



# FIRST 5

## NAPA COUNTY

**MEETING ADDRESS: 1303 JEFFERSON ST #100A NAPA CA 94559**

**AGENDA**  
**August 28, 2023**  
**3:00 PM-5:00 PM**

<b>Agenda Item</b>	<b>Facilitator</b>	
1) Call to Order	J. Ocon	
2) Public Comment	J. Ocon	
3) Approval of Commission Meeting Notes <i>June 26, 2023</i>	J. Ocon	<b>*ACTION</b>
4) Commission Business a) Introduction of Governance Content Calendar b) Long Term Commission Recruitment Strategy Development c) Commission Matrix	J. Ocon	<b>*ACTION</b>
5) Staff Updates a) New Staff Introductions b) Mission Vision Moment	L. Duran	

### **First 5 Napa County Vision**

Napa County is a strong and healthy community because families c.  
set down roots, grow, and thrive.

### **First 5 Napa County Mission**



# FIRST 5

## NAPA COUNTY

First 5 Napa County convenes and mobilizes the community to use systems- and design-thinking to center and lift up our community’s young children, their families, and the providers who serve them.

- c) Executive Director Updates
- d) Programs Updates

6) Presentation from COPE Family Center on Ready Set Grow! Home Visitation Program	COPE staff	
7) Presentation from Community Resources for Children on Quality Counts Program	CRC Staff	
8) Compliance Item: Presentation 4 <sup>th</sup> Quarter Financials FY 22-23	L. Duran	<b>*ACTION</b>
9) Review and possible approval of First 5 Napa County Request for Applications – Advocacy and Capacity Building Grant	J. Ocon	<b>*ACTION</b>
10) Contracts and MOU	J. Ocon	<b>*ACTION</b>
<ul style="list-style-type: none"> <li>a) Review and possible approval of Contract 588-24 with Napa Valley Unified School District (NVUSD) to implement Rainbow Family League in partnership during the 2023-2024 school year. NVUSD to provide First 5 Napa County with a \$10,000 payment to increase program capacity during the 2023-24 school year.</li> <li>b) Review and possible approval of Contract 596-24 with Mechele Small Haggard in the amount of \$39,000 for developing an evaluation for the Commission’s work based on the new Strategic Plan and creating a report to share the Commission’s progress towards its strategic priorities. Funding allocation from 52310 Consulting Services in FY 23-24 Budget.</li> <li>c) Review and possible approval of of Contract 2324-117-00 with First 5 Sonoma County Commission in the awarded amount of \$125,976.36, over two years, as part of the regional home visiting technical assistance project. Funding allocation from 43790 HV Coordination Grant in FY23-24 Budget.</li> </ul>		



# FIRST 5

## NAPA COUNTY

- d) Review and possible approval of Contract 501-24 with Community Resources for Children in the amount of \$141,500 for local quality counts implementation during FY23-24. Funding allocation from 54805 IMPACT/QCC Grant in FY23-24 Budget.
- e) Review and possible approval of MOU 589-24 with First 5 Del Norte County in the amount of \$16,331.00 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
- f) Review and possible approval of MOU 590-24 with First 5 Humboldt County in the amount of \$16,331.00 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
- g) Review and possible approval of MOU 591-24 with First 5 Sonoma County in the amount of \$16,331.00 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
- h) Review and possible approval of MOU 592-24 with First 5 Mendocino County in the amount of \$16,331.00 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
- i) Review and possible approval of MOU 593-24 with First 5 Solano County in the amount of \$16,331.00 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
- j) Review and possible approval of MOU 594-24 with First 5 Marin County in the amount of \$16,331.00 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.



# FIRST 5

## NAPA COUNTY

- k) Review and possible approval of MOU 595-24 with Lake County Office of Education in the amount of \$16,331.00 for IMPACT Legacy related county reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
- l) Review and possible approval of MOU 597-24 with Solano County Office of Education in the amount of \$16,000 for IMPACT Legacy grant for HUB Regional Capacity Building related regional reimbursements following First 5 Napa County's responsibilities as Fiscal Lead Agency for HUB Region 1.
- m) Review and possible approval of MOU 598-24 with Solano County Office of Education in the amount of \$149,500.00 for the Data System requirement for HUB Region 1 as outlined in the grant requirements of IMPACT Legacy following First 5 Napa County's responsibilities as Fiscal Lead Agency of HUB Region 1.

