



## MINUTES

### June 9, 2016

#### I. Call to Order

This Regular Meeting of the Imperial County Children and Families First Commission was called to order at 3:51 p.m. by Karla Sigmond, Commission Chair. The meeting was held at the County Administration Center, Conference Room C/D which is located at 940 West Main Street in El Centro, California, whereby a quorum was established.

#### II. Roll Call

##### Commissioners Present:

Yurii Camacho  
Miguel Colón, Jr.  
Barbara Deol  
Robin Hodgkin  
Karla Sigmond

##### Commissioners Absent:

Peggy Price  
Ray Castillo  
Becky Green  
Joong Kim

##### Staff:

Julio C. Rodriguez, Director  
Bea Duran

#### III. Public Comment

Ms. Wendy Prewett, IVROP Coordinator for Project Nenes, extended Commissioners an invitation to the HIPPY Graduation which is being held on June 16<sup>th</sup> starting at 5:00 pm at the Kennedy Middle School in El Centro.

#### IV. Adoption of Minutes

A motion was made by Commissioner Deol and it was seconded by Commissioner Hodgkin approving the Minutes for the Regular Meeting of April 7, 2016; having noted no further discussion or public comment the motion carried with all in favor.

#### V. Consent Calendar Items

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Deol approving the Consent Calendar Items as presented. Regarding the Schedule of Meetings, brief discussion was held about changing the June meeting to a later time in the month. Although no change was noted at this time Commissioners will want to revisit the issue again next year. Having noted no further discussion or public comment the motion carried with all in favor.

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

1. Community Development Mini-Grant Step 2 Review of Applications for FY 2016-2017: Commissioners established that there were no conflicts of interest present. Mr. Rodriguez noted that \$100,000 was allocated for the award of Mini-Grants for the 2016-2017 fiscal year; although the overall total requested by the organizations who applied for a Mini-Grant was \$104,859.00. Mini-grant applications were reviewed and discussed by Commissioners. The following points were noted:

- Calexico Unified School District: Organization is targeting 1,600 parents and 20 caregivers; may be over-reaching its goal. Addressing four components, and is utilizing age-specific curriculums. Recommended award amount is \$10,000.
- Court Appointed Special Advocates: Project is proposing two components which are 1) to involve parents in early intervention services for their child or 2) if parents or caregiver cannot engage, assign CASA education surrogates who will facilitate intervention services. Commission must ensure there is no supplantation. Award recommended is \$22,425.00
- Imperial County Child Abuse Prevention Council: CAP Council will be using an age-appropriate curriculum with a strong component, Incredible Years. Assurances for non-supplantation will need to be in place. Organization will incorporate Kit for New Parents. Recommended award amount is \$24,275.00
- Imperial County Free Library: Project is proposing a systems change which incorporates an environmental change within two libraries. Project will connect parents with resources and workshops will be offered to families. Staff will receive training in early learning and development. Recommended award amount is \$25,000.00
- Imperial Valley Regional Occupational Program: Project is proposing to supplement the HIPPY program by including an additional 15 families. HIPPY is a 30-week home training program; this Project is being funded by a major grant of the Commission. Staff will be providing developmental assessments. Recommended award amount is \$23,159.00.

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Deol to approve Mini-grant funding for all five applicants with the recommended budget modifications, and to increase the overall award amount designated for Mini-Grants to \$104,859.00. Commissioners directed Mr. Rodriguez to negotiate budgets and scope of work changes as proposed. Having noted no further discussion or public comment the motion carried with all in favor.

2. Request to Approve Agreement for Services of Independent Contractors for Year 2 of RFP Major Grants and Min-Grants FY 2016-2017: Commissioners reviewed and discussed the proposed Agreement that will be used to bind the Commission and all Request For Proposal (RFP) major grants second year of funding and the recently approved Community Development Mini-grants FY 2016-2017. Mr. Rodriguez explained that the contract is similar to previous years; he noted that Mini-grant projects do not submit audits.

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Deol to approve the Agreement for Services of Independent Contractors that will be used to bind RFP major grant organizations and Community Development Mini-grant organizations FY 2016-2017. Having noted no further discussion or public comment the motion carried with all in favor.

3. Pioneers Memorial Healthcare District Final Payment: Mr. Rodriguez is requesting approval to re-issue a payment that was lost in the mail to Pioneers Memorial Healthcare District in the amount of \$5,155.00 during the upcoming fiscal year. He explained that the payment was made to Pioneers Memorial as a final payment for services performed during FY 2013-2014. The County Auditor notified the Commission that the check was never cashed and, therefore, issued a statutory cancellation.

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Camacho approving the re-issue of \$5,155.00 to Pioneers Memorial Healthcare District during FY 2016-2017. Having noted no further discussion or public comment the motion carried with 1 abstention (B.Deol).

