



MINUTES
May 23, 2013

1. **Call to Order**

This meeting of the Imperial County Children and Families First Commission was called to order at 1:17 p.m. by Mrs. Sigmond, Commission Chair. The meeting was held at Conference Room C/D of the County Administration Building which is located at 940 W. Main Street in El Centro, California.

2. **Roll Call**

Commissioners Present

Yurii Camacho
Barbara Deol
Robin Hodgkin
Supervisor Mike Kelly
Joong Kim
Peggy Price (arrived after roll-call)
Karla Sigmond

Commissioners Absent

Supervisor Ray Castillo
Becky Green
Chief Miguel Colon, Jr.

3. **Public Comment**

Ms. Adelina Huerta spoke in regards to the HIPPIY Program. Ms. Huerta was a former HIPPIY Parent; she explained that she credits the HIPPIY Program for helping her child's education. In fact, she mentioned that her child skipped a grade in elementary school due to the fact that she was advanced when she enrolled her in Kindergarten. Ms. Huerta is asking the Commission to continue funding the HIPPIY Program so that other children (parents) can have the same opportunity as her child.

4. **Consent Calendar Items**

Commissioners considered approval of the consent calendar agenda items for the meeting of May 23, 2013. Commissioner Deol moved to approve the consent calendar items as presented; the motion was seconded by Commissioner Hodgkin and it was approved by a unanimous vote of the members present.

5. **Community Development Mini-Grants FY 2013-2014, Intent to Award**

Commissioners discussed the Mini-Grant applications, six. They talked about how four of the mini-grant applicants also applied for a major grant, and sought further clarification from the Commission Director. The following was noted:

- ✓ Mr. Rodriguez responded that in regards to the Burn Institute applications, the services for both projects are similar, however, the level of reporting is different. He further added that the Project hasn't identified the schools that it will be working with other than stating they plan to work with Kindergarten classrooms; Mr. Rodriguez is recommending that, if funded, the Project should focus on serving preschool children in order to ensure they will be serving 3 to 5 year olds. Commissioner Kim recalled that the Burn Institute had previously applied for funds, however, they did not meet the Commission criteria in the past. He is suggesting that the Commission should consider funding the major grant only, based on the fact that the presentations are similar and should avoid duplication. Mr. Rodriguez noted that, in regards to the major grant, he would recommend not funding the Scald campaign, as it doesn't fall under the Commission's Strategic Plan. Commissioner Hodgkin stated that if the Projects can integrate both services without duplication, and if the services work well for both the mini-grant and the major grant she would recommend funding.
- ✓ The Imperial County Breastfeeding Coalition is proposing to offer educational workshops to expectant adolescents and their families. The Coalition is seeking minimal funding and it is cost effective and targets a population that needs support. The Coalition is seeking funding under the Commission's Improved Child Health Goal.

- ✓ The Imperial County Child Abuse Prevention Council Little Steps/Giant Steps Project proposes to provide services to 50-75 parents and up to 100 children utilizing either the Little STEPS or Giant STEPS curriculum through this Mini-Grant application. This Project has been funded by the Commission in the past, and based on prior experience, safeguards will have to be in place to ensure there are no issues related to supplantation. Mr. Rodriguez is recommending that the Project will have to ensure that there will be an increase in the number of participants, and further recommends that the Project eliminates stipends for the parenting classes and well as reductions to indirect costs.
- ✓ Through the Imperial Valley Community Resource Network, the Imperial County Office of Education is proposing to develop a database driven website that will serve parents and families.
- ✓ With respect to the Imperial Valley Regional Occupational Program Project Care Mini-Grant, Commissioner Kelly noted that funding of this project would be dependent on approving the major grant; of which he stated his approval. Mr. Rodriguez noted this Project will be working in collaboration with the School Readiness Program as well.
- ✓ The Listen With Your Heart Project will continue offering services offered through their resource center consistent with the previous year, and in addition is proposing to increase the number of children they will serve. Commissioner Camacho noted that the project will serve young children with hearing loss, which is a needed support service within the community.
- ✓ The revised total for funding Mini-Grant projects is \$84,989.00. The Commission Director is recommending funding changes to the respective budgets, which may also include changes in their scope-of-work. Some of the reductions include eliminating indirect costs, eliminating stipends to parents for their participation in courses, and based on the fact that an agency requested funds exceeding 25,000.

