



## MINUTES June 6, 2019

### I. Call to Order

This meeting of First 5 Imperial was called to order at 3:40 p.m. by Commissioner Sigmond, Chairperson. The meeting was held at the Imperial County Administration Building, Room C/D, which is located at 940 W. Main Street in El Centro, California, whereby a quorum was established.

### II. Roll Call

**Commissioners Present:**

Ray Castillo  
Yurii Camacho  
Barbara Deol  
Joong Kim  
Fred Miramontes  
Karla Sigmond  
Danila Vargas

**Commissioners Absent:**

Becky Green

**Staff:**

Julio C. Rodriguez  
Bea Duran

### III. Public Comment

No comments were made at this time.

### IV. Adoption of Minutes

A motion to approve the Minutes of the Special Meeting held on May 16, 2019 was made by Commissioner Castillo and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment, the motion carried with all in favor.

### V. Consent Calendar Items

Commissioners considered approval of the consent calendar items. A motion to approve the Consent Calendar Items for the meeting of June 6, 2019, as presented, was made by Commissioner Deol and it was seconded by Commissioner Castillo; having noted no further discussion or public comment, the motion carried with all in favor.

### VI. Final Award Announcement of Request for Proposal for General Grants FY 2019-2020

Mr. Rodriguez advised that no Protest/Appeals were received in reference to the RFP for General Grant FY 2019-2020 intent to award. The Notice of Intent to Make an Award for the Request for Proposal for General Grant FY 2019-2020 was announced on May 17, 2019. 11 projects were selected for award totaling \$1,465,832.00 as per the Notice of Intent to Make an Award. Once approved, contracts will be negotiated with the agencies and projects may begin their work on July 1, 2019.

A motion approving final awards for the RFP for General Grants FY 2019-2020 as presented was made by Commissioner Deol and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment, the motion carried with all in favor.

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

1. Request to Approve General Grant and Mini-Grant Agreement for Services for Independent Contractor for FY 2019-2020: Drafts of the Agreements that will be used to contract with major RFP grants and mini-grants during the 2019-2020 fiscal year were reviewed, and they were included in the packet. Mr. Rodriguez explained that only one major change was added to the proposed contracts; the changes fall under Item 27. Termination: Section A, Number 2. For Cause. He also noted that the major grant contract is different from the mini-grant contract. The mini-grant contract doesn't require a sustainability plan, the payment schedule is different, and no audit is required.

A motion to approve the Agreement for Services for Independent Contractor FY 2019-2020 as presented was made by Commissioner Deol and it was seconded by Commissioner Kim; having noted no further discussion or public comment, the motion carried with all in favor.

2. Request to Approve First 5 Imperial's Payroll Policy, Policy Number PO911-1: A draft of the proposed Payroll Policy developed for Commission employees was enclosed in the packet. Mr. Rodriguez stated that the policy was originally presented to Commissioners during the February meeting as an information item. He advised that the policy was reviewed by the Commission's legal counsel and it was additionally reviewed by an independent CPA who provided further feedback to the policy. Full review of the policy, in its final draft, was provided by Mr. Rodriguez.

A motion to adopt the Payroll Policy as presented was made by Commissioner Miramontes and it was seconded by Commissioner Deol; having noted no further discussion or public comment, the motion carried with all in favor.

3. Request to Approve First 5 Imperial Budget for FY 2019-2020: Mr. Rodriguez provided a review of the Commission's Budget FY 2019-2020; the total proposed budget for fiscal year 2019-2020 is \$2,746,566.00. Mr. Rodriguez further explained that noted changes to this year's proposed budget included a significant decrease for worker's compensation insurance, professional and special services increased slightly due to anticipated costs which may be incurred for the new CPA and legal counsel costs. Project IMPACT funds were allocated at \$395,312.00 which is slightly more than last year; the increase consists of funds that have been rolled over from previous years.

A motion approving the First 5 Imperial Budget FY 2019-2020 was made by Commissioner Deol and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment, the motion carried with all in favor.

4. Request to Approve First 5 Imperial Administrative Costs for FY 2019-2020: Mr. Rodriguez stated that subsequent to approving the budget, he is requesting that the Commission approve the administrative costs report for FY 2019-2020. He noted that administrative costs are projected at 8.47%; evaluation costs are 9.71%; and program costs are 81.82% of the overall budget. Once the Commission approves it, the numbers will be incorporated into the cost allocation plan for this new fiscal year, and the plan will be presented toward the end of the fiscal year.

A motion to approve the Administrative Costs Report FY 2019-2020 was made by Commissioner Camacho and it was seconded by Commissioner Deol; having noted no further discussion or public comment, the motion carried with all in favor.

5. Request to Approve Authorization to Procure Services for an Auditor to Audit First 5 Imperial's Financial Statements for FY 2018-2019: Mr. Rodriguez is seeking approval from the Commission to procure the services of a CPA to conduct this year's audit due to Mr. Tubach's request to disengage services with the Commission which became effective in May 2019. He pointed out that he would like to procure the services of a CPA for one year only, and he also noted that because it is a government audit, he may need to solicit services outside of the county. If authorization is given, Mr. Rodriguez stated that he will report to Commissioner Sigmond regarding the decision to hire a CPA. Further information will be brought back to the Commission in September.

A motion granting the Director authority to procure audit services for fiscal year 2018-2019 was made by Commissioner Castillo and it was seconded by Commissioner Miramontes; having noted no further discussion or public comment, the motion carried with all in favor.

6. First 5 Imperial Employee Handbook: Mr. Rodriguez explained that for some time now the Commission has been working on drafting an Employee Handbook; the first draft was presented to Commissioners in December of 2018. He stated that the handbook has been developed with the assistance of legal counsel, and mirrors the guidelines adopted by the County of Imperial. He reiterated that the handbook is very similar to the one used by the County of Imperial with the exception to certain policies. Some of the policies were changed and adopted to fit the Commission, such as payroll. Mr. Rodriguez stated that the Injury and Illness Prevention policy and the Unlawful Discrimination and Harassment policy, which was previously approved by the Commission, will be incorporated into the handbook. Commissioners are being asked to review the handbook and make recommendations and changes as needed. Mr. Rodriguez explained that the handbook will be brought back in September for discussion.
7. Update on FY 2018-2019 Grantee 3<sup>rd</sup> Quarter Progress Reports: Mr. Rodriguez provided a summary of the 3<sup>rd</sup> Quarter Progress Reports for major grants and mini-grants. He noted that expenditures were reported for major grants at 67% and mini-grants at 65% which is very consistent with patterns from the last five years. The majority of services were provided under child health at 41%; early care and education at 36%; and family functioning at 23%. Mr. Rodriguez advised that projects have not served many children with special needs, about 10%. Another issue Mr. Rodriguez noted was in regard to a deficit in training for health care professionals.

At this time, Commissioner Sigmond explained that she had a concern with the lack of services being provided to needy families in Niland, Calipatria and Westmorland. Commissioner Kim agreed and recommended that the Commission provide training to those needy communities. Further discussion and comments ensued on the issue of aiding the outlying communities whether through a mini-grant or establishing a special initiative.

## **VIII. Commissioner Comments**

Commissioner Deol spoke about her teaching position at Arizona Western College in Yuma and how her work schedule may affect her participation at future Commission meetings.

## **IX. Adjournment**

A motion adjourning the Commission meeting was made by Commissioner Deol and it was seconded by Commissioner Castillo. Having noted no further comments and by unanimous vote, the meeting was adjourned at 4:23 pm. The next meeting of the Commission is scheduled for September 5, 2019.