



## MINUTES December 7, 2017

### I. Call to Order

This Regular Meeting of First 5 Imperial was called to order at 3:37 p.m. by Karla Sigmond, Commission Chair. The meeting was held at the Imperial County Administration Building Meeting Room C/D which is located at 940 W. Main Street in El Centro, California, whereby a quorum was established.

### II. Welcome New Commissioner

Chairperson Sigmond welcomed new Commissioner duly appointed by the Board of Supervisors to serve on the First 5 Imperial Commission, Mr. Fred Miramontes. Mr. Miramontes took this opportunity to thank Commissioners and to express his desire to serve and contribute to the Commission during his tenure.

### III. Roll Call

**Commissioners Present:**

Ray Castillo  
Becky Green  
Joong Kim  
Karla Sigmond  
Danila Vargas  
Fred Miramontes

**Commissioners Absent:**

Barbara Deol  
Peggy Price  
Yurii Camacho

**Others:**

Julio C. Rodriguez, Director  
Bea Duran  
Jacob Grillot, Esq.

### IV. Public Comment

None was noted.

### V. Adoption of Minutes

A motion approving the Minutes of the Regular Meeting held on October 5, 2017 was made by Commissioner Green and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment the motion carried with all in favor.

### VI. Presentation

1. Brown Act Training presented by Jacob Grillot, Esquire, Currier and Hudson: Mr. Jacob Grillot gave a presentation covering various provisions in the Ralph M. Brown Act. He stated that the conduct of Commission/Board meetings is heavily regulated by the Brown Act and provided a summary of the following:

- rules regarding the types of meetings which includes regular meetings, special meetings, emergency meetings; and “serial” or non-agendized meetings prohibited;
- cognizance of improper meetings and communications by Board members;
- determination of meetings, schedule of meetings and its application to the Bylaws;
- jurisdiction of the Commission and deliberations made by Commissioners;
- contents of the agendas and its specific requirements;
- providing adequate notices of meetings and its postings;
- locations of meetings and ADA rules;
- rules and policies on public comment, and responding to the public during meetings;
- violation over prohibiting public criticism about employees or Commissioners;
- closed session rules and examples of subjects for closed sessions;
- rules that apply to maintaining confidentiality in terms of discussion by Board members during closed session.

**VII. Administrative Report** (Julio C. Rodriguez, Executive Director)

1. Request for Scope-of-Work Change for Contract Number 1718-7102: A request was made from the Imperial County Free Library to change the scope of work for the Provider Outreach Project Mini-Grant. The library would like to extend its service area to include license-exempt providers within the cities of Brawley, Calexico, El Centro and Imperial; this request would open up the jurisdiction of the county library services specific to this Mini-Grant Project. Mr. Rodriguez noted a correction to the Contract number stated in the letter; the correct Contract Number is 1718-7102.

A motion approving the scope of work changes requested by the Imperial County Free Library Provider Outreach Mini-Grant Project as discussed was made by Commissioner Green and it was seconded by Commissioner Kim; having noted no further discussion or public comment the motion carried (1 abstention noted – R.Castillo).

2. Review of Community Development Mini-Grant: Commissioners reviewed the Community Development Mini-Grant application that was released the previous year (the guidelines were included in the packet). Commissioners intend to announce the release of a new Mini-Grant cycle at the next scheduled meeting and will be providing input as to any changes or recommendations for this process. At this time Mr. Rodriguez provided a summary of the Mini-Grant application process and highlighted the following points:
  - \$100,000 has been designated for mini-grants; the maximum award is \$25,000 per project;
  - intended for public or non-profit agencies, although in the past, the Community Foundation has fiscally sponsored coalitions that have applied;
  - Commission usually funds 5 to 6 mini-grants per fiscal year;
  - projects must address a need stated within the Commission’s Strategic Plan;
  - the Commission may choose to include special funding considerations and/or prioritize areas for funding;
  - The application is a two-step process;
  - Step 1 requires that agencies interested in applying for funds submit a Statement of Interest to Apply. Commissioners review the Statements and make a recommendation during an open meeting for agencies that merit to proceed to Step 2 of the process.
  - Documents are required to be submitted to the County Purchasing office;

- Step 2 is the application/proposal submittal. Commissioners will make final determination of awards during an open meeting.
- There are specific rules on the limitations of funding for Projects.

Changes recommended at this time included language regarding assistance to applicants, and the signature of individual submitting the document.

#### **VIII. Commissioner Comments**

Commissioner Miramontes expressed his willingness to help the goals of the Commission and mentioned his involvement with other local organizations such as the Sheriff's Athletic League Program, El Centro Boys & Girls Club, Kiwanis Club, IV Coalition Foster Kids, and partnership with CASA.

#### **IX. Adjournment**

A motion adjourning the Commission meeting was made by Commissioner Green and it was seconded by Commissioner Castillo. Having noted no further comments and by unanimous vote, the meeting was adjourned at 4:53 pm. The next meeting of the Commission is scheduled for February 1, 2018.