



**Imperial County Children and Families First Commission**  
**MINUTES**  
**Meeting of December 1, 2022**

**I. Call to Order**

This Regular Meeting of First 5 Imperial was called to order by Karla Sigmond, Chairperson, at 3:48 p.m. The meeting was held via a video conferencing webinar hosted through Zoom.

**II. Roll Call**

Commissioners Present:  
Yurii Camacho  
Ray Castillo  
Joong Kim  
Fred Miramontes  
Karla A. Sigmond

Commissioners Absent:  
Barbara Deol  
Becky Green  
Danila Vargas  
Vacancy

Staff:  
Julio C. Rodriguez  
Bea Duran  
Christian Hernandez

**III. Public Comment**

No public comments were noted.

**IV. Adoption of Minutes**

A motion to approve the Minutes of the Regular Meeting of September 1, 2022, was made by Commissioner Miramontes, seconded by Commissioner Castillo, and having noted no further discussion or public comment the motion carried with all in favor.

**V. Consent Calendar Items**

The consent calendar items consisted of the July, August, September and October 2022 monthly financial reports. A motion to approve the consent calendar items was made by Commissioner Castillo, seconded by Commissioner Camacho, 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. First 5 Imperial Special Programs Presentation: Mr. Rodriguez advised that the Special Programs update would be provided at the next scheduled meeting of the Commission as Dr. Galindo had a personal matter to attend to.
2. Request to Approve Updated Conflict of Interest Policy to Forward to Board of Supervisors for Approval: Mr. Rodriguez explained that at a previous meeting of the Commission, Commissioners approved to have the Conflict of Interest Policy forwarded to legal counsel for review, and that a notice would be sent to the Registrar of the County of Imperial. Legal counsel has finished its review and is recommending the following changes to the policy:
  - Under Policy, Section I. Introduction: change the date of August 2012 to July 2022.

- Under Policy, Section II. Disclosure – Government Code § 87100: change the language to read: “A public official at any level of state or local government shall not make, participate in making, or in any way attempt to use the public official’s official position to influence a governmental decision in which the official knows or has reason to know the official has a financial interest.”
- Under Policy, Section V. Procedural Requirements, Part B. Violations, Number 2: change the part section noted from Part IV.C.1 to Part V.B.1.
- Dates will be updated throughout the policy to reflect the current amendment change.

Mr. Rodriguez advised that once the Commission approves the changes, the policy will be forwarded to the County Board of Supervisors for their approval.

A motion to approve the First 5 Imperial Conflict of Interest Policy with the noted changes 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 FY 2021-2022 First 5 Imperial’s Audit of Financial Statements: Mr. Hernandez reviewed the letter addressed to Commissioners dated October 28, 2022, which was prepared by the accountants at Fechter and Company. The letter states that the audit was prepared in accordance with the guidelines provided by the State Controller’s office, GASB, and First 5 California. Mr. Hernandez went on and summarized the Management’s Discussion and Analysis page which discloses the Commission’s net position as \$5,842,676 for 2021-2022. This figure, he advised, appears in different reporting formats throughout the audit. Expenses for the year were \$2,015,811 of which \$1,569,617 were classified as program expenses, \$268,326 were evaluation expenses and \$177,868 were classified as administrative expenses. Liabilities consisted of accounts payable, accrued payroll, and compensated absences; liabilities totaled \$66,050 at the end of the reporting year. The General Balance Sheet (page 11) discloses funds classified as committed, assigned or unassigned balances of which \$2,088,743 were reported as committed funds, \$2,702,844 were reported as assigned funds and \$1,084,377 were reported as unassigned fund balances; Mr. Hernandez provided an explanation of these categories and further advised that encumbrances for the year were \$652,844 (assigned funds). Revenue received during the 2021-2022 auditing year included monies received from the State, county interest and miscellaneous monies received; revenue received for the 2021-2022 reporting year totaled \$2,245,327. Mr. Hernandez lastly noted that the auditor found no material weaknesses over the internal controls and compliance testing requirements; and there were no findings for this audit.

A motion to approve First 5 Imperial’s Audit of Financial Statements for Fiscal Year 2021-2022 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.

4. Request to Approve Administrative Costs Expense Report FY 2021-2022: Mr. Rodriguez stated that all First 5 County Commissions are required to adopt policies which define a maximum amount that can be allocated for administrative costs; the maximum expenditure approved of by the Commission for administrative costs is 15%. For the 2021-2022 reporting year, Mr. Rodriguez advised that expenses did not exceed the 15% maximum. Administrative expenses represented 8.84% of the total budget, Program expenses represented 77.84%, and Evaluation

expenses represented 13.33% of the total budget. These categorized expenses are also integrated as part of the audit which match the Commission's actual expenditures.

A motion to approve the First 5 Imperial Administrative Costs Report FY 2021-2022 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.

5. Request to Approve Funds to Cover Re-issue of Payment for El Centro Regional Medical Center: Mr. Rodriguez advised that three statutory cancellations were issued by the County Auditor's department; statutory cancellations are issued when checks over 6 months old are not cashed by an individual/agency. The checks were issued to the El Centro Regional Medical Center in the amount of \$18,187.00; the Imperial County Child Abuse Prevention Council in the amount of \$500.00; and Guadalupe Velasco, a childcare provider, in the amount of \$300.00. The County Auditor credited funds back into the accounts and all three checks will be re-issued to the two agencies and the childcare provider. As a result of the re-issue of the checks, Mr. Rodriguez is asking authorization to allocate the amount total of \$18,187.00 to cover the repayment back to the El Centro Regional Medical Center. He noted that there are sufficient funds to cover the other two checks that were cancelled; those checks will be paid out of the Paces Stipend fund and the Community Outreach Support fund.

