



MINUTES June 16, 2011

1. Call to Order

This meeting of the Imperial County Children and Families First Commission was called to order at 1:15 p.m. by Mrs. Sigmond, Commission Chair. The meeting was held at the McKinley Elementary School Cafeteria Facilities in El Centro, California.

2. Roll Call

Commissioners Present:

Karla Sigmond, Chair
James Semmes
Becky Green
Barbara Deol
Joong Kim
Yurii Camacho
Supervisor Mike Kelley
Robin Hodgkin

Commissioners Absent:

Miguel Colón, Jr.

Staff:

Julio C. Rodriguez, Director
Christian Hernandez, Fiscal Analyst
Bea Duran, Office Supervisor
Gustavo Galindo, School Readiness Coordinator
Jacob Grillot, Esquire, Currier & Hudson

3. Public Comment

No public comment was noted at this time.

4. Consent Calendar Items

Commissioner Semmes moved that the Commission approve the consent calendar items as presented; seconded by Commissioner Deol; the motion was approved by a unanimous vote of the members present.

5. Protest/Appeals Hearing for RFP for General Grant FY 2011-2013

Mr. Rodriguez explained that the Burn Institute submitted a letter of Protest/Appeal for funding under the RFP for General Grant. As discussed at a previous meeting, the Commission office did not receive the Letter of Intent from the Burn Institute; although they did submit a proposal for funding. The proposal for funding was evaluated by the Evaluation Team and based on the ranking of proposals finalized by the Commissioners, the Burn Institute placed 14 out of 17.

Mr. Kenneth Herbert, Fire Marshall for the City of El Centro, made an appeal to the Commissioners on behalf of the Burn Institute to reconsider funding the Burn Institute in order so that they may continue providing fire and burn prevention services in the Imperial County. Mr. Herbert stated that if the funding was discontinued it would impact their fire and burn prevention public education outreach to schools primarily during fire prevention week; the presentations to caregivers and the community; and it would affect the referrals to special education programs provided by the Burn Institute. He made an appeal stating that the Burn Institute is the only program in the valley who offers fire and burn prevention presentations to the local schools. Activities which will be discontinued if not funded include the puppet shows, distribution of coloring books, educational materials, community--based educational hand-outs, station tours, the Fire Safety Trailer site visits, and more services.

After brief clarification over the submittal of the Letter of Intent, Commissioner Semmes discussed the impact the discontinued funding of the Burn Institute's fire and burn prevention services will have in the county. A motion was made by Commissioner Semmes to accept the appeal presented by the Burn Institute and to award their program; motion was seconded by Commissioner Deol. Further clarification on the submittal of the Letter of Intent, the RFP Guidelines and policy was provided by Mr. Rodriguez and response to related questions were provided by Jacob Grillot, Attorney for the Commission.

Commissioner Green stated that she knew of other agencies who were not able to submit their proposal because they did not meet the Letter of Intent deadline. She feels that if those agencies were aware that submittal of the Letter of Intent was not an issue they probably would have submitted proposals as well. She acknowledges the relevance of the services provided by the Burn Institute however feels that the Commission must follow the RFP rules. Commissioner Kim urged members to follow the protocol established in reference to the RFP Guidelines. Commissioner Sigmond recommended that Commissioners stay within the guidelines and rules of the RFP process; she is recommending that the Burn Institute seek other funds by way of the mini-grant process. Further discussion continued in regards to the appeal made by the Burn Institute.

Final vote on the motion to accept the appeal and approve award for Burn Institute was as follows: Favor - 2 (Semmes, Deol); Against - 6 (Green, Kim, Camacho, Kelley, Hodgkin & Sigmond); motion did not carry.

6. Request For Proposals FY 2011-13 Award Announcement

Commissioners reviewed the proposal ranking (green sheet) and proceeded with the selection of proposals for final award. Mr. Grillot reminded Commissioners to recuse themselves from participating in reference to a conflict of interest and highly suggested that Commissioners physically step outside of the room during that necessary time.

The following motions were made with respect to the award of proposals per the RFP for General Grant FY 2011-2012 by order of ranking. Approved proposals will be awarded a one-year contract.

| Motion Description | Made by: | Seconded by: | Vote |
|--|----------|--------------|--------------|
| To award the El Centro Regional Medical Center, Imperial Valley Child Asthma Program in the amount of \$151,575.00. | Deol | Semmes | All in favor |
| To award the Brawley Public Library, Literacy And Mobile Book Services (LAMBS) in the amount of \$184,043.00 | Hodgkin | Green | All in favor |
| To award the El Centro Regional Medical Center, Bridges for Newborns and Families Project in the amount of \$92,361.00 | Green | Hodgkin | All in favor |
| To award the Imperial Valley Regional Occupational Program, Project Nenes in the amount of \$183,451.00 | Kim | Hodgkin | All in favor |
| To award the Family Treehouse, DISC<5: Developmental Surveillance and Intervention Project in the amount of \$203,369.00.00 | Kelley | Deol | All in favor |
| To award the Imperial County Office of Education, Early Intervention Success for Children with Special Needs Project in the amount of \$152,246.00 | Green | Kim | All in favor |

