



Imperial County Children and Families First Commission
MINUTES
Meeting of February 3, 2022

I. Call to Order

This Regular Meeting of First 5 Imperial was called to order by Karla Sigmond, Chairperson, at 3:34 p.m. The meeting was held via a video conferencing webinar hosted through Zoom.

II. Roll Call

Commissioners Present:

- Yurii Camacho
Barbara Deol
Joong Kim
Veronica Rodriguez
Karla Sigmond
Danila Vargas

Commissioners Absent:

- Fred Miramontes
Becky Green
Ray Castillo

Staff:

- Julio C. Rodriguez
Bea Duran

III. Public Comment

No public comments were noted.

IV. Adoption of Minutes

A motion was made by Commissioner Deol and seconded by Commissioner Kim adopting the Minutes of the Meeting held on December 2, 2021; having noted no further discussion or public comment, 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 Rodriguez; 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 Approve the Release of the First 5 RFP General Grant FY 2022-2025: Mr. Rodriguez reminded Commissioners that at the previous meeting he presented the major RFP grant guidelines for discussion and Commissioners expressed that they were familiar with the process and provided further recommendation at that time. Mr. Rodriguez conveyed that a lot of work is involved in the process and planning of the RFP, and he proposed discussion on the following points:
- Approve to move forward with the feasibility of having the RFP cycle. Expect to receive 15 applications, with the possibility of funding between 9 to 11 grants.
- Approve to move with a three-year funding cycle rather than 2 years.
- Approve the RFP Timeline; a revision is being proposed.
- Approve the maximum for each award.
- If application is approved, ensure that the RFP is aligned well with the Strategic Plan.

A motion to approve the release of the First 5 RFP for General Grant FY 2022-2025 as discussed was made by Commissioner Deol and it was seconded by Commissioner Vargas.

Commissioner Sigmond commented that she agrees with moving forward with the application as there is a need in the community; she noted that Covid is still an issue and now, more than ever, children and families need our support. Regarding the recommendation for a three-year cycle; Commissioner Sigmond stated that some agencies are slower to implement and need more time to get going; she stated that three years is a good time.

Commissioner Deol stated that the Commission has the ability to support children through this RFP and she hopes that a variety of applications are submitted. She also agrees with moving forward with a three-year funding cycle. She stated that if agencies are starting from scratch, they will need more time to get everything lined up and will need funds to get going.

In reference to the timeline, Mr. Rodriguez is asking to revise the deadline date that was set for the submission of the Letter of Intent to Apply to February 28<sup>th</sup>. He is also asking to move the technical assistance workshop one week up, and to schedule the workshop in the evening from 6 pm to 8 pm thereby allowing more individuals to participate.

Discussion further continued regarding setting the maximum funding allowed; Mr. Rodriguez advised that currently the maximum amount is set at \$250,000 per year and is asking the Commission if they would like to consider decreasing the amount to \$200,000. He further explained that the average funding trend has been \$150,000 per grant.

Mr. Kim recommends leaving the amount at \$250,000. He advised that the Commission can make adjustments to the budgets when approving the projects, and during the process we may be able to fund more agencies.

Commissioner Rodriguez would like to recommend that the guidelines be more clear on the award amounts. She advises clarifying that funding is set as \$1.5 per year, \$4.5 for three years with a maximum award of \$250,000 per year. She suggested that this may provide us more viable applicants once they see that there is enough funding to cover the 3 years.

Mr. Rodriguez noted that contracts with grantees are done every year, this gives the grantees the opportunity to address their budgets. Projects are encouraged to revisit their Year 2 budgets during the re-contracting period.

Having noted no further discussion, Commissioners moved forward with their vote. The motion was approved by all members present.

2. Request to Approve the Agreement for Special Services for RFP Evaluators: At this time, Mr. Rodriguez sought approval of the Agreement that will be used for the hiring of evaluators. He explained the process for contracting with the evaluators and further advised that the evaluators are recruited based on their evaluation experience with other First 5 counties. The primary background experience for the evaluators is related to child development, early child health or program evaluation. Mr. Rodriguez is asking the Commission to consider increasing the

per hour compensation rate to \$65.00 per hour; the previous rate paid to evaluators was \$60.00 hourly. He is planning to have an evaluation team in place by March 25<sup>th</sup>.

A motion to approve the Agreement for Special Services for RFP Evaluators at the compensation rate of \$65.00 hourly was made by Commissioner Kim and it was seconded by Commissioner Deol; having noted no further discussion, the motion passed with all in favor.

