



**Imperial County Children and Families First Commission
MINUTES
Meeting of June 1, 2023**

I. Call to Order

This Regular Meeting of First 5 Imperial was called to order by Commissioner Sigmond, Chair, at 3:30 p.m. The meeting was held at the First 5 Imperial office located at 1240 State Street, El Centro, CA.

II. Roll Call

Commissioners Present:

Yurii Camacho
Barbara Deol
Becky Green
Michael Kelley
Joong Kim
Paula Llanas
Karla Sigmond
Danila Vargas

Commissioners Absent:

Fred Miramontes

Staff:

Julio C. Rodriguez
Fernando Valenzuela

Guests:

Yvette M. Garcia, ICCAPC

III. Public Comment

Yvette M. Garcia, Executive Director of the Imperial County Child Abuse Prevention Council, thanked the Commission for their support and provided a summary on the number of additional parents with children 0 to 5 that the CAP Council is serving. Ms. Garcia noted that she provided the information due to a request made last year by the Commission. At this time Ms. Garcia proceeded to read a letter which was written by a parent “Lorena” who attended the Incredible Years classes.

IV. Adoption of Minutes

A motion was made by Commissioner Deol and seconded by Commissioner Green adopting the Minutes of the meeting held on April 6, 2023. No public comment or further discussion was made and the motion carried with all in favor.

V. Consent Calendar Items

Upon review of the consent calendar items for the meeting, a motion to approve was made by Commissioner Deol and seconded by Commissioner Camacho. No public comment or further discussion was made and the motion carried with all in favor.

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

1. Request to Approve FY 2023-2024 Community Development Mini-Grant Step 2 Applicants: Mr. Rodriguez advised that 7 mini-grant applications were received in response to the Community

Development Mini-Grant and the Register for those projects was included in the packet. Commissioners proceeded to review potential conflicts of interest of which no disclosures were made.

Mr. Rodriguez further stated that the Commission set aside \$150,000 for mini-grant projects and the total applications submitted totaled \$151,940. He advised that the Commission could consider funding all projects if they chose to.

Commissioner Kelley stated that he reviewed the summary of mini-grant recommendations that were made by Mr. Rodriguez and he felt the recommendations were on point. He proceeded to move forward with a motion accepting the funding recommendations for mini-grant funding, the motion was seconded by Commissioner Green.

Clarification was sought regarding the Seeley Union School District mini-grant project. Mr. Rodriguez stated that the agency was requesting \$25,000 to purchase materials for the sessions but did not provide a description of the items they wished to purchase. In addition, he felt the sessions did not focus on one specific subject and felt neither the school district nor the parents would benefit from the sessions. He is not recommending funding for this project.

Regarding the Sure Helpline Center, it was noted that the Commission does not fund leases/rents for mini-grant projects.

Having noted no further discussion or public comment, the motion carried with all in favor.

2. Request to Approve the General Grant and Mini-Grant Agreement for Services for Independent Contractor for FY 2023-2024: Mr. Rodriguez is asking the Commission to consider approving the Agreements that will be used by the Commission for the Community Development Mini-Grant projects that were just selected and for the RFP major grants. He provided a summary of the agreements and noted that no changes were made to the agreements except for dates.

A motion was made by Commissioner Green and seconded by Commissioner Deol approving the Agreements for Services for Independent Contractors; having noted no further discussion or public comment, the motion carried with all in favor.

3. Request to Approve Scope-of-Work Change for the Burn Institute's "Protecting Your Child from Fire and Burns" Project: Mr. Rodriguez advised that the Burn Institute submitted a letter asking the Commission to consider a change in their scope-of-work for years two and three of their project. The Burn Institute had originally proposed that they would target 1,000 families to participate in fire and burn prevention presentations; however, recruitment has been a challenge for them. As a result, the Burn Institute is asking to target 500 parents, expectant parents, and caregivers; and target 500 children 0-5 for the puppet shows. Mr. Rodriguez advised that the Burn Institute has a good record of doing fire and burn prevention presentations and puppet shows he also noted that thus far the agency has already targeted 700 parents.

A motion was made by Commissioner Deol and seconded by Commissioner Camacho approving the scope-of-work changes requested by the Burn Institute; having heard no public comment or further discussion, the motion carried with all in favor.

4. Request to Approve First 5 Imperial Budget FY 2023-2024: Mr. Rodriguez stated that \$2,564,135.00 is the proposed Budget for Fiscal Year 2023-2024; an adjustment will be made due to the mini-grant applications that were just selected. He mentioned that the budget reflects a decrease in expenditures noting the decline in revenues due to the tobacco flavor ban. The budget is composed of \$528,620 for F5I administration/management; \$113,500 for the School Readiness Program; IMPACT grant by First 5 California of \$288,010; the Home Visiting Coordination grant also by First 5 California of \$169,286; and approximately \$230,000 for mini-grants and special initiative grants.

