



## Commission Meeting Minutes

5 Financial Plaza, Suite 228, Napa

August 22, 2011

1. Andrea Knowlton, Chair of the Napa County Children and Families Commission called the meeting to order for the regular session, Monday, August 22, 2011 at 3 PM. The following were present: Commissioners Michele Grupe, Laura Keller, Stephanie Paravicini, Kristie Brandt, Brad Wagenknecht and Teresa Zimny. Commissioners Caroline Pietrangelo-Owens and Ida Bruce were absent. Staffers Sally Sheehan-Brown and Sarah Barry were present. Tracy Schulze, County of Napa Auditor / Controller; Cecilia Coggiola, Secretary to the Commission; and Betsy Strauss, Commission Counsel were also present. Kim Floyd, Yountville Elementary School Kindergarten teacher and a number of guests came at 4 PM to observe the presentation.

2. No Public Comment

3. Minutes of the July 25, 2011 meeting were approved. (Motion 1<sup>st</sup> by BW, 2<sup>nd</sup> by LK).

KB	IB	MG	LK	AK	SP	CP	BW	TZ
	X					X		

4. Consent Calendar

- a. FY 2011-2012 contract with Smetana Group Communications not to exceed \$10,000 for development and printing of 2011-2016 First 5 Napa Community Plan was approved. (motion 1<sup>st</sup> by BW, 2<sup>nd</sup> by MG)

KB	IB	MG	LK	AK	SP	CP	BW	TZ
	X					X		

5. Sponsorship Funds Request for FY2011-2012

- a. Request from Napa Adult School for \$5000 for materials and staff training for First Step program.
- b. Request from Scientopia Resource Center for \$5000 for materials for exhibit and learning centers.
- c. Request from Efishoff Family Day Care for \$3200 for materials and equipment.
- d. Request from Yountville Elementary School for \$3600 for school garden equipment.

Commission approved the Sponsorship Funds Requests. (Motion 1<sup>st</sup> by SP, 2<sup>nd</sup> by KB)

KB	IB	MG	LK	AK	SP	CP	BW	TZ
	X					X		

## 6. Staff Reports

a. Executive Director, Sally Sheehan-Brown gave the following report;

- 1) Outside auditors will come on Tuesday, August 23, 2011.
- 2) Since First 5 Napa staff attended American Canyon fifth anniversary party, other agencies that we support would also like to see our presence at their events. Two events are coming up that we are sponsoring.
- 3) 2011-2016 Community Plan process is in place and on schedule and the executive committee will have a draft at the September 8<sup>th</sup> meeting.

b. Evaluation and Contract Manager, Sarah Barry gave the following report;

- 1) Update on CARES Plus program that 75 participants are enrolled in the program in Napa County. Staff anticipates that the contract will need to be augmented as the number of applicants has increased from what was originally planned.

c. Legal Counsel

- 1) Betsy Strauss had no report.

d. Financial

- 1) Tracy Schulze, County of Napa Auditor / Controller reported that First 5 staff and the Auditor office are ready for the outside auditors coming Tuesday, August 23, 2011.

## 7. Committee Updates

a. Executive

- 1) Recommendation of the Executive Committee to increase Evaluation and Contract Manager Salary to Step 5 effective August 6, 2011 based on positive performance appraisal was approved. Sally reported that next year the steps for this position will need to be reviewed. (Motion 1<sup>st</sup> by SP, 2<sup>nd</sup> by KB)

KB	IB	MG	LK	AK	SP	CP	BW	TZ
	X					X		

b. Finance and Funding Committee

- 1) Review and discussion of draft funding timeline, letter to community. Stephanie reported the progress that the committee has made and reviewed the timeline.

8. Presentation by Kim Floyd on use of technology in education in the 0-5 population. Ms. Floyd is the first of several presenters to the Commission on this subject. At the conclusion of all of the presentations, the Commission will be prepared to consider appropriate policy. Discussion was tabled until a later meeting.

## 9. Final Comments

a. Three commissioners are not able to make the September 26, 2011 meeting so a tentative date to reschedule is October 3<sup>rd</sup>. Sally will send out an email to confirm the date.

## 10. Commissioner Announcements

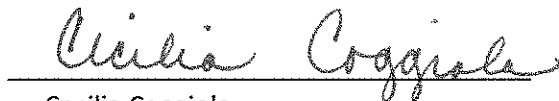
- a. Michele announced that strollerships are available for Cope's Rock and Stroll event.
- 11. Commission Directives/Next Steps for Staff
- 12. Agenda for next meeting
  - a. Possible amendment to CARES Plus contract
  - b. Finance committee recommendations
  - c. Community Plan
  - d. Grant application
- 13. Adjourned at 5:15 PM



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Andrea Knowlton, Chair

ATTEST:



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Cecilia Coggiola  
Secretary of the Commission

**Commissioners Voting Key**

IB = Ida Bruce; KB = Kristie Brandt; MG = Michele Grupe; 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)