3. Request to Approve the First 5 Imperial Strategic Plan 2022: Mr. Rodriguez explained that the Strategic Plan is finished aside from having to include a table of contents, a background section, an introduction section, re-numbering charts and some editing. He went on to explain the data drawn from Healthy People 2030 indicators as well as the State of California rates. He gave examples of indicators that were not available at a state level, and other data what was available, for example data was derived from the Public Health Department, such as asthma rates and immunization goals and indicators. Mr. Rodriguez talked about the changes in the new plan in comparison to the previous one and provided a brief summary of the following:
  - ✓ Result Area 1: Strengthening of Families which focuses on family functioning activities.
  - ✓ Result Area 2: Early Care and Education which addresses access to childcare, early education and provider support.
  - ✓ Result Area 3: Improved Child Health category with focuses on prenatal care, breastfeeding issues, nutrition issues such as obesity, and addresses children with special needs.
  - ✓ The Matrix which addresses the Result Areas.

Mr. Rodriguez lastly added that he would have wanted to have included data from the “State of Children Report” that was to be completed in partnership with San Bernardino and Riverside First 5 Counties; however, the report is still not available. He added that if there are any proposed changes to include this information in the Strategic Plan these will be brought at a later time.

A motion was made by Commissioner Kim and it was seconded by Commissioner Deol approving the First 5 Imperial Strategic Plan; having noted no further discussion or public comment, the motion carried with all in favor.

4. Request to Approve the Release of the Community Development Mini-Grant FY 2022-2023: Mr. Rodriguez asked Commissioners if they wished to move forward with releasing the mini-grant. He stated that the mini-grant guidelines were prepared with input which was provided at the previous meeting. The proposed timeline is to release the mini-grant on March 1<sup>st</sup>, and the Step 1 deadline which is the Statement of Intent to Apply. Individual Statement of Intent to Apply forms submitted will be reviewed by the Commission on April 7<sup>th</sup>. The deadline for submittal of mini-grant applications will be May 12<sup>th</sup>. The dates scheduled for the mini-grant do not conflict with the RFP major grant dates.

A motion was made by Commissioner Kim and it was seconded by Commissioner Vargas to release the Community Development Mini-Grant FY 2022-2023.

Commissioner Deol was concerned with the timing of releasing both applications. Mr. Rodriguez advised that there is a lot of work and planning with releasing both applications but it is something they have done in the past. He doesn't feel there will be any confusion for agencies wishing to apply.

Having noted no further discussion, the motion was approved with all in favor.

5. Request to Approve the Administrative Costs Report FY 2020-2021: Mr. Rodriguez presented the administrative costs report that was revised as per the request of the auditors from Fechter and Company. The revised document was included in the packet. He advised that the report had to be adjusted in order to match the audit report. As a result, administrative costs went down 0.2%.

Mr. Kim sought clarification on the administrative costs percentage; he stated that the costs were probably low because the Commission does not offer a retirement system to its employees. He is asking the Commission to look into this issue further.

Commissioner Sigmond suggested that they move forward with the approval and bring this item back for discussion at another meeting.

A motion was made by Commissioner Kim and it was seconded by Commissioner Rodriguez to approve the Administrative Costs Report FY 2020-2021 as presented; having noted no further discussion, the motion passed with all in favor.

6. Request to Retain Services of Office Supervisor Position Remotely through July 2022: Mr. Rodriguez announced that Bea Duran, Office Supervisor, had recently relocated and is working remotely; he is seeking approval from the Commission to extend her contract so that she can continue working remotely up through July 2022.

A motion was made by Commissioner Kim and it was seconded by Commissioner Rodriguez to approve the request to retain the services of the Office Supervisor position remotely through July 2022.

Brief discussion continued about the role and duties of the position, Commissioner Sigmond asked if a clerical position could be filled now to alleviate some of the in-office duties. Commissioner Rodriguez stated that she had no issue with the extension and also expressed concern for in-person support in the interim; she is recommending that the Director assess this matter further.

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

7. Form 700 – 2021 Statement of Economic Interest: Mr. Rodriguez advised Commissioners that the annual Form 700 Statement of Economic Interest was due on April 1, 2022; and is asking Commissioners to complete and submit their forms to the Commission office. The instruction manual and the Form was included in the packet for reference.

## **VII. Commissioner Comments**

No comments were noted at this time.

**VIII. Adjournment**

A motion adjourning the meeting was made by Commissioner Sigmond and the meeting was adjourned at 4:53 pm.