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| To award the March of Dimes Healthy Babies/Communities Project in the amount of \$133,044.00 | Green | Robin | Favor - 7 Note: B. Deol stepped out of room. |
| To award the Pioneers Memorial Healthcare District, Breastfeeding the Baby Friendly Way Project in the amount of \$98,916.00 | Semmes | Green | Favor - 7 Note: B. Deol stepped out of room. |
| To award the San Diego State University Research Foundation, Niños Sanos y Listos Para Aprender Project in the amount of \$73,507.00 | Semmes | Deol | All in favor |
| To award the El Centro Elementary School District, Family And Community Together Early Intervention Program in the amount of \$154,137.00 | Hodgkin | Semmes | Favor - 7 Note: K. Sigmond stepped out of room. |
| To award the Imperial County Public Health Department, First Five Healthy Children, Healthy Lives Project in the amount of \$184,629.00 | Deol | Semmes | Favor - 6 Note: R.Hodgkin and M.Kelley stepped out of room. |
| To award the CASA of Imperial County, Safe, Healthy Educational and Nurturing Environment (SHEANE) Project in the amount of \$70,337.00 | Deol | Green | All in favor |

Commissioner Green made the recommendation to fund only 12 agencies (as per the proposal ranking by Commissioners) due to the uncertainty of funding and proposed budget cuts. Commissioners wished to continue discussion on a possible mini-grant cycle or a special initiative. It was the general consensus of the members to focus on funding a special initiative, in accordance with the initiatives based on the Commission's Strategic Plan, whether it needs to be revised/modified, and based on the current California budget as well as developments under AB 99.

7. Administrative Report

- 7A. Agreement for Services of Independent Contractor 2011-12:** A sample of the document which is to serve as the contract agreement between those agencies that were awarded funding for services to be provided in FY 2011-12 and the Commission was included in the packet and it was briefly reviewed. Mr. Rodriguez advised that he would like to modify the contract to include language which addresses a specific timeline regarding the sustainability plan. Under Exhibit A, Section III. Project Sustainability of the agreement, language should state that contractors will be required to submit a sustainability plan by May 1, 2012. Commissioner Semmes made a motion to approve the Agreement with the revised language; the motion was seconded by Commissioner Green with all members voting in favor.
- 7B. AB 99/State Budget Update:** The California assembly adopted AB 99 which proposes to shift \$1 billion dollars from County Commissions; approximately \$50 million from the First 5 State Commission, and approximately \$3.3 million dollars locally from our reserve funds. Various negotiations are still underway; there are still many uncertainties due to the pending lawsuits (Fresno County); the Governor vetoed the plan and hard choices had to be made by the assembly in order to reduce budget cuts and save other programs. With regard to the Commission's reserve funds, these funds cannot be expended or designated for any other project until the state draws them down or the lawsuit is resolved. The Commission can fund 2 years of proposals, however, it was noted that the Commission is drawing funds from its reserves.

- 7C. **Proposition 10 Revenue Projection:** Funds designated to the Imperial County Children and Families First Commission as well as other First 5 County Commissions is based on the birth rate as per data collected from the State of California, Department of Public Health; 2009. Mr. Hernandez, Fiscal Analyst, explained that although the birth rates in Imperial County are increasing, the revenues collected from the tobacco tax products are actually decreasing. The message the County Commissions are conveying in regards to non-smoking efforts has had a positive impact with the public; unfortunately, the tax revenues (support to Commissions) are being affected. Another impact the decrease of revenue to the County Commissions is experiencing has to do with the backfill of other initiatives. Mr. Hernandez further added that the Commission is in line with the projections specified in the Commission's Long Term Financial Plan. The Commission is having to draw down from its reserves to sustain projects awarded through the RFP; monthly revenues from the tobacco tax funds continue to decrease. Commissioners will want to review and update the Long Term Financial Plan in the near future. Discussion continued about protecting the reserve funds; examples of what other County Commissions did with their reserves was provided. Mr. Rodriguez explained that the Commission is still accountable for approximately 3.3 million to the state due to AB99 until the matter is resolved.
- 7D. **Preschool/Childcare Centers and State Budget:** Commissioners discussed the possibility of providing support for childcare centers through a short-term loan option that may permit these centers to operate until payments are issued by the state. Mr. Rodriguez presented examples of what two other County Commissions are doing to support the childcare centers (Monterey and Alameda Commissions). Commissioner Green said that the County Office of Education is closing at least three centers; she explained that most centers can continue operating with a 15% cut, however, anything more than that would be difficult. She believes that a loan option would not work for the centers as most of the centers do not have a line of credit; she also feels that if they do work out a loan option, centers will have a difficult time paying back the loans. Ms. Gloria Fortin stated that with the budget cuts, centers will only be able to afford to pay salaries and will not be able purchase the day-to-day supplies. She mentioned that, in her case, the district was not willing to subsidize their center. Ms. Lori Riggs also agreed in regards to the loan option; she doesn't feel a one-time fix will do. She questioned whether the loan would be offered to private preschools, state centers or other providers; she feels the Commission needs to collect more data and create a tangible plan prior to committing to this endeavor. Commissioner Kim said they should offer the support to the centers that have been impacted; to centers who have had to pink slip their employees. Commissioner Hodgkin felt the Commission did not have enough data to make an informed decision; she feels the Commission is financially strapped and would be best if they establish a list of priorities. With the latest announcement from the Governor's office, Commissioner Semmes suggested that they table the discussion for a future meeting until they have more information about the budget.
- 7E. **Centralized Eligibility List (CEL):** As of July 1, 2011, the Centralized Eligibility List which is a program managed by the Imperial County Office of Education will cease to operate due to the state budget cuts. The CEL is a web-based database that supports families in their search for subsidized child care and preschool services. Ms. Heather Garcia, CEL Administrator, submitted a proposal for the continuation of the CEL program to the Commission; in summary she is asking the Commission to provide funding to continue the program beyond its cut-off date. After much review and discussion, Ms. Garcia informs the Commission that approximately \$40,000.00 annually is needed in order to continue the program. Commissioner Semmes advised Ms. Garcia that he would like to speak to her further about funding the program (on behalf of the Department of Social Services); he encouraged her to gather up necessary data and submit a proposal for consideration.

