



MINUTES September 1, 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
Miguel Colón, Jr.
Barbara Deol
Becky Green
Robin Hodgkin
Peggy Price
Karla Sigmond, Chairperson

Commissioners Absent:

Joong Kim

Staff:

Julio C. Rodriguez, Director
Bea Duran

III. Public Comment

No public comment was made at this time.

IV. Adoption of Minutes

A motion was made by Commissioner Hodgkin and it was seconded by Supervisor Castillo approving the Minutes for the Regular Meeting of June 9, 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 Castillo and it was seconded by Commissioner Colón 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 Administrative Costs Report FY 2015-2016: Commissioners reviewed the Administrative Costs Report for the previous fiscal year, and Mr. Rodriguez provided a summary of the report. He noted that County Commissions are required to adopt policies that set the maximum amount that can be allotted for administrative costs; our Commission policy states that administrative costs by definition should not exceed 15 percent. During FY 2015-2016, administrative costs were reported at 10.84%. Mr. Rodriguez further advised that the report was checked by the Commission's auditor.

A motion was made by Commissioner Castillo and it was seconded by Commissioner Colon approving the Administrative Costs Report FY 2015-2016. Brief discussion ensued, and the following points were made:

- Commissioner Hodgkin inquired as to a baseline time study to reflect how the percentage of time spent on evaluation versus administrative costs was derived; she would like to ensure that there is a clear determination. Mr. Rodriguez provided a breakdown of staff time spent on evaluation, and further explained that the calculations were originally done in 2006. It was the general consensus of the Commission to bring back a study; to compare the percentages with other similar County Commissions, and to seek guidance from the auditor.
- Commissioner Green requested clarification on the Media and Marketing category. Mr. Rodriguez advised that these are mostly administrative costs because they have to do with fees for advertisements, newspaper costs and such.
- Commissioner Colón questioned the Travel Miscellaneous category, and suggested that it be further broken down so that it may be transparent.

Having noted no further discussion or public comment the motion carried with all in favor.

2. Request to Change Scope-of-Work for El Centro Elementary School District: At this time Commissioner Sigmond recused herself and stepped out of the meeting room, Commissioner Deol chaired the meeting. Janice Lau, ECESD Director of Special Education and Support Services, sent a memo to the Commission requesting a scope-of-work change to its RFP grant due to a change in their relationship with CASA. Originally part of the agreement stated that the ECESD would conduct developmental screenings using the ASQ3 with 100 children; the Project included screenings for children that would be referred by CASA as part of their collaboration. CASA, however, informed them that they would no longer be able to refer foster care children under the Family Re-Unification Division to be recommended for ASQ screenings. As a result, ECESD is asking to reduce the number of developmental screenings they conduct to 90. Mr. Rodriguez explained that the previous year the Project had proposed to conduct 80 developmental screenings; there is no financial impact.

A motion was made by Commissioner Colón and it was seconded by Commissioner Green to approve the Scope-of-Work change as requested by the El Centro Elementary School District. Having noted no further discussion or public comment the motion carried. One Commissioner recused herself from discussion and vote.

3. Request to Approve Commission Logo – First 5 Imperial: As part of the Commission’s re-branding, two logos were presented for selection; these final choices were the colors recommended by the printers. It was the general consensus of the Commissioners to opt for the top choice as presented.

A motion was made by Commissioner Deol and it was seconded by Commissioner Camacho to adopt the new First 5 Imperial logo. Having noted no further discussion or public comment the motion carried with all in favor.

4. Request to Approve Contract with Early Quality Systems, Inc.: Mr. Rodriguez explained that at a previous meeting, the Commission had approved that we move forward with the Pinwheel data system which is the database that would capture the data relevant to the First 5 IMPACT program. Therefore, a request to approve a contract with Early Quality Learning Systems, Inc. which is the company that operates the Pinwheel database was made.

A motion was made by Supervisor Castillo and it was seconded by Commissioner Green approving a contract for database services for the First 5 IMPACT Program with Early Quality Learning Systems, Inc., as presented.

Mr. Rodriguez advised that the Commission's legal counsel reviewed the contract and recommended they move forward with it. It was noted that an additional caveat was included into the contract; Exhibit C which refers to the transfer of data upon expiration or termination of the contract. Having noted no further discussion or public comment the motion carried with all in favor.

