applies to Fiscal Year 2018-2019. In addition to that, a recommendation Commissioners had previously discussed was in regards to not funding the recognition gala. Commissioner Sigmond agreed that the application was difficult to understand and she too was concerned with the fact that the conference was scheduled two years from now. Commissioner Miramontes stated that he did not support funding the recognition gala and advised that the agency should consider re-submitting the application request for a later time.

A motion not to fund the Early Care Educators Consortia of Imperial County/United Families mini-grant project because it doesn't fall within the funding cycle of the application was made by Commissioner Vargas and it was seconded by Commissioner Miramontes. Having noted no further discussion or public comment the motion was approved by a unanimous vote.

Burn Institute – Let's Stay Safe from Fires and Burns Puppet Shows: Mr. Rodriguez provided a summary of the project's goals and intent. He noted that the only issue that may arise is in regards to specifically targeting the 0 to 5 year old population. Mr. Rodriguez is making the recommendation that the Commission only fund a portion of the puppet show upgrade.

A motion to fund the Burn Institute Let's Stay Safe from Fires and Burns Puppet Show in the amount of \$13,250 was made by Commissioner Deol and it was seconded by Commissioner Miramontes. Commissioner Deol strongly encourages the agency to focus on the preschool aged children. Having noted no further discussion or public comment the motion was approved by a unanimous vote.

Court Appointed Special Advocates - Rural CASA Program: Mr. Rodriguez provided a summary of the project's goals and intent. He noted that the Commission currently funds a project similar to this; however, this mini-grant project intends to address a gap. If funded, assurances will be made to ensure that there is no supplantation. Mr. Rodriguez recommends limited funding for operating supplies.

A motion to fund the Court Appointed Special Advocates - Rural CASA Program in the amount of \$22,446 was made by Commissioner Miramontes and it was seconded by Commissioner Kim.

Commissioner Miramontes stated that he supports the project because there is a significant number of drug abuse and other abuses in those isolated areas; referring to Niland and Winterhaven.

Commissioner Deol stated that she understood from reading the application that the project was more focused on the north-end; she would like to encourage services be provided in the Winterhaven area.

Direction was given to Mr. Rodriguez to seek clarification on the rationalization for targeting certain rural areas, and ensuring others will still receive the same amount of services.

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

ICOE/Resource and Referral – The Heart of Infant and Toddler Care Training: Mr. Rodriguez provided a summary of the project's goals and intent. He summarized the strengths and weaknesses of the proposed services. The budget addresses a request for purchase of materials and office supplies and not necessarily for actual training costs. Mr. Rodriguez is recommending funding a lesser amount to cover those costs. If approved, assurances would have to be made to ensure that the trainer(s) has the necessary certification and requirements are met; and prioritize the providers they are serving. If additional funds are needed, the agency will be encouraged to apply for funds through the Professional Development grant.

A motion to fund the ICOE/Resource and Referral – Infant and Toddler Training Project in the amount of \$4,500 was made by Commissioner Deol and it was seconded by Commissioner Vargas; having noted no further discussion or public comment the motion was approved by a unanimous vote.

Imperial County Child Abuse Prevention Council – Little Steps: Mr. Rodriguez provided a summary of the project's goals and intent. The Imperial County Child Abuse Prevention Council has been doing parent education for 30 years, and provides the sessions in English and in Spanish. The project worked to adopt a curriculum that was more age appropriate for children 0 to 5. A pre-and post survey will be included. If approved for funding, the Commission would have to ensure that there is no supplantation of funding; there was no indicator of how many infants would be targeted (100 children total); classes should focus on children 0 to 5; and the application didn't indicate whether it would collaborate. Mr. Rodriguez is recommending that funds could be leveraged through court ordered orders. He is also recommending a budget reduction in operating supplies.

At this time, Commissioner Deol inquired as to the completion rate for non court ordered families that target children 0 to 5. Mrs. Garcia, ICCAP Director, responded that their completion rate in general is 70%, and according to the curriculum authors of Incredible Years this is above the average rate. She added that 1/3 of those families are court-ordered families (with about an estimated 40% completion rate). Further discussion continued regarding collaboration with the school districts and other local agencies, and a partnership with the Imperial County Behavioral Health. Commissioner Deol is making the recommendation that the Project assess if the families are impeded or if they drop out. Further discussion continued regarding the classes.

A motion to fund the Imperial County Child Abuse Prevention Council Little Steps Project with the recommendations discussed in the amount of \$22,700 was made by Commissioner Kim and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment the motion was approved by a unanimous vote.

Imperial Valley Food Bank Nutrition-to-Go: Mr. Rodriguez provided a summary of the project's goals and intent. Mr. Rodriguez noted that the Project intends to target 450 children within 6 sites. If approved he is recommending assurances to ensure that there is no duplication of services due to the fact that similar services are already being provided by the Imperial County Public Health. The Project doesn't elaborate on how a curriculum will be used and thus Commission staff will have to work with the Imperial Valley Food Bank to establish reasonable outcomes. It is also being recommended that the agency establish MOUs and coordinate services with the Imperial County Public Health department. No budget reductions are recommended.

Commissioner Vargas stated that because this Project is similar to the one already being provided by the Imperial County Public Health she is recommending that the Imperial Valley Food Bank link with the Public Health department to work closely and ensure they are not serving the same preschools, and additionally that they collaborate on presenting the same message.

A motion to fund the Imperial Valley Food Bank Nutrition-to-Go Project with the recommendations discussed in the amount of \$25,000 was made by Commissioner Price and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment the motion was approved by a unanimous vote.

