



## MINUTES February 9, 2017

### I. Call to Order

This Regular Meeting of First 5 Imperial was called to order at 3:42 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  
Yurii Camacho  
Barbara Deol  
Becky Green  
Robin Hodgkin  
Joong Kim  
Karla Sigmond, Chairperson

**Commissioners Absent:**

Miguel Colón, Jr.  
Peggy Price

**Staff:**

Julio C. Rodriguez, Director  
Bea Duran

### III. Public Comment

Wendy Prewett, IVROP Project Nenes Coordinator, invited Commissioners to the upcoming Imperial Valley Regional Occupational Program Showcase and Recognition Ceremony which would be taking place on March 28th at 5:30 pm at the Casa de Mañana Building in Imperial.

### IV. Adoption of Minutes

A motion to approve the Minutes of the Regular Meeting held on December 21, 2016 was made by Commissioner Deol and it was seconded by Commissioner Green and having noted no further discussion or public comment the motion carried with all in favor.

### V. Consent Calendar Items

A motion to approve the Consent Calendar Items as presented was made by Commissioner Deol and it was seconded by Commissioner Camacho and having noted no further discussion or public comment the motion carried with all in favor.

### VI. Board Member Attendance

At this time, Commissioners reviewed and discussed the Commission Attendance Roster for Meetings held during 2016 (the document was included in the packet). Reference was made to the previous meeting whereby a Commissioner expressed concern over missed meetings from members, and the fact that they were having to reschedule meetings to try and accommodate attendance from as many members as possible.

Commissioner Sigmond talked about the important role they have as members and their responsibility for attending meetings of the Commission. She stated that the Commission needs to deal with important issues

and especially when it comes to grant awards for agencies. Based on the attendance roster, she highlighted that three meetings had to be rescheduled due to a lack of quorum. Commissioner Sigmond further directed Commissioners to refer to the Bylaws section for missed meetings, and noted that one member had missed three consecutive meetings and asked Commissioners how they wished to proceed to try and resolve the matter of participation by members.

Commissioner Castillo noted that their service on the Commission is voluntary; he also stated that there are times when urgent matters come up and make it difficult for a member to attend meetings. He is recommending that the absences should be tracked and that a notice be sent to the member about missed meetings.

Commissioner Green stated that changing the date of Regular Meetings does tend to become a problem for her because she plans her schedule around the fixed meeting dates. She, too, agrees that sending a notification of missed meetings would help serve as a warning; a letter should be sent after two missed meetings.

Commissioner Kim stated that according to the Brown Act if the Regular Meeting cannot be held the date it was scheduled, it should be cancelled and not changed to a later date. His point made was that if the meeting is rescheduled to a later date it becomes a Special Meeting. He added that he was prepared to attend the meeting that was scheduled in December but it was changed thus becoming a Special Meeting.

Commissioner Deol stated that Commissioners receive a calendar of scheduled meetings and should be informed of the meeting dates, and there are special circumstances when sometimes they cannot attend. She, too, tries her best to accommodate the new scheduled meetings but feels it is a concern when members miss quite a bit of meetings. She went on to say that some Commissioners are here on a voluntary basis and others are required to be here. The important thing is for those Commissioners who are here on a voluntary basis is to ask themselves if this is something they want to continue doing, to do what they can to give back to the community and commit to participating.

Commissioner Hodgkin noted that missing three meetings which is half of the meetings scheduled throughout the year is a problem. Having to reschedule a Regular Meeting due to a lack of quorum is a challenge that needs to be addressed. She believes that there are extenuating circumstances why a Commissioner may miss a meeting, and that reasons for it should be taken into consideration. She is recommending that notices should be sent to members advising them about their missed meetings, and that the Commission Chairperson should bring back the information to the Commission for consideration after having reached out to the member that is missing the meetings.

Commissioner Sigmond stated that in the past the Commission has been sensitive to the needs of Commissioner's attendance; she agrees that there should be documentation of the effort made to contact members who have missed meetings and their responses, or lack of, should be tracked. Having noted comments made by Commissioners, Commissioner Sigmond stated that she is pleased they have addressed this issue and are able to move forward.