4. Request to Approve ICCFFC (Commission) Budgets for new FY 2016-2017: The total Commission Budget for fiscal year 2016-2017 pending the recently approved allocation for Community Development Mini-Grants is \$2,863,914.00. Mr. Rodriguez provided a summary and a breakdown of the proposed budget.

|                                   |   |
|-----------------------------------|---|
| School Readiness Program          | \$200,000.00                                |
| First 5 IMPACT Program            | \$310,992.00                                |
| PACES ECE Stipends                | \$60,000.00                                 |
| Community Outreach grants         | \$15,000.00                                 |
| Professional Development grants   | \$35,000.00                                 |
| Administrative/Management/Eval.   | \$551,053.00                                |
| RFP major grants                  | \$1,587,010.00 (includes Pioneers Memorial) |
| Community Development Mini-Grants | \$104,859.00 (changed from \$100,000)       |

A motion was made by Commissioner Deol and it was seconded by Commissioner Hodgkin approving the Imperial County Children and Families First Commission Budget FY 2016-2017 noting the increase for Community Development Mini-Grants and the re-issue to Pioneers Memorial Healthcare District. Mr. Rodriguez noted that due to the increase, the administrative costs report will be slightly affected. Having noted no further discussion or public comment the motion carried with all in favor.

5. Request to Approve Administrative Costs Report FY 2016-2017: Mr. Rodriguez explained that per the requirements for funding from First 5 California and the State Controller's office, the Commission is required to adopt a policy setting a limit on administrative costs; the Commission set a maximum limit not to exceed 15% of the total budget. Administrative costs for FY 2016-2017 are approximately 11% of the overall Budget; this includes the Mini-Grant increase. He noted that administrative costs were lower than last year, mainly due to the IMPACT Program.

A motion was made by Commissioner Colon and it was seconded by Commissioner Deol to approve the Administrative Costs Report FY 2016-2017 at 11% noting a change due to the increase in Mini-Grant funds. Having noted no further discussion or public comment the motion carried with all in favor.

6. Request to Enter into Lease Agreement with IDABEC Investment Company for office space: Mr. Rodriguez is seeking approval for two leases, one lease is for Commission office space and the second lease is for First 5 IMPACT with IDABEC Investment Company. He explained that he was able to negotiate the Commission lease with the property landlord for a four-year term at the same rate as in previous years. The IMPACT lease was negotiated at the amount stipulated by the State also over the course of four years. Copies of the proposed leases were enclosed in the packet.

A motion was made by Commissioner Colon and it was seconded by Commissioner Camacho to approve the Lease Agreements (2) with IDABEC Investment Company. Having noted no further discussion or public comment the motion carried with all in favor.

7. Request to Approve Engagement with Roger Tubach, CPA, for FY 2015-2016 Annual Audit: Mr. Rodriguez is seeking approval to continue working with Mr. Roger Tubach for auditing services. Mr. Tubach is an independent auditor and he has been working with the Commission over the last four years. A copy of the proposed Engagement Letter was included in the packet and it was briefly summarized.

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Colon to approve the Engagement for auditing services with Roger Tubach, CPA. Having noted no further discussion or public comment the motion carried with all in favor.

8. Request to Approve ICCFFC Strategic Plan: Commissioners reviewed and discussed the ICCFFC Strategic Plan; copies of the plan were distributed and provided for public comment. Mr. Rodriguez explained that per compliance with First 5 California, the Commission is required on an annual basis to approve any changes or updates to the Strategic Plan. Commissioners determined that there are no proposed changes other than data updates to the Strategic Plan for FY 2015-2016.

A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Deol approving the Imperial County Children and Families First Commission Strategic Plan for Fiscal Year 2015-2016. Having noted no further discussion or public comment the motion carried with all in favor.

9. Request to Approve Commission Logo: Mr. Rodriguez advised that at the previous Meeting of the Commission, they talked about re-branding the Commission name and logo to First 5 Imperial. After reviewing the samples included in the packet, Commissioner Deol and Commissioner Hodgkin are recommending more emphasis be placed on the "First 5" portion of the logo and not so much Imperial. Colors should stand out for the First 5 title; the gold color may not print as well on paper.

A motion was made by Commissioner Deol and it was seconded by Commissioner Camacho to change the logo as recommended and to bring two more examples for the next meeting. Having noted no further discussion or public comment the motion carried with all in favor.

10. Family Treehouse Final Payment for FY 2014-2015: Mr. Rodriguez updated Commissioners on the final payment due to the Family Treehouse for contractual services provided during FY 2014-2015. The final payment of \$6,406.49 was pending the submission of the agency's audit report which was recently provided to the Commission. He said that after speaking to Monica Minor he is recommending that they go ahead and issue the final payment in order to fulfill the contractual obligation. Mr. Rodriguez will be contacting Ms. Minor to ensure everything is in order.
11. Professional Advancement for Childhood Educators (PACES) Update: The Commission authorized \$60,000 to support early care and education providers during the 2015-2016 fiscal year; however, the release of the applications were pending based on the approval of the First 5 IMPACT Program. Mr. Rodriguez advised that applications for PACES stipends were made available on May 18<sup>th</sup> to local ECE providers. Qualified applicants must complete 9 units from an accredited institution and meet other criteria in order to receive the \$500.00 stipend. Mr. Rodriguez is advising that the PACES Stipend should be used to support the First 5 IMPACT Program, and further recommendations will be brought in September for Commission discussion and possible approval.

## **VII. Commissioner Comments**

Commissioner Sigmond thanked everyone for their participation and support.

## **VIII. Adjournment**

A motion adjourning the Commission meeting was made by Commissioner Colon and it was seconded by Commissioner Deol. Having noted no further comments and by unanimous vote, the meeting was adjourned at 4:40 pm. The next meeting of the Commission is scheduled for September 1, 2016.