



Commission Meeting Minutes

5 Financial Plaza, Suite 228, Napa

May 24, 2010

1. Laura Keller, Chair of the Napa County Children and Families Commission called the meeting to order for the regular session, Monday, May 24, 2010 at 3:04 PM. The following were present: Commissioners Kristie Brandt, Andrea Knowlton, Stephanie Paravicini, Ida Bruce, Brad Wagenknecht and Teresa Zimny. Staffers Sally Sheehan-Brown and Cecilia Coggiola were present. Tracy Schulze, County of Napa Auditor/Controller and Betsy Strauss, Commission Counsel were also present. Commissioners Mary Baracco and Caroline Pietrangelo-Owens were absent.

2. Public Comment - None

3. The minutes of the April 26, 2010 meeting were approved.

MB	IB	KB	LK	AK	SP	CP	BW	TZ
X						X		

4. Consent Calendar was approved for the following items:

- a) Contract extension for FY 2009-2010 for Childstart, Inc. (Training and Job Development for Infant Toddler Early Childhood Careers program) until December 31, 2010.
- b) Contract extension for FY 2009-2010 for CLASE Foundation of Napa Valley Language Academy (Pre Kindergarten Class) until June 30, 2011.
- c) Contract with Galina, LLP for First 5 Napa FY 2009-2010 fiscal audit in the amount of \$13,650.

MB	IB	KB	LK	AK	SP	CP	BW	TZ
X						X		

5. Sponsorship Funds Requests - None

6. Staff Reports

- a) Executive Director, Sally Sheehan-Brown report included
 - an update on California state budget
 - Revisited the idea of providing “no interest repayable grants” to our currently funded agencies that will be impacted by the lack of passed state budget.

- b) Evaluation and Contract Manager, Sarah Barry was absent
- c) Legal Counsel, Betsy Strauss had nothing to report
- d) Financial report from Tracy Schulze, County of Napa Auditor/Controller included
 - Final review of the budget for FY 2010-2011

7. PUBLIC HEARING for Fiscal Year 2010-2011 Final Budget

- a) Public hearing was opened for the FY 2010-2011 Budget
- b) There was not any public testimony
- c) Public Hearing was closed
- d) The Commission approved the adoption of the FY 2010-2011 Budget

MB	IB	KB	LK	AK	SP	CP	BW	TZ
X						X		

8. Committee updates

- a) Executive
 - Sally gave an update of the lease for 5 Financial Plaza and reported that the lease as presented does not meet the needs of the Commission and is looking at other spaces. Suggestions included sending a letter to JHL with our needs and perhaps assigning a committee to help with the process.

Note: Brad stepped out of the meeting and was unavailable for voting.

- b) Funding and Finance Committee
 - Stephanie reviewed the process and the FY2010-2011 funding recommendations were approved as follows:

Agency	Program	FY 2010-2011 Final Funding
American Canyon Family Resource Center	Family Support Services	49, 148
Calistoga Family Center	Parents As Educators	58,000
Child Start, Inc	Raising A Reader	50,000
Community Resources for Children	Emergency Child Care Program	20,000
Community Resources for Children	Toy Library & Early Learning Center	55,200
Cope Family Center	Family Economic Success	50,000
Cope Family Center	IMPACT	32,000
Healthy Moms and Babies	Sweet Success	0
ParentsCAN	Parent Health Care Liaison Project	54,201
St Helena Family Resource Center	Early Childhood Services Project	40,000
CLASE Foundation of NVLA	Pre-Kindergarten Class	25,000
Napa Valley Adult School	FIRST STEP / PRIMER PASO	75,000

Untied Shoelaces	Comprehensive Health Assessments & Family School Connection	20,000
Child Start, Inc	Training and Job Development for Infant Toddler Early Childhood Careers	20,000
Sister Ann Community Dental Clinic	Per-Natal/Children's Dental	0
Community Resources for Children	Active Bodies	69,000
Children's Health Initiative Napa County	Napa Children's Health Ins. System	50,000
Quality Childcare and Early Learning Planning Team		25,000
Early Learning Task Force		TBD 25,000

MB	IB	KB	LK	AK	SP	CP	BW	TZ
X						X	X	

Agency	Program	FY 2010-2011 Final Funding
County of Napa, H&HS, PH Div.	Therapeutic Child Care Center	69,000
County of Napa, H&HS, PH Div.	Touchpoints Training	0

Laura Keller and Kristie Brandt declined from voting on the above agencies because of a conflict of interest.

MB	IB	KB	LK	AK	SP	CP	BW	TZ
X		A	A			X	X	

Agency	Program	FY 2010-2011 Final Funding
Napa County Office of Education	On the Road to Excellence	40,953

Andrea Knowlton declined from voting on the above agency because of a conflict of interest.

MB	IB	KB	LK	AK	SP	CP	BW	TZ
X				A		X	X	

Note: Brad returned to the meeting.

c) Personnel Committee

- Presented the following recommendations for salary and benefit changes for FY 2010-2011. The recommendations were approved by the Commission.
 - i. Program Assistant hours will be reduced. It is recommended that since Cecilia will retire as an employee that she be hired as a contractor to fulfill the administrative duties.
 - ii. The new vacation and sick leave accrual be changed to be in line with County of Napa.
 - iii. Add two more steps to Executive Director's salary steps.

MB	IB	KB	LK	AK	SP	CP	BW	TZ
X						X		

9. Final Comments - None

10. Commissioner Announcements

- Andi Knowlton gave distributed a handout that addresses the “Impact of the Governor’s May Revised Proposal on Child Care and Development Programs”.

11. Commission Directives/Next Steps for Staff

- Resolution on repayable grants to agencies
- Letter to JHL

12. Agenda for next meeting – June 28, 2010

- Repayable grants resolution
- FY 2010 – 2011 Contracts
- Revised Personnel Policies



Laura Keller, Chair

ATTEST:



Cecilia Coggiola
Secretary of the Commission

Commissioners Voting Key

MB = Mary Baracco; IB = Ida Bruce; AC = Anne Carver; LK = Laura Keller;
AK = Andrea Knowlton; SP = Stephanie Paravicini; CP = Caroline Pietrangelo-Owens;
BW = Brad Wagenknecht; TZ = Teresa Zimny

Notations under Vote: N = No; X = Excused; A = Abstained; C = Conflict; I = ineligible to vote (not sworn in)