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Green to adopt a policy whereby Commissioners who miss two consecutive meetings will receive a notice advising them of their absence, and the Chairperson will bring the issue before consideration to the Commission. Having noted no further discussion or public comment the motion carried with all in favor.

## **VII. Administrative Report (Julio C. Rodriguez, Executive Director)**

1. Community Development Mini-Grant Statement of Interest to Apply Selection: Mr. Rodriguez noted 11 Statements of Interest to Apply for a Mini-Grant were received and proceeded to clarify conflicts of interest by Commissioners. The policy on conflicts was briefly reviewed, and it was included in the packet.

Commissioner Castillo declared a conflict with the Imperial County Free Library; Commissioner Deol declared a conflict with the Sustaining Organic Living agency. Members agreed to step out of the room when discussion of those agencies was to be held.

Commissioners agreed that it wouldn't be appropriate to invite more than 8 agencies to apply based on the amount of funding that was allocated for mini-grants.

Having reviewed the Statements and upon further discussion, Commissioners identified three agencies that did not fall within the scope of the Commission's Strategic Plan; Commissioners discussed the American Red Cross, Burn Institute and Imperial County Office of Education projects.

After brief discussion, a motion was made by Commissioner Deol and it was seconded by Commissioner Green to not invite the Imperial County Office of Education to proceed to Step 2 of the Mini-grant application phase because it did not fall under the scope of the Commission's Strategic Plan. Having noted no further discussion or comments, the motion carried with all in favor.

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Green inviting the Burn Institute to submit a mini-grant application for the Let's Stay Safe Puppet Show. Commissioner Hodgkin feels the agency is addressing an age-appropriate population and has an age-appropriate curriculum to do so; she added that it's important for the children to have safety training at a very young age. Having noted no further discussion or comments, the motion carried with all in favor.

Upon brief discussion of the American Red Cross of San Diego and Imperial Counties proposed mini-grant and based on the fact that it does not fall within the scope of the Commission's Strategic Plan, a motion was made by Commissioner Hodgkin and it was seconded by Commissioner Green to not invite the American Red Cross of San Diego and Imperial Counties to proceed to Step 2 of the mini-grant application phase. Commissioners feel there will be an issue with trying to identify and document young children living in the home where smoke detectors will be provided. Having noted no further discussion or comment, the motion carried with all in favor.

A concern was raised regarding the mini-grant request made by the Sure Helpline Crisis Center, in particular, the fact that the agency is reaching out to a teenage population. Commissioner Green made a motion not to invite the Sure Helpline Crisis Center to Step 2 of the mini-grant application phase; the motion was seconded by Commissioner Deol. Having noted no further discussion or comment, the motion carried with all in favor.

At this time, a motion was made by Commissioner Green and it was seconded by Commissioner Deol to not invite the City of El Centro Community Services project to apply for Step 2 of the mini-grant application phase. Commissioners expressed an issue with the implementation of the developmental screenings; they feel the project may be working outside of their scope of work. Having noted no further discussion or comment, the motion carried with all in favor.

Commissioner Hodgkin made a motion to invite the City of Imperial Preschool Program Bright Beginnings Project to apply for Step 2 of the mini-grant application phase, seconded by Commissioner Deol. Commissioners talked about addressing the need for child development programs in Imperial. Commissioners would like to have further information about this project and are open to inviting the

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

Commissioner Hodgkin made a motion to invite the City of Imperial Public Library project to apply for Step 2 of the mini-grant application phase and it was seconded by Commissioner Green. Commissioners would like to learn more about the way in which the Library will be connecting with families through this project. Having noted no further discussion or comment, the motion carried with all in favor.

Commissioner Deol made a motion and it was seconded by Commissioner Camacho to invite the Imperial County Child Abuse Prevention Council to apply for Step 2 of the mini-grant phase. This is a parenting program which will target 125 parents with children under five years of age. The agency will be using the Incredible Years curriculum. Having noted no further discussion or comment, the motion carried with all in favor.

It was noted that Commissioner Castillo stepped out of the room at this time. The mini-grant request for the Imperial County Free Library intends to use existing preschool outreach program bags that will be used to model early literacy in the preschool setting. The agency will target outlying areas and work with family childcare providers. A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Deol to invite the Imperial County Free Library to apply for Step 2 of the mini-grant phase. Having noted no further discussion or comment, the motion carried.

