



## MINUTES September 3, 2015

### I. Call to Order

This Regular Meeting of the Imperial County Children and Families First Commission was called to order at 3:34 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  
Chief Miguel Colon, Jr.  
Barbara Deol  
Robin Hodgkin  
Joong Kim  
Karla Sigmond

Commissioners Absent:

Becky Green  
Peggy Price

Staff:

Julio C. Rodriguez, Exec. Director  
Christian Hernandez  
Gustavo Galindo  
Bea Duran

### III. Public Comment

None was noted.

### IV. Consent Calendar Items

Commissioners considered approval of the consent calendar agenda items for the meeting of September 3, 2015. Commissioner Deol moved to approve the Consent Calendar Items as presented; the motion was seconded by Commissioner Castillo, and having noted no further discussion or public comments the motion carried with all in favor.

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

1. Request to Approve Administrative Costs Report for FY 2014-2015: Mr. Rodriguez provided a summary of administrative costs for the Commission's overall budget for expenditures incurred during Fiscal Year 2014-15. He noted that Commission staff worked with Roger Tubach, CPA, to determine final costs; administrative costs were representative of 10.4%. The limit set on administrative costs is no more than 15 percent as per the policy adopted by the Commission. Mr. Rodriguez provided a review of the administrative costs definition at this time and further

noted that program and evaluation costs were also identified as part of the process in determining administrative costs. Commissioner Deol moved to approve the Administrative Costs Report for FY 2014-2015 as presented; motion was seconded by Commissioner Castillo, and having noted no further discussion or public comments the motion carried with all in favor.

2. March of Dimes Foundation Budget Adjustment for Funding Cycle 2015-2017: Mr. Rodriguez advised that when preparing the budget for the March of Dimes Foundation's RFP for General Grant FY 2015-17 Project a budget error was made; he is asking for approval at this time to adjust the salary and fringe category. He further explained that although the error was made when the revised budget was originally presented, the correct language was incorporated into the signed contract Agreement. The adjustment is representative of an increase of \$11,220 in favor of the Project Director's salary. The recommendation to fund the Project Director for this new grant cycle was made at 75%, and although the Agreement reflects this amount, the final approved budget was calculated with the Project Director's salary at 60% of which was the amount approved for the previous funding cycle. Commissioner Hodgkin moved to accept and approve the budget correction for the March of Dimes Foundation; the motion was seconded by Commissioner Deol, and noting no further discussion or public comments the motion carried with all in favor.
3. First 5 IMPACT: Mr. Rodriguez provided a summary of the First 5 Improve and Maximize Programs so All Children Thrive (IMPACT) Request for Application which is a grant funding opportunity being provided by First 5 California to all county Commissions. First 5 IMPACT will focus on increasing the number of high-quality early learning centers through a collaborative partnership model. Mr. Rodriguez advised that he submitted the Letter of Intent and he is now seeking approval to submit the application; deadline is November 20, 2015.

The following points were discussed:

- The intent of First 5 IMPACT is to support a network of quality improvement systems to better coordinate, assess and improve the quality of early learning settings.
- This RFA is something the Commission can sustain over time; and it will align well with the Commission's proposed Strategic Partnership Collaborative, which will come at a later time.
- Funding is layer-based with a minimum funding established at \$72,000 up through \$312,000 annually over the course of five years. First 5 California has committed an additional \$9 million dollars into this RFA; there is a possibility that additional funds can be distributed and it's all dependent on meeting or surpassing objectives and/or the number of counties that do not apply for monies.
- This is a step-based approach, the Commission can decide what elements it chooses to align itself with. The RFA supports the California QRIS which is part of the Race to the Top program; it incorporates the Rating Matrix and the Continuous Quality Improvement Pathways. It covers multiple elements within the layer-based approach.
- The Commission must engage partners and discuss the elements that they're comfortable incorporating. For example, will centers benefit from incorporating a rating

system. The components can be incentive-based, but it is something that must fit well within the means of our community.

- There are approximately 220 family child care providers and approximately 60 centers locally; First 5 California is requiring that we target at least 68 sites. The target sites include child care centers, family child care homes, exempt care providers and alternative sites.
- There is a 4 to 1 cash or leveraged match required. Commission being 1 and First 5 California being 4.
- The Commission can leverage funds from programs that already include an early learning and health component such as ICOE's Headstart program, the Imperial County Public Health Department nutrition program, a home visitation program.
- This program incorporates components in school readiness, social-emotional development, health and nutrition, classroom interactions, professional development for caregivers, environmental issues and a strong family engagement component.
- The PACES educational stipend program could serve as part of the required cash match. A recommendation to change the PACES educational stipend policy is something the Commission will have to consider as the plan develops.

Commissioner Hodgkin moved to approve the submission of the First 5 IMPACT Request for Application, seconded by Commissioner Deol, and noting no further discussion or public comments the motion carried with all in favor.

