



## MINUTES September 5, 2019

### I. Call to Order

This meeting of First 5 Imperial was called to order at 3:36 p.m. by Commissioner Sigmond, Chairperson. The meeting was held at the Imperial County Administration Building, 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 Kim  
Fred Miramontes  
Karla Sigmond  
Danila Vargas

Commissioners Absent:

Becky Green  
Yurii Camacho  
Barbara Deol

Staff:

Julio C. Rodriguez  
Christian Hernandez

### III. Public Comment

No comments were made at this time.

### IV. Adoption of Minutes

A motion to approve the Minutes of the Regular Meeting held on June 6, 2019 was made by Commissioner Castillo and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment, the motion carried with all in favor.

### V. Consent Calendar Items

Commissioners considered approval of the consent calendar items. A motion to approve the Consent Calendar Items for the meeting of September 5, 2019, as presented, was made by Commissioner Miramontes and it was seconded by Commissioner Castillo; 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 Accept the Imperial County Public Health Department's Decision to Decline the Award for the 2019-2021 Funding Cycle: Mr. Rodriguez explained that the Imperial County Public Health Department submitted a request declining their award for the 2019-2021 First 5: Healthy Children, Healthy Lives project; a letter with the request was included in the meeting packet. Mr. Rodriguez further noted that he met with the Director of the Imperial County Public Health who conveyed the message to decline. The decision to decline was based on the fact that the department would struggle to maintain the necessary infrastructure of the resources needed to maintain some of the grant funding, hiring was also another one of the department's concerns.

A motion accepting the decision from the Imperial County Public Health to decline funding for the First Five: Healthy Children, Healthy Lives Project was made by Commissioner Miramontes and it was seconded by Commissioner Sigmond.

Mr. Kim further inquired as to the reason the project was being declined and inquired about the unused funds. Mr. Rodriguez reiterated that it would be a burden on their infrastructure including human resources related to the project, supervising the project, office space, and management support. Mr. Rodriguez also noted that in the prior years of funding the project had made good impact in the community and the project had a good sustainability component working with the childcare centers.

The motion carried with two abstentions: R. Castillo and D. Vargas.

2. Request to Approve First 5 Imperial's Administrative Costs Report FY 2018-2019: Mr. Rodriguez provided a summary of the Administrative Costs report for fiscal year 2018-2019; the report was included in the meeting packet. Mr. Rodriguez further explained that the categories were broken down in accordance with the cost allocation plan, and they represent the expenses for fiscal year 2018-2019. The administrative costs are 8.2% of all expenses, evaluation costs were 10.8%, and program costs were 80.9%. Mr. Rodriguez noted that administrative costs are well below the percent which is approved of by the Commission which is 15%.

A motion to approve the Administrative Costs Report FY 2018-2019 as presented was made by Commissioner Miramontes and it was seconded by Commissioner Castillo; having noted no further discussion or public comment, the motion carried with all in favor.

3. Request to Approve First 5 Imperial's Employee Handbook: Mr. Rodriguez is seeking approval of the First 5 Employee Handbook and he noted that, in general, the handbook mirrors the policies of the County of Imperial's Employee Handbook. Some of the differences includes the description of the organization, the conflict of interest, employee classifications, the job descriptions, Human Resource administration, the benefits structure and retirement plan. Once approved it will be presented to staff, and all new hires. Mr. Rodriguez advised that the handbook was reviewed by legal counsel.

A motion approving the First 5 Imperial Employee Handbook was made by Commissioner Castillo and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment, the motion carried with all in favor.

4. Review of First 5 Imperial Bylaws: Mr. Rodriguez is seeking direction from the Commission on how they wish to proceed with various revisions to the Bylaws. He is suggesting that the Bylaws need to be updated due to the Commission's change to independent status from the County, besides other policies. Some of the changes he mentioned includes the manner in which the Commission meeting dates are set from monthly to bi-monthly; updating the Commission's fiscal controls due to the fact that the Commission is a separate entity from the County; and changes as to the procedure in which the Strategic Plan is approved. Mr. Rodriguez is stating that he prefers to establish an Ad-Hoc Committee but also understands this may be difficult to do so. Another alternative is that the Commission review recommendations during Regular Commission Meetings.

It was the general consensus of the Commission to set-up an Ad-Hoc Committee. Members composing the committee are Yurii Camacho, Mr. Kim and Karla Sigmond.