A motion to approve funds to cover the re-issue payment for the El Centro Regional Medical Center 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.

6. Request to Approve FY 2021-2022 Annual Report submitted to First 5 California: Mr. Rodriguez advised that the Annual Report was submitted to First 5 California prior to the deadline which was October 31, 2022 and he is now seeking approval of the report. Mr. Rodriguez explained that the data contained in the annual report is representative of the information that is provided by the grantees through the quarterly reporting requirements. Mr. Rodriguez noted that Grantee Progress Reports, which is a summary of the Project's activities, are provided to the Commission throughout the year. The annual report is separated into three sections: AR1 – Revenue and Expenditure Summary; AR2 – Demographic summary; and AR3 – Evaluation Summary and Highlights. He noted that the revenue detail data contained in section AR 1 must align with the figures reported in the audit financial report. AR 1 also contains information broken down by the four Commission goals which are improved family functioning, improved child development, improved child health and improved systems of care. The expenditure details section is broken down by program expenses, administrative expenses and evaluation expenses; again, he noted that this data matches the amounts reported in the audit. Mr. Rodriguez noted that the Commission does not receive Small Population County Funding Augmentation. Section AR 2 contains demographic information about the populations served, this includes the primary languages spoken in the home and race/ethnicity of the individuals. During the 2021-2022 reporting period, 5,585 total populations were served by the projects with a 10% level of duplication. Section AR 3 provides a summary of the evaluation activities that were completed and findings. The last section of the annual report contains a summary of the County Highlight. During 2021-2022, this section focused on highlighting the early care and education settings and the ECE workforce. The annual report was submitted to First 5 California via a web-based data system.

A motion to approve the FY 2021-2022 Annual Report that was submitted to First 5 California 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.

7. First 5 Imperial Community Development Mini-Grant Application FY 2023-2024: Mr. Rodriguez presented the idea of releasing a mini-grant funding opportunity for Fiscal Year 2023-2024 and, at this time, is asking Commissioners to consider making any changes to the application including its process and whether they wish to include a new initiative. He went on and provided a summary of the two-step mini-grant process; summarized the Statement of Interest to Apply, and provided a Timeline of activities. The proposed dates are:
  - February 8, 2023 – release the Community Development Mini-Grant Guidelines, includes the Statement of Interest to Apply form
  - March 15, 2023 – deadline to submit the Statement of Interest to Apply
  - April 6, 2023 – Commissioners will select projects based on the Statements, agencies will be invited to submit their mini-grant project, Step 2
  - May 10, 2023 – deadline to submit mini-grant projects
  - June 1, 2023 – Commissioners will select and finalize mini-grant projects

Mr. Rodriguez stated that currently the mini-grant is set-up as a general (or open) application; however, he is asking Commissioners if they wish to establish a priority. Other issues to consider are whether there are any preferences on funding, whether they would like to establish a special initiative or change the process of the application.

At this time, Commissioner Sigmond commented that she is happy with the current mini-grant application process. She also stated that depending on the funding available, the Commission could consider a special initiative.

Commissioner Miramontes said he would like to leave the mini-grant application open so that it provides everyone the opportunity to apply, agencies can be creative with their projects. He believes more agencies will apply for a mini-grant if it's not restricted.

Mr. Rodriguez advised that he will bring back the mini-grant application at the next meeting of the Commission so that final decisions can be made and the application can be released.

8. First 5 Imperial Funded Programs Brochure: Mr. Rodriguez presented the First 5 Imperial brochure and said that the brochure is designed to provide a summary of the programs and activities sponsored by the Commission; the brochure includes contact information for projects funded in 2022-2023. The brochure also announces the Kit for New Parents and the Talk, Read, Sing Campaign offered by First 5 California. Mr. Rodriguez thanked Ms. Duran for designing the brochure and noted that a number of agencies had commented on the quality of the information and layout.
9. Other First 5 Imperial Updates: Mr. Rodriguez provided a summary of the following:
  - Proposition 31 was passed by California voters in November 2022. This initiative prohibits in-person stores and vending machines from selling flavored tobacco products or tobacco product flavor enhancers such as cherry flavored, bubble gum, cotton candy, etc. The passage of Prop 31 will reduce the collection of tax revenues which funds a good proportion

of health care programs; on the other hand, it will protect youth and young kids from the dangers of smoking. Not sure yet how this passage will affect First 5s revenue stream; First 5 California will most likely develop revenue projections which will include the effects of Proposition 31.

- First 5 California has reauthorized 4 more years of IMPACT funding. First 5 Imperial will probably be receiving approximately \$300,000 per year to support and works toward improving the quality of child care standards in ECE settings. First 5 California is proposing a regional approach; this would group the counties of Riverside, San Bernardino, Orange and Imperial.
- First 5 Imperial currently does not have access to the OneSolution financial database platform that is available through the County. Counsel for the Commission will be working with County Counsel regarding accessibility to the system; our office needs access to obtain general ledgers and relevant financial reports associated with our budget.
- Commission will want to consider updating Commission Bylaws; this document has not been revised in a long time. Consideration for establishing an Ad-hoc committee to make recommendations to the Bylaws to be proposed. This issue will be placed on the agenda at an upcoming meeting.

## **VII. Commissioner Comments**

Commissioner Sigmond, on behalf of the Commission, thanked Commissioner and out-going County Board of Supervisor Ray Castillo for his service and dedication to First 5 Imperial. Commissioner Castillo stated that he will still be involved in supporting the community and First 5 efforts, although, in another capacity.

## **VIII. Adjournment**

Having no further business to discuss, the meeting was adjourned at 4:54 pm.