University of California Desert Research and Extension Center Farm-to-Preschool Festival: Mr. Rodriguez provided a summary of the project's goals and intent. Mr. Rodriguez noted that the Project has experience working with the K-12 grade aged children; the Project is proposing to provide age-appropriate activities for children 3 to 5. Further recommendation being made is that the Project coordinate with COPA.

Mr. Rodriguez advised Commissioners at this time that the remaining funding left for mini-grants is \$12,104. Commissioner Vargas mentioned she thought \$25,000 was an excessive amount for a one-day event, and expressed concerns with transporting the children and parents to the location.

Mr. Rodriguez also addressed concerns regarding the Project's lack of a transportation plan as well as a media plan. He is recommending that the Project will need to establish these plans if approved for funding.

A motion was made by Commissioner Castillo to fund the University of California Desert Research and Extension Center Farm-to-Preschool Festival for the amount remaining; seconded by Commissioner Deol. Commissioners are asking Mr. Rodriguez to ensure that recommendations are implemented with the Project. Having noted no further discussion or public comment the motion was approved by a unanimous vote.

2. Request to Approve RFP Grants and Mini-Grant Agreement for Services of Independent Contractors FY 2018-2019: Mr. Rodriguez sought approval of the Agreements that they intend to use with the RFP major Projects and Mini-Grant Projects. He noted that there were no changes

to the contracts. Mr. Rodriguez advised that the difference between the two contracts is that for major grants the Commission requires an audit report and a sustainability plan; and the payment schedules are also different.

A motion approving the RFP Grants and Mini-Grants Agreement for Services of Independent Contractors FY 2018-2019 was made by Commissioner Castillo and it was seconded by Commissioner Deol; having noted no further discussion or public comment the motion carried with all in favor.

3. Request to Approve First 5 Imperial Budgets for FY 2018-2019: Mr. Rodriguez provided a summary of the projected First 5 Imperial Budget for Fiscal Year 2018-2019. He noted that the budget includes a breakdown of First 5 Imperial administrative expenses, the School Readiness Program, and the First 5 Impact Program. The total budget for fiscal year 2018-2019 is \$2,753,759.00 and it is consistent with the Commission's Long-Term Financial Plan.

A motion was made by Commissioner Castillo and it was seconded by Commissioner Miramontes to approve the First 5 Imperial Budgets FY 2018-2019; having noted no further discussion or public comment the motion carried with all in favor.

4. Request to Approve Administrative Costs Report FY 2017-2018: Mr. Rodriguez stated that in conjunction with the budget he is requesting that the Commission approve the administrative costs report for FY 2017-2018. A new format was presented which included breaking down the square footage by staff, a time study to be done twice a year. Per recommendation of the auditor the audit cost was moved under the program cost category. The projected administrative costs is projected to be 8.55%; evaluation costs is 9.5%; and 82% is program costs.

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

5. Request to Approve the Imperial County Children and Families First Commission's Strategic Plan: Mr. Rodriguez is asking the Commission to accept the Strategic Plan with no changes. He reminded Commissioners that they did talk about making revisions to the plan beginning next fiscal year.

A motion was made by Commissioner Deol to approve the Imperial County Children and Families First Commission Strategic Plan with no changes and it was seconded by Commissioner Castillo; having noted no further discussion or public comment the motion carried with all in favor.

6. Request to Authorize Executive Director to enter into contract for new Copier Lease: Mr. Rodriguez explained that our current copier lease is going to expire at the end of this month. He stated that the County is currently negotiating a new lease for copiers and it is advantageous for the Commission to be included in this contracting because of a better rate. Because the Commission will not be meeting during the summer months, and because of the better rates through the County negotiations he is asking the Commission to give him the authorization to enter into a new contract for a copier lease.

A motion authorizing the Executive Director to enter into a contract for a new copier lease (per County recommendation) was made by Commissioner Kim and it was seconded by Commissioner Deol; having noted no further discussion or public comment the motion carried with all in favor.

7. Request to Authorize Executive Director to enter into contract for new drinking water services: Mr. Rodriguez advised that similar to the copier services, the County will be entering into negotiations for new water services and he is asking for approval to enter into a contract. Again, he advised that the county rates are usually a better deal.

A motion authorizing the Executive Director to enter into a contract for new water services (per County recommendation) was made by Commissioner Deol and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment the motion carried with all in favor.

8. Third Quarter Progress Report FY 2017-2018 Update: Mr. Rodriguez provided a summary of the Third Quarter Progress Reports for the 11 major grants and 5 mini-grants. 60% of major RFP grantee budgets have been expensed up to the third quarter; 50% of the budget expensed for mini-grant projects. Agencies have provided direct services to 7,609 children, parents or family member. 18% fall under family functioning; 45% fall under early care education; and 37% fall under child health. Mr. Rodriguez highlighted current activities happening with the Imperial County Office of Education's Quality Start Project and the City of Imperial's Kiddie-Con Mini-Grant Project.

## **VII. Commissioner Comments**

Commissioner Sigmond commented that it would be appropriate to send Bea Duran a card and a plant for her loss on behalf of the Commission.

## **VIII. Adjournment**

A motion adjourning the Commission meeting was made by Commissioner Deol and it was seconded by Commissioner Castillo. Having noted no further comments and by unanimous vote, the meeting was adjourned at 4:53 pm. The next meeting of the Commission is scheduled for September 6, 2018.