A motion was made by Commissioner Hodgkin to approve the Mini-Grant applications at the recommended level and further provided a directive that the Commission Director ensure that the Mini-Grant projects are integrated well with those major grants that may or may not be funded and to avoid duplication. The motion was seconded by Commissioner Kelly. No further discussion was made and all Commissioners voted in favor of the motion.

6. Request For Proposal for General Grant FY 2013-2015

- a. **Conflict of Interest:** Commissioners referred to the Conflict of Interest Policy which was enclosed in the packet, and no additional conflicts were declared.
- b. **Protest Procedures:** Pending the results of the Notice of Intent to Make an Award of RFPs, the Commission has designated an Appeal/Protest period beginning May 28th up through June 3rd. Copies of the Protest Proceedings were reviewed and enclosed in the packet. Mr. Rodriguez noted that the information pertaining to the evaluation of the RFPs will be made available to the public beginning May 24th once the Notice of Intent to Make Awards are posted.
- c. **Request For Proposal Rankings:** Commissioners discussed and reviewed the ranking of the proposals. Mr. Rodriguez advised that he prepared the Register (hereto attached, A1) based on the results provided by all individual Commissioners. 18 out of the 20 RFP applications received were scored and ranked by Commissioners. Two applications that did not meet the above 70 scoring criteria were not forwarded to Commissioners for consideration, in addition to those respective RFPs whom Commissioners declared a Conflict of Interest. Mr. Rodriguez further went on to explain three potential scenarios, all based on the Commission's recommended ranking:
 - 1) RFP Rank by Commission with No Changes. This scenario offers RFP applicants their original amounts requested with no changes to their budgets and/or scope of work. This would allow funding for 10 projects at a total amount of \$1,745,653.
 - 2) RFP Rank by Commission with Recommended Changes. This scenario offers RFP applicants the reduced and recommended budget amounts. It incorporates scope of work changes commensurate to the budgets. This scenario would allow funding for 13 projects for a total amount of \$1,691,232.
 - 3) RFP Rank by Commission with Recommended Changes and with the utilization of Funds from unspent Mini-Grant award. In this scenario, Commission would need to consider utilizing the remaining fund reserve from the Mini-Grants towards the RFP (approximately 65,011). This scenario offers funding to 13 projects plus an

additional project (pending negotiation) based on the numerical ranking established by the aggregate scoring rank by Commissioners. If the 14th project doesn't accept the proposal, Director will negotiate with the next applicant ranked. Awarding 14 projects at approximately \$1,815,011.00.

Mr. Rodriguez responded to questions regarding the proposed changes to Projects' scope-of-work and/or budgets. He advised that recommendations to reduce the Project budgets were based on previous service trends, taking into consideration the service units and objectives in proportion to their proposed budgets, and taking into consideration the proposed award of a Mini-Grant with similar services. The Commission can make suggestions on funding amounts as part of the approval to award at this time. Once the Commission announces its intent to award funds, Mr. Rodriguez was directed to go back and negotiate the award amounts and terms to the scope of work with each agency. The following motions were made with respect to the award of proposals per the RFP for General Grant FY 2013-2015 by order of ranking and based on the listing titled "RFP Register 2013" which is as follows.

| Item No. | Organization Name | Project Title |
|----------|---|---|
| 1 | Brawley Public Library - LAMBS | Literacy and Mobile Book Services (LAMBS) |
| 2 | Brawley Public Library - LEARN | Libraries Enable All to Read Now (LEARN) |
| 3 | Burn Institute | Imperial County Safe Families Initiative |
| 4 | CASA of Imperial County | Safe, Healthy, Educational & Nurturing Environment |
| 5 | El Centro Elem. School District | FACT Center - Early Intervention Support Pgm. |
| 6 | El Centro Regional Medical Center - Asthma | IV Child Asthma & Wellness Program |
| 7 | El Centro Regional Medical Center - Bridges | Healthy Beginnings: Bridges for Newborns |
| 8 | Family Treehouse | Part E for Everyone Project |
| 9 | Imperial County Child Abuse Prev. Council | Little Steps, Giant Steps & Leaps |
| 10 | Imperial County Office of Education | Early Intervention Success Children w/Special Needs |
| 11 | Imperial County Public Health | First Five: Healthy Children/Lives |
| 12 | Imperial Valley Community College District | Connecting All the Dots Teacher/Program Quality |
| 13 | Imperial Valley Regional Occup. Program | Project Nenes |
| 14 | March of Dimes Foundation | Healthy Babies/Communities |
| 15 | Motiva Associates | Motiva Positive Behavioral Support |
| 16 | Neighborhood House of Calexico | Neighborhood House Children Literacy |
| 17 | Pioneers Memorial Healthcare District | Our Journey Toward Baby Friendly |
| 18 | Riverside County Office of Education | Proyecto Familia Campesina |
| 19 | SDSU Exceptional Family Resource Center | Family Liaison Support and Coordination |
| 20 | WomanHaven, Center Family Solutions | Responding to Mental Hlth. Needs |

A motion was made by Commissioner Deol to approve funding (\$82,296) for applicant 4 with the recommended budget changes and scope of work changes. The motion was seconded by Commissioner Hodgkin and noting no further discussion the motion carried with all in favor.