4. Annual Audit Report for FY 2014-2015: Mr. Rodriguez advised that staff is currently working with Roger Tubach, CPA, to finalize the Imperial County Children and Families First Commission's audit for the 2014-2015 fiscal year. No significant changes were noted in the audit guidelines. The first draft of the audit should be ready by September 11<sup>th</sup>, although other drafts may be necessary allowing additional time to correct math and/or language components. A final report is expected to be ready for the October meeting, however, Commissioners may approve the audit report at a later time. Deadline for the submission of the audit to the State Controller's office and First 5 California is November 1<sup>st</sup>. Ensuing general discussion it was noted that the Commission receives no other funding other than through Prop 10.
5. Proposition 10 Revenue Projection: Mr. Rodriguez provided a summary of revenue estimates calculated by the State Commission, and revenue estimates calculated by the Commission Office, and the difference between the two revenue estimate models. Revenue projections are based on total anticipated Prop 10 revenues for County Commissions (80% of all Prop 10 tobacco taxes) and birth rate projections. He noted that there is a decline in tobacco tax revenue; however, birth rates for Imperial County remain stable (not decreasing). Projections made by the Commission are conservative but closer to the estimates than those that are projected by the State Department of Finance as seen in the 2011 projection.

Discussion ensued regarding e-cigarettes and proposed legislation to tax this product. Electronic cigarettes are not taxed and it is a very expensive product. Legislators are working on defining e-cigarettes, identifying it as a tobacco product, and proposing language for back fill

that would positively affect Prop 99 and Prop 10. Supervisor Castillo is recommending that the Commission send a letter to our local Assemblyman asking for his support.

6. Community Health Assessment and Health Improvement Partnership: Mr. Rodriguez advised that the Imperial County Public Health Department is currently working on developing the Imperial County Community Health Assessment. Part of this process includes forming a local Health Improvement Partnership, of which he, on behalf of the Commission, is involved in. The plan is to develop a comprehensive approach that focuses on community health improvement. The process incorporates the methodology approach utilizing MAPP (Mobilizing for Action through Planning and Partnerships) which was created in conjunction with the Centers for Disease Control and the National Association for City and County Health Officials. The process involves conducting a survey which will be distributed through the partnership.

Commissioner Hodgkin added that the Partnership is composed of over 20 organizations, including a community group. The organizations are diverse and very well represented. She explained that this particular forum that is being held on September 23<sup>rd</sup> was being hosted by a sub-group that was formed from the Partnership. Commissioner Hodgkin explained that there are various steps involved in creating the Health Assessment and the following points were noted:

- One of the goals the Partnership needs to agree on is identifying three health priorities they feel should be addressed within the community over the course of the next three to five years; thus far the partnership has identified seven.
- A data element needs to be incorporated. This data component will identify a broader sense of the need, and it will include varied demographics. A comparison of the various data sources will be made with our local health needs to assess how the county is doing.
- The process also involves conducting a community health assessment; gathering input from the various organizations and the community. Forums will be held throughout the community to gather health information from the public.
- Revisiting the community health assessment is part of the work that will need to be done when drafting the document.

Commissioners were invited to attend a Community Health Forum which is scheduled for Wednesday, September 23<sup>rd</sup> at the Conrad Harrison Youth Center in El Centro.

7. Grantee 2014-2015 4th Quarter Progress Report and Annual Report Update: Mr. Rodriguez commented that staff is currently winding down on the final 2014-2015 progress reports which is part of the process needed to complete the annual report for submission to First 5 California. The final reports will be based on the actual data and services provided from all 14 major grant projects and five mini-grant projects funded during fiscal year 2014-2015. Mr. Rodriguez noted that the total budget expenditures reported from grantees was significantly higher than in other funding cycles, up to 92% spent. Based on the data, most services are provided in the cities of Calexico, El Centro and Brawley; cities such as Calipatria were proportionately served, approximately 3.7 percent of children. Further information was provided regarding duplicate services and populations served. The annual report to First 5 California will include complete

demographic information in the Improved Family Functioning, Improved Child Development, and Improved Child Health result areas as well as a financial component. The final document will be brought back to Commissioners for review and approval.

8. Other Commission Updates:

- a) Recommendations made from Commission Counsel to revise/update the Commission's Meeting Agenda were included in the meeting packet and were reviewed. Based on general opinion, Commissioners felt that the language regarding silencing cell phones was not necessary. They noted that the agenda format resembles that which the county follows; reports at the beginning and action items towards the end. Commissioners commented that action items were generally placed at the beginning of the agenda in case Commissioners needed to leave early. Upon further discussion it was the general consensus of the Commission to separate the approval of the Minutes from the Consent Calendar items.
- b) A recommendation to update the Commission Bylaws is being proposed, mostly due to the amended Ordinance which affected the Commission's position. During the October meeting Commissioners will want to consider establishing a Committee for the purpose of reviewing the Bylaws.
- c) A First 5 Staff Development Summit will be taking place September 28<sup>th</sup> through 30<sup>th</sup> in Los Angeles; 4 staff members will be participating. Commissioners inquired about future conferences and requested to have notices forwarded to their attention.

**VI. Commissioner Comments**

Commissioner Kim made an announcement about potential job opportunities that may be coming soon to Calexico. He explained that a big garment group is potentially looking into expanding their textile industry to the City of Calexico, thus creating an opportunity for jobs and boosting the local economy.

Commissioner Sigmond advised that she has a new position with the El Centro Unified School District; her new position entails working with parents of young school-aged children. She invited agencies to participate in the upcoming Parent Fair which is planned for November 7<sup>th</sup> at Sunflower Elementary School in El Centro.

**VII. Adjournment**

A motion adjourning the Commission meeting was made by Commissioner Castillo and it was seconded by Commissioner Deol. Having noted no further comments and by unanimous vote, the meeting was adjourned at 4:49 pm.