He further explained that \$1,224,719 has been set aside for RFP grants which is year two of the funding cycle. Mr. Rodriguez noted that he is still working with Pioneers Memorial Hospital District regarding the transfer of funds and the scope-of-work left by El Centro Regional Medical Center. Staff at Pioneers Memorial Hospital District has advised that they are currently overwhelmed due to the closure of ECRMC. Pioneers Memorial Hospital District has been advised that they must provide an answer by July 31st. Further discussion continued regarding staffing. Mr. Rodriguez noted that there is a decrease in professional and special services which includes salaries and benefits for staff. He noted that the fiscal analyst duties will be absorbed between himself and the Program Compliance Coordinator, and they will be hiring an office person. As requested, he will provide an analysis of staffing at the next meeting.

A motion was made by Commissioner Camacho and seconded by Commissioner Deol adopting the Budget for Fiscal Year 2023-2024; having heard no public comment or further discussion, the motion carried with all in favor.

5. Request to Approve First 5 Imperial Administrative Costs FY 2023-2024: Mr. Rodriguez advised that the Children and Families Act requires all First 5 Commissions to approve administrative costs that are part of the operating budgets on an annual basis. First 5 Imperial has set a limit on administrative costs that reflects no more than 15% of the total budget. For Fiscal Year 2023-2024, administrative costs reflect 7.92%; evaluation costs reflect 9.68% and program costs reflect 82.40% of the total budget. A brief breakdown of expenditures was provided, including audit costs which fall under program expenditures as per auditor's recommendation.

A motion was made by Commissioner Deol and seconded by Commissioner Camacho approving First 5 Imperial's Administrative Costs for Fiscal Year 2023-2024; having heard no public comment or further discussion, the motion carried with all in favor.

6. Request to Approve First 5 Imperial Strategic Plan with No Changes: Mr. Rodriguez advised that the Children and Families Act also requires all First 5 Commissions to approve its Strategic Plan on an annual basis. Mr. Rodriguez stated that in February 2022 the Commission released an updated version of its Strategic Plan and he is recommending no further changes to the document.

A motion was made by Commissioner Camacho and seconded by Commissioner Kelley approving First 5 Imperial's Strategic Plan with no changes; having heard no public comment or further discussion, the motion carried with all in favor.

7. Request for Approval to Engage in Services for the First 5 Imperial FY 2022-2023 Annual Audit of Financial Statements: Mr. Rodriguez is asking the Commission for permission to engage in services for completion of the audit FY 2022-2023 with Fechter and Company. Work commences in July 2023 and the next Commission meeting is not scheduled until September.

A motion was made by Commissioner Kelley and seconded by Commissioner Camacho to approve services with Fechter and Company for First 5 Imperial's annual audit FY 2022-2023; having heard no public comment or further discussion, the motion carried with all in favor.

8. Request to Enter into Partnership with Region 9 for the First 5 California IMPACT Legacy Request For Application (RFA): Mr. Rodriguez explained that First 5 CA released its new RFA for the IMPACT Legacy Program and Imperial County has been partnered with Region 9 which consists of Riverside, Orange, and San Bernardino Counties. First 5 Riverside will be the lead for Region 9. Mr. Rodriguez is seeking approval to enter into a partnership with Region 9 in order to pursue the IMPACT Legacy grant. The main objective of IMPACT Legacy is to work to increase continuous quality improvement in childcare settings. The RFA is due on June 12, 2023.

A motion was made by Commissioner Camacho and seconded by Commissioner Deol to enter into Partnership with Region 9 to move forward with the F5CA IMPACT Legacy RFA; having heard no public comment or further discussion, the motion carried with all in favor.

9. Status of Disputed Charges on First 5 Imperial US Bank Account: Mr. Rodriguez stated that of the \$9,185.31 that were debited out of the First 5 account at Union Bank, there is still an amount of \$1,800.61 pending and has not been credited. The bank informed him that the amounts debited were a mistake but did not provide further information as to where the amounts ended up. He wanted the Commission to know that he is still pursuing the money and will be working with US Bank due to the transition of banks.

10. Other First 5 Imperial Updates:
Currently working on 3rd quarter reports; a summary was included. progress reports will be completed by the end of the month.

VII. Commissioner Comments

None were noted.

VIII. Adjournment

A motion adjourning the meeting was made Commissioner Sigmond. The next meeting is scheduled for September 7, 2023.