A motion was made by Commissioner Deol to approve funding (\$180,894) for applicant 13 with the recommended scope of work changes. The motion was seconded by Commissioner Hodgkin and noting no further discussion the motion carried with all in favor.

A motion was made by Commissioner Camacho to approve funding (\$211,630) for applicant 11 with the recommended budget changes and scope of work changes. The motion was seconded by Commissioner Kim and noting no further discussion the motion carried with 2 Commissioners who recused themselves from the process (R.Hodgkin & M.Kelly).

A motion was made by Commissioner Camacho to approve funding (\$193,920) for applicant 1 with the recommended budget changes and scope of work changes. The motion was seconded by Commissioner Deol and noting no further discussion the motion carried with all in favor.

At this time it was noted that Commissioner Sigmond stepped outside, and Commissioner Deol took the Chair. A motion was made by Commissioner Camacho to approve funding (\$127,829) for applicant 5 with the recommended budget changes and scope of work changes. The motion was seconded by Commissioner Kelly and noting no further discussion the motion carried with 1 recusal (K.Sigmond).

At this time it was noted that Commissioner Sigmond resumed the Chair, and Commissioner Deol stepped outside. A motion was made by Commissioner Hodgkin to approve funding (\$103,131) to applicant 17 with the recommended budget changes and scope of work changes. The motion was seconded by Commissioner Kim and noting no further discussion the motion carried with 1 recusal (B.Deol).

A motion was made by Commissioner Camacho to approve funding (\$145,456) to applicant 6 with the recommended budget changes and scope of work changes. The motion was seconded by Commissioner Kim and noting no further discussion the motion carried with all in favor.

A motion was made by Commissioner Kim to approve funding (\$73,213) to applicant 19 with the recommended budget changes and scope of work changes. Commissioner Hodgkin wished to add that the approval be contingent on protocols established by the Commission Director in regards to the identification of the children, concrete baseline data and the issue of supplantation. The motion was amended by Commissioner Kim and seconded by Commissioner Kelly; the motion carried with all in favor.

A motion was made by Commissioner Deol to approve funding (\$67,196) to applicant 7 with the recommended budget changes and scope of work changes. The motion was seconded by Commissioner Kelly and noting no further discussion the motion carried with all in favor.

A motion was made by Commissioner Deol to approve funding (\$30,487) for applicant 3 with the recommended budget changes and scope of work changes contingent that the services are integrated with the Mini-Grant Project. The motion was seconded by Commissioner Kelly and noting no further discussion the motion carried with all in favor.

A motion was made by Commissioner Kelly to approve funding (\$203,264) to applicant 8 with the recommended budget changes and scope of work changes. The motion was seconded by Commissioner Hodgkin and noting no further discussion the motion carried with all in favor.

A motion was made by Commissioner Hodgkin to approve funding (\$124,547) to applicant 14 with the recommended budget changes and scope of work changes. The motion was seconded by Commissioner Camacho and noting no further discussion the motion carried with all in favor.

A motion was made by Commissioner Deol to approve funding to applicant 10 based on the balance of Mini-Grant funding which is contingent to negotiation, and with the recommended budget changes and scope of work changes. The motion was seconded by Commissioner Kim and noting no further discussion the motion carried with all in favor.

Based on the motions of proposals announced, the Notice of Intent to Make Awards will be posted on May 24, 2013 on the Commission website and at the office.

Commissioners also touched on the subject of future funding, on determining funding priorities and setting benchmarks as well as developing assessments which would determine funding for future initiatives.

7. Commissioner Comments

Commissioner Sigmond expressed her gratitude to the Commission Director and staff for their work in organizing the Mini-Grant and Request For Proposal process.

8. Adjournment

Commissioner Deol moved to adjourn the meeting, seconded by Commissioner Kelly and approved by a unanimous vote of the members present. Meeting adjourned at 2:50 pm. Next meeting is scheduled for 1:15 pm on June 6, 2013.