5. ICCFFC Conflict of Interest Policy Review: State law requires that local government agencies review their conflict of interest codes on a biennial basis and complete a 2016 Local Biennial Notice. Commissioners discussed and reviewed the Commission's current Conflict of Interest Policy. Mr. Rodriguez explained that he spoke with legal counsel who advised that the Commission is in compliance with the law and no changes to the policy were needed. The Local Biennial Notice provided three options: 1) an amendment is required; 2) the code is currently under review; and 3) no amendment is required. Once completed, the document will be forwarded prior to the October 3, 2016 deadline.

Commissioner Colón noted that he is required to attend a Conflict of Interest training every two years, and asked whether he needs to notify this Commission about his participation. Brief review continued regarding the Commission's Conflict of Interest Policy, in particular, the recusal clause.

A motion was made by Commissioner Green and it was seconded by Commissioner Colón to submit the 2016 Local Biennial Notice noting that no amendment is required. Having noted no further discussion or public comment the motion carried with all in favor.

6. First 5 IMPACT Update: Mr. Rodriguez provided an update about the program. A finalized contract to start First 5 IMPACT program services effective July 1, 2015 was received from the State of California and one of the highlights contained in the agreement is that the award amount was increased from 362,819.00 to 1,554,963.00 over the course of 5 years.

Commission staff is working on complexities, including various train-the-trainer trainings. A list of trainings was provided by Dr. Galindo, Special Programs Manager. Staff is working with our local strategic partnership group to determine the implementation of the QRIS. Dr. Galindo has also been working with a regional HUB composed of four county Commissions; Orange County is taking the lead. The regional HUB will provide funds to help pay for the Pinwheel database, and other support as well. In an effort to remain consistent with the other participating county Commissions throughout California, the program is being referred to as Quality Start.

Once the contract for the Pinwheel database is in effect, three staff members will receive intensive training so that they in turn could provide support to our local child care centers on the data input and reporting system.

Within these services, staff is looking at the implementation of the Quality Rating Improvement System (QRIS) which will be introduced within participating preschool centers, childcare centers, family childcare homes and exempt providers. The program plans to start recruiting child care centers in September and early October for sites who are interested in the QRIS. Further discussion continued regarding the complexities of the rating scale, the potential impact it can have on the participants and accreditation issues.

7. FY 2015-2016 Annual Audit Report of ICCFFC Financial Statements: Mr. Rodriguez informed Commissioners that staff is currently working with Roger Tubach, CPA, with the completion of the

Imperial County Children and Families First Commission's annual audit for fiscal year 2015-2016. Mr. Tubach is conducting an internal review and is completing field work at this time. Audit Guidelines revised by First 5 California were included in the packet. Deadline to submit the audit is November 1st; no issues are anticipated.

8. Grantees 4th Quarter Progress Report and Annual Report Update: Mr. Rodriguez advised that staff is finalizing the 4th Quarter progress reports which is also 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 12 major grant projects and five mini-grant projects funded during fiscal year 2015-2016. Mr. Rodriguez noted that the total budget expenditures reported from grantees was up to 90% spent. 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.

Discussion continued regarding the Brawley Public Library Mini-Grant Project. Mr. Rodriguez advised that this Project reported (initially) on a quarterly basis noting that they provided services as proposed, however, they did not expense any funds for the purchase of the books for distribution at the health fairs. An issue of whether the Brawley Public Library can rescind the reports and invoice the Commission needs to be resolved. Upon further discussion, direction was given to Mr. Rodriguez to seek legal counsel to seek further clarification and bring back to the Commission.

VII. Closed Session

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

VIII. Announcement of Closed Session Actions

Upon reconvening into open session, Chairperson Sigmond announced that no action was taken during Closed Session.

IX. Commissioner Comments

Commissioner Deol announced that the March of Dimes Foundation is asking staff to retire at age 55; she mentioned she was not entirely sure about the process. Brief discussion continued regarding the local chapter.

Commissioner Green advised that the State has issued a mandate that all individuals working with children must be immunized prior to today's deadline otherwise they will impose harsh penalties. This affects all staff working at childcare centers, it also includes family childcares and caregivers providing child care services.

X. Adjournment

A motion adjourning the Commission meeting was made by Commissioner Castillo and it was seconded by Commissioner Price. 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 October 6, 2016.