- 7F. **ICCFFC Budget Fiscal Year 2011-2012:** Commissioners reviewed and discussed the proposed Budget for the Imperial County Children and Families First Commission for Fiscal Year 2011-2012. The total budget for fiscal year 2011-2012, pending any changes in the amount allocated for "Subcontracts 2011-2012" line-item category, is \$2,416,405.00; Commission funds reserved for grantees/subcontracts (including the School Readiness Program, the PACES Stipend Program, Community Outreach Support, and Subcontracts) are calculated at \$2,016,000.00; Commission Administrative and Evaluation costs are calculated at \$400,405.00. The School Readiness Program Budget is calculated at \$200,000.00. Discussion ensued regarding mini-grant funds; it was the general consensus of the Commission that they would like to pursue the option of offering mini-grants for the upcoming year. In addition to the mini-grants, Commissioners were informed that as of the start of the new year, the School Readiness program will be overseeing the PACES Stipend Program. Commissioners were also informed that the School Readiness Program will be working with less schools this year; although the selection of the schools is still based on the low performing index. A motion was made by Commissioner Semmes and it was seconded by Commissioner Green to approve the proposed Imperial County Children and Families First Commission Budget for FY 2011-2012 as presented; approved with all members voting in favor.
- 7G. **Administrative Costs Report:** A breakdown of Commission FY 2011-12 Administrative Costs were presented to the Commission. Administrative costs proposed for the 2011-2012 fiscal year reflect 9.60% of the total budget allocated for the year excluding any prior year encumbrances. County Commissions are required to adopt policies that set the amount allocated by individual Commissions for administrative costs. The Commission has limited administrative costs for the operating budget to no more than 15% of the total budget. A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Semmes to approve the Administrative Costs for the FY 2011-12 as presented; approved with all members voting in favor.
- 7H. **ICCFFC Strategic Plan:** Copies of the Commission's Strategic Plan were included in the meeting packet and were distributed among members from the public. After brief review and taking into account public comment, no new changes were proposed to the current Strategic Plan; Commissioners are proposing to review the plan after the summer session and discuss changes after more information about the state budget is learned. A motion was made by Commissioner Hodgkin and it was seconded by Commissioner Deol to approve the ICCFFC Strategic Plan without changes taking into account the potential impact programs may have in reference to the state fiscal crisis; approved with all members voting in favor.
- 7I. **Grantee 3rd Quarter Performance Reports:** The 3rd Quarter Performance report summary was presented to the Commission. Through the end of the 3rd quarter major grant projects reported having expended \$1,377,268.00 (60%) of their award. Based on preliminary data, over 17,800 participants were served through direct services provided by grantees; 9,140 of those were children 0-5 years of age. It was noted that Commission staff will begin working on annual report data and has requested demographic breakdowns of children served by city, as had previously been requested by Commissioners.

8. Commissioner Comments

Due to a conflict with scheduling, Commissioner Kelley is asking to change the next meeting to September 8th.

9. Adjournment

The next scheduled meeting of the Commission is scheduled for September 8, 2011. Commissioner Semmes moved to adjourn the meeting, seconded by Commissioner Green and approved by a unanimous vote of the members present. Meeting adjourned at 3:06 p.m.