



MINUTES

October 6, 2016

I. Call to Order

This Regular Meeting of the Imperial County Children and Families First Commission was called to order at 3:32 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
Ray Castillo
Barbara Deol
Becky Green
Robin Hodgkin
Karla Sigmond, Chairperson

Commissioners Absent:

Joong Kim
Peggy Price
Miguel Colón, Jr.

Staff:

Julio C. Rodriguez, Director
Bea Duran
Christian Hernandez
Dr. Gustavo Galindo
Elizabeth Zumaya

Guests:

Roger Tubach, CPA

III. Public Comment

No public comment was made at this time.

IV. Adoption of Minutes

A motion was made by Commissioner Deol and it was seconded by Commissioner Green approving the Minutes for the Regular Meeting of September 1, 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 Deol and it was seconded by Commissioner Castillo approving the Consent Calendar Items as presented; 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 ICCFFC Annual Audit Report for FY 2015-2016: Commissioners received and reviewed the Audit Report of the Imperial County Children and Families First Commission for the Fiscal Year Ended June 30, 2016; copies of the document were made available for the public. At this time, approval was being sought for approval of the audit report and submittal to First 5 California and the State Controller's office.

The audit report was prepared by Mr. Roger Tubach, CPA. The following comments were noted:

- Mr. Tubach expressed his appreciation to Commissioners for spending their time serving on the Board as volunteers for the benefit of the children living within the community. He also thanked staff for their cooperation throughout the years.
- The risk assessment involved the review of the organization's integrity and honesty; the organization passed with flying colors.
- Commission passed all tests performed which included analytical reviews, test transactions, confirmations, tests with compliance of First 5 California audit requirements, and based on government auditing standards. Staff met the County of Imperial rigorous internal controls and adherence to county guidelines.
- Referring to page 7 of the audit Mr. Tubach noted that the Commission's revenues are about the same as last year's, and expenses decreased slightly compared to the previous year. The Commission's assets are slightly above 5 million dollars.
- Referring to page 19 of the audit Mr. Tubach noted that the Commission spent less money than was budgeted for, and received more income than was anticipated. There was an overall favorable difference.

A motion to approve the Audit Report of the Imperial County Children and Families First Commission for Fiscal Year Ended June 30, 2016 was made by Commissioner Deol and it was seconded by Commissioner Green; having noted no further discussion or public comment the motion carried with all in favor.

2. First 5 IMPACT Quality Rating Improvement System: Special Programs staff provided a presentation of the Quality Rating Improvement Scale (QRIS) matrix. The following points were highlighted:
 - Hub Region 9 consists of Orange, Riverside, San Bernardino and Imperial Counties. Hub Region 9 will provide funds for training and travel for Imperial County, including partnership members. The Hub funds are provided by First 5 California, this is in addition to providing IMPACT monies.
 - Hub Region 9 will also fund a portion of the Early Quality Assessments (EQA) Pinwheel software. Hub Region 9 counties are all part of the EQA. Training in Imperial County will be provided on October 24th.
 - A lot of training will be required as part of the QRIS framework which include the classroom assessment scoring system, environmental rating scales, ages and stages questionnaire, DRDP, and various workshops.
 - The CA-QRIS Framework rating system has 2 vertical pathways consisting of 7 elements in the rating matrix and 8 elements in the continuous quality improvement pathways.
 - The matrix contains 3 implementation steps. Step 1 requires that you answer one element. Step 2 has 6 system functions, 4 elements and an improvement plan. Step 3 consists of all system functions, 9 elements and a plan, including a rating scale.
 - The elements in the rating matrix that will be rated and observed at center-based classrooms and private family child care homes include a child observation component; developmental and health screenings; minimum qualifications for lead teacher/family child care home; effective teacher and child interactions (CLASS); ratios and group size; program environment rating scale; and director qualifications required for center-based and state preschools only.
 - Family Child Care homes can earn up to 25 points based on the point value system; they need to cover 5 elements. The ratios/group size and director qualifications elements are not included.
 - Center-based classrooms can earn up to 35 points based on the point value system; they need to cover 7 elements.
 - Upon meeting the elements in the rating matrix, providers need to build on elements in the Continuous Quality Improvement Pathways. The CQI pathways will help with resources, trainings, coaching, referrals, and assistance to the providers.
 - The CQI pathway components include school readiness home visitation programs; social and emotional development; health, nutrition and physical activity; effective teacher-child interactions; professional development; environment; program administration; and family engagement.

- Only those on Step 3 will be rated based on the rating matrix.
 - Family, friends and neighbors exempt providers will also be included and will benefit from the quality improvement system although they will not be rated.
3. March of Dimes Healthy Babies are Worth the Wait Project status: Mr. Rodriguez advised that Cheryl Anderson, Project Coordinator, was offered a retirement package from the March of Dimes Foundation; Ms. Anderson is the only person staffing the local chapter. Ms. Anderson indicated that the local office will be shutting down, and she will be finalizing project reports and submitting them to the Commission office. No formal letter has been submitted by the March of Dimes to the Commission offices confirming the situation. Mr. Rodriguez stated that he requested contact information from point of contact staff from the March of Dimes and he has not yet received that information. Discussion of terminating the contract with the Project ensued; further information and/or possible action will be brought forward to the next Commission meeting. Direction was given to Mr. Rodriguez to seek legal counsel.
 4. FY 2016-2017 Funded Project Update:
 - The First 5 Imperial brochure describing the Commission's 12 funded projects was reviewed.
 - Commission staff provided various trainings on the reporting structure to Grantees.
 - Brawley Public Library was asked to submit a letter recalling the Mini-Grant Project services as discussed at a previous meeting; no response has yet been received by the Library. Mr. Rodriguez will follow-up and contact Ms. Mello.
 5. 4th Quarter Progress Reports FY 2015-2016: A summary of the number of participants served during the 4th quarter provided by Grantees, including the March of Dimes Foundation, was included in the meeting packet and was briefly reviewed.

VII. Closed Session

1. Personnel Matter, Staff Salary Negotiations: A motion to convene into Closed Session was made by Commissioner Deol and it was seconded by Commissioner Castillo. Having noted no further discussion, the motion carried with all in favor.

VIII. Announcement of Closed Session Actions

Motion was made by Commissioner Hodgkin and it was seconded by Commissioner Green reconvening into open session. Chairperson Sigmond announced that the Commission approved the reclassification of the position in question to that of Program Compliance Coordinator that is consistent with Imperial County policies.

IX. Commissioner Comments

Commissioner Hodgkin announced that the Community Health Assessment and Community Health Improvement Plan (CHACHIP) in draft format may be viewed by visiting the Imperial County Public Health website. The document took over a year and a half of work and preparation that included a comprehensive and extensive collaborative process. The Plan addresses various community health issues and sets policies that will address health problems and further coordinate resources within the community.

X. Adjournment

A motion adjourning the Commission meeting was made by Commissioner Deol and it was seconded by Commissioner Camacho. Having noted no further comments and by unanimous vote, the meeting was adjourned at 4:54 pm. The next meeting of the Commission is scheduled for December 1, 2016.