



Commission Meeting Minutes

Cope Family Center
 707 Randolph Street, Napa
April 23, 2018
3:00pm – 5:00pm

Call to Order: 3:06pm. The following were present:

| | | |
|--|--|--|
| <input checked="" type="checkbox"/> Elba Gonzalez-Mares | <input checked="" type="checkbox"/> Michele Grupe | <input checked="" type="checkbox"/> Howard Himes |
| <input type="checkbox"/> Laura Keller | <input type="checkbox"/> Andrea Knowlton | <input checked="" type="checkbox"/> Molly Jouaneh |
| <input checked="" type="checkbox"/> Stephanie Paravicini | <input checked="" type="checkbox"/> Debbie Peralez | <input checked="" type="checkbox"/> Brad Wagenknecht |

Staff present:

| | |
|--|--|
| <input checked="" type="checkbox"/> Joelle Gallagher | <input checked="" type="checkbox"/> Anne Sutkowi-Hemstreet |
| <input checked="" type="checkbox"/> Emily Darlington | |

Also present:

| | |
|-----------------------------------|--|
| Tracy Schulze, Auditor/Controller | |
| | |

Public Comment

A. No public comment.

1. Approval of Commission Minutes, E. Gonzalez-Mares
 March 19, 2018 (Motion 1st by BW, 2nd by MG).

| EG | MG | HH | LK | AK | MJ | SP | DP | BW |
|----|----|----|----|----|----|----|----|----|
| | | A | X | X | | | | |

2. ED Report, J. Gallagher

A. Reminders: Form 700's and Conflict of Interest Updates

1. Joelle reminded Commissioners to complete their Form 700 if they haven't already.
2. Conflict of Interest Disclosure Forms were distributed to Commissioners to update.

B. First 5 CA Leadership Cohort discussion and possible approval of funding for Executive Director participation: \$4,000 for lodging, meals and travel

1. Joelle reported that she has been selected to participate in the First 5 CA Leadership Cohort. First 5 CA is covering all costs except \$4,000 for lodging, meals, and travel.

2. (Motion 1st by HH, 2nd by EG).

| EG | MG | HH | LK | AK | MJ | SP | DP | BW |
|----|----|----|----|----|----|----|----|----|
| | | | X | X | | | | |

3. Budget and Finance

A. Review and Possible Approval of 2017-2022 Five Year Financial Plan with Five Year Spending Plan

1. Tracy distributed and reviewed 3rd quarter financials to the Commission.
2. Joelle reported that the Budget and Finance Committee worked on and the Executive Committee reviewed the 2017-2022 Five Year Financial Plan. She noted that the Executive Committee is recommending not using the Contingency line item for the coming years (see Five Year Spending Plan attached to Financial Plan).

3. (Motion 1st by EG, 2nd by MG).

| EG | MG | HH | LK | AK | MJ | SP | DP | BW |
|----|----|----|----|----|----|----|----|----|
| | | | X | X | | | | |

B. Review and Possible Approval of Administrative Expense Limitation Policy Resolution

1. There was discussion regarding the Administrative Expense Limitation Policy Resolution.
2. (Motion 1st by MG, 2nd by SP).

| EG | MG | HH | LK | AK | MJ | SP | DP | BW |
|----|----|----|----|----|----|----|----|----|
| | | | X | X | | | | |

4. Contract Approval

- A. Discussion and possible approval of First 5/CRC CDE Quality Counts Contract #515-18 in the amount of \$30,004.00 for period April 23, 2018-September 30, 2018. The Auditor/Controller will increase appropriations to account for the additional funds.

1. (Motion 1st by MG, 2nd by HH).

| EG | MG | HH | LK | AK | MJ | SP | DP | BW |
|----|----|----|----|----|----|----|----|----|
| | | | X | X | | | | |

5. Policy/Advocacy Updates

- A. Signatory to Community Leaders Coalition Voter's Choice Act letter to John Tuteur letter asking Registrar to cover postage costs for mail-in ballots

1. Joelle reported that a letter was sent requesting that postage costs be covered for mail-in ballots.

- B. Discuss advocating to Board of Supervisors to endorse early childhood bills currently in CA State Assembly and/or Senate
 - 1. Joelle requested the Commission's go ahead to participate in a subcommittee of the Board of Supervisors.

6. Items for May 21 Meeting

- A. FY 2018-2019 Budget Hearing
- B. Community Plan Update for Compliance

7. Announcements

- A. Howard reported that this will be his last First 5 Napa Commission meeting.
- B. Michele reported that the CAPC annual report on the health and well-being of Napa County's children will be given on April 24th at the Board of Supervisors meeting. The Resilience film will be screened in St. Helena on Wednesday 4/25 at 6:00pm.
- C. Brad reported that the City/County Basketball Game will take place Wednesday 4/25 at 6:00pm.

Adjourn at 4:00pm.



Debbie Peralez, Chair

ATTEST:



Emily Darlington

Commissioners Voting Key

EG = Elba Gonzalez-Mares; MG = Michele Grupe; HH = Howard Himes; LK = Laura Keller;
AK = Andrea Knowlton; MJ = Molly Jouaneh; SP = Stephanie Paravicini; DP = Debbie Peralez;
BW = Brad Wagenknecht

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