5. Policy for Reporting the Commission's Financial Condition: Mr. Rodriguez advised that the Commission is required to report its financial condition performed through an audit to First 5 California and to the State Controller's office, and this is done through a process documented in the Commission's Bylaws. For various reasons, Mr. Rodriguez is recommending that the Commission adopt a policy that not only includes the process of reporting the audit but that also includes the process of reporting monthly

expenditure and revenue. He wishes the Commission to consider the following points to include in a policy on reporting the Commission's financial condition:

- Monthly revenue and expenditure reports will be presented to the Commission at each regularly scheduled meeting;
- The Commission will undergo a yearly audit performed by an independent auditor, with copies to the appropriate agencies;
- The results of the audit will be presented at a public hearing, with copies available to the public;
- The audit report will be transmitted on a yearly basis to First 5 California and the State Controller's office no later than November 1; and
- A copy of the report will be forwarded to the Imperial County Auditor's office.

Mr. Rodriguez is asking the Commission to review the points and make any further recommendations they may want to include. Once finalized, the policy will be brought back again for approval.

6. First 5 Imperial Audit of Financial Statements Update: Mr. Rodriguez stated that in regards to the audit ending on June 30, 2018, which included findings written up by Roger Tubach, the State Controller's Office sent a letter stating that the audit met the minimum reporting standards; the letter was enclosed in the meeting packet. Furthermore, Mr. Rodriguez stated that he conducted an interview with a representative from the State Controller's Office wherein they reviewed the policies that were recently adopted to address the findings. The State Controller's Office has done a review and certified the audit.

Secondly, Mr. Rodriguez reported that Wilkinson Hadley King and Company is the new auditing firm. The CPA firm is based out of El Cajon as there are no local auditors in Imperial County that are currently conducting government audits. Mr. Rodriguez noted that he met with them on July 29<sup>th</sup> at which time they set the goals, objectives and timeline for the audit. On August 14<sup>th</sup> a team of auditors from the firm came into the Commission office and conducted a review. The auditing firm is in the process of completing the first draft of the audit, and they advised they would have it ready by mid-September. The goal is to present the audit at the October meeting.

7. Grantee 4th Quarter Reports and Annual Report for FY 2018-2019: A summary of 4<sup>th</sup> Quarter Reports was provided by Mr. Rodriguez; the report was included in the meeting packet. Mr. Rodriguez stated that through the end of the 4<sup>th</sup> Quarter, major grant projects expensed 91% of their award; although we still have not finalized budgets for the Imperial County Office of Education. Generally, the Commission has served 10,801 individuals through different forms of services such as case management, in-person consultations, classroom workshops, home visitations and mobile services. The majority of services go to children 3 to 5; the majority of capacity building opportunities were provided for child care providers or early care education. Full reports will be forwarded to Commissioners once they are completed.
8. First 5 Imperial IMPACT – Quality Start: Mr. Rodriguez provided an update regarding the IMPACT Program. He advised that this is the last year for the IMPACT Program; however, First 5 California will be releasing a new application during this fiscal year called IMPACT 2.0. Mr. Rodriguez further stated that IMPACT staff has worked to increase the quality within the child care settings through seven factors that are rated; he further talked about the various programs and rating scales.

Regarding the PACES stipend program, Mr. Rodriguez announced that the stipend application has been released to eligible child care providers. The higher education program offers a \$500.00 stipend to providers who complete 9 units or more in an institution of higher education and if they have early care education as their selected field of study. The PACES Plus-Plus offers up to \$30 for an individual to

attend an approved training, up to 10. This is used as an incentive for quality. The majority of the trainings are local. Mr. Rodriguez briefly discussed the programs available for child care providers within the County and out of the County.

The calendar of Family Health and Community Resources Fairs was provided and brief discussion continued regarding the Niland community fair and the possibility of coordinating a health fair in Winterhaven.

**VII. Commissioner Comments**

Commissioner Sigmond is asking the Director to bring back options on how the Commission can use the unused funds that were declined by the Imperial County Public Health project.

**VIII. Adjournment**

A motion adjourning the Commission meeting was made by Commissioner Castillo and it was seconded by Commissioner Vargas. Having noted no further comments and by unanimous vote, the meeting was adjourned at 4:20 pm. The next meeting of the Commission is scheduled for October 3, 2019.