The Imperial Valley Regional Occupational Program project was discussed. A motion was made by Commissioner Deol and it was seconded by Commissioner Castillo to invite the Imperial Valley Regional Occupational Program to apply for Step 2 of the mini-grant phase. Commissioners noted that this is an extension of IVROP's HIPPY program that will include up to 15 new children; this is a population that does not receive preschool services. Having noted no further discussion or comment, the motion carried with all in favor.

It was noted at this time that Commissioner Deol stepped out of the room. In reference to the Sustaining Organic Living mini-grant request, Commissioners noted that the project plans to address all three goals within the Commission's Strategic Plan, and it seems very ambitious for the amount of money that is being requested. A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Green not to invite Sustaining Organic Living Education to proceed to Step 2 of the Mini-grant application phase. An Issue was raised with the justification of the training and standards required for the goals they are trying to accomplish. Having noted no further discussion or comment, the motion carried.

2. Request to Approve Guidelines for the First 5 RFP for General Grant FY 2017-2019: Mr. Rodriguez noted that at the previous Commission meeting Commissioners approved the timeline and the release of the regular RFP for Fiscal Year 2017-2019. Reference was made to the guidelines, other than changes to the dates no other major changes are being recommended. The new release date though is being updated to reflect February 10<sup>th</sup>.

Mr. Rodriguez reminded Commissioners that at a previous meeting they talked about whether they should consider placing a limit on costs related to occupancy; he is now seeking direction from the Commission as to how they wish to proceed. Upon brief discussion, Commissioners felt that the cost is allowable but that it should be well-justified and within market value. It was the general consensus of the Commission that the line item for occupancy should stay as is.

Commissioners also talked about the "local proposer" segment of the guidelines. Commissioners feel that language should include that a substantial proportion of the agency's workforce is working in the

county and they should also spend a substantial portion of their services and expense their administrative funds in the county as well.

A few other recommendations to update the RFP guidelines included the recommendation to pull-out the Resolution requiring that the project's Board discuss the submittal of the grant. Commissioners concurred that agencies should follow their own internal policy and remove this requirement from the RFP guidelines. Other technical submittal requirements are being recommended to be updated within the guidelines.

Having noted no further discussion, a motion was made by Commissioner Hodgkin and it was seconded by Commissioner Green to approve and release the Request For Proposal FY 2017-2019 General Grant Guidelines as amended. Commissioners agreed that funds allotted for this grant not change. A total maximum amount of \$250,000 was agreed upon. Having noted no further discussion or comment, the motion carried with all in favor.

3. Request to Approve Agreement for Special Services for RFP Evaluator Services: The Agreement is for independent Evaluation Contractors who will evaluate the grants. No changes other than dates are being recommended at this time. The pay rate is \$60.00 per hour.

A motion to approve the Agreement for Special Services for RFP Evaluator Services as presented was made by Commissioner Deol and it was seconded by Commissioner Camacho. Having noted no further discussion or comment the motion carried with all in favor.

4. Termination of March of Dimes Foundation Contract Update: Commissioners were given an update on the process for March of Dimes request for termination, and its final payment. The contract was terminated, accordingly, on September 31, 2016. A letter of acknowledgment was received from the March of Dimes representative and the final payment was issued.
5. First Quarter Progress Reports and Second Quarter Update FY 2016-2017: A brief summary on the results from first quarter reports for 11 major contracts and 5 mini-grants was provided. Staff is currently working on second quarter reports. Mr. Rodriguez briefly reported on some challenges encountered with projects which included the Brawley Public Library LAMBS project, the El Centro Regional Medical Center's Bridges for Newborns project, and the Imperial County Office of Education's Headstart project.

#### **VIII. Commissioner Comments**

No comments were made at this time.

#### **IX. Adjournment**

A motion adjourning the Commission meeting was made by Commissioner Deol and it was seconded by Commissioner Green. Having noted no further comments and by unanimous vote, the meeting was adjourned at 4:46 pm. The next meeting of the Commission is scheduled for April 6, 2017.