---

11) Items for next commission meeting

J. Ocon

---

12) Announcements

J. Ocon

---

13) Closed Session

J. Ocon

- a) Discussion of development of evaluation process for Executive Director
- 

Next Commission Meeting: September 25, 2023 from 3-5PM

## First 5 Napa County Commission Governance Calendar

Month	Content	Planned Closed Session	Executive Committee	ED Responsibilities
January	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Quarter Financials</li> <li>- Quality Counts update presentation</li> <li>- Home Visitation update presentation</li> </ul>			Draft Budget
February	<ul style="list-style-type: none"> <li>- Form 700 Reminder</li> </ul>		Draft Budget Presentation	
March	<ul style="list-style-type: none"> <li>- Form 700 Reminder</li> <li>- Budget proposal for next fiscal year</li> </ul>		Formal ED evaluation and goal review  Report staff progress on goals	Formal staff evaluation and goal review
April	<ul style="list-style-type: none"> <li>- Form 700 Check in (if any have not been submitted)</li> <li>- Conflict of Interest Updates</li> <li>- 3<sup>rd</sup> Quarter Financials</li> </ul>	Discussion of budget proposal  Discussion ED evaluation and goal review		<b>Note: First 5 Advocacy Day generally held in April</b>
May	<ul style="list-style-type: none"> <li>- <b>Compliance Item:</b> First 5 CA Annual Report</li> <li>- <b>Compliance Item:</b> ASD-035 Strategic Plan Review/Update/Adoption (Public Hearing)</li> <li>- Budget adoption for next FY (Public Hearing)</li> </ul>			
June	<ul style="list-style-type: none"> <li>- Contract approvals to start July 1<sup>st</sup> (professional services, quality counts,</li> </ul>			

	<p>any other standing contracts or rollover funds)</p> <ul style="list-style-type: none"> <li>- Outcome Presentations from Programs Department</li> </ul>			
<b>July</b>	<ul style="list-style-type: none"> <li>- No Meeting</li> </ul>			Staff and department goals developed
<b>August</b>	<ul style="list-style-type: none"> <li>- 4<sup>th</sup> Quarter Financials</li> <li>- Outcomes Presentation Quality Counts</li> <li>- Outcomes Presentation Home Visitation</li> </ul>	Discussion of ED Goals and Evaluation Process	Review ED Goals	
<b>September</b>		Discussion of ED Goals and Evaluation Process		
<b>October</b>	<ul style="list-style-type: none"> <li>- <b>Compliance item:</b> Presentation and accept of annual audit</li> <li>- <b>Compliance item:</b> Presentation and acceptance of First 5 Napa County Annual Report for F5CA</li> <li>- 1<sup>st</sup> Quarter Financials</li> <li>- Deferred Compensation Resolution</li> <li>- Meeting Schedule for next calendar year</li> </ul>			
<b>November</b>	<ul style="list-style-type: none"> <li>- No Meeting</li> </ul>			Informal evaluation and goal review
<b>December</b>	<ul style="list-style-type: none"> <li>- Employee cash in lieu rates</li> <li>- Policy Platform</li> </ul>		Informal ED evaluation and goal review	

	<ul style="list-style-type: none"><li>- First 5 Local Evaluation Report</li><li>- Election of new officers</li><li>- Update Presentations from Programs Department</li></ul>		Report staff progress on goals	
--	--	--	--------------------------------	--







# Executive Director Annual Goals and Objectives

## FY2023-24 Annual Goals and Objectives

---

### Vision (10%)

1. Articulate First 5 Napa County's mission and vision during commission meetings, staff meetings, speaking engagements, and in written communications at least 2 to 3 times per month.
2. Ensure that communications, including the monthly First 5 Napa Newsletter, inspire and engage staff, commission, and network members. At the end of the year, evaluate the impact of communications to determine whether they articulated vision adequately.

### Strategic Direction/Planning (45%)

1. Implement 2023-2026 strategic plan by facilitation and execution of the following top priority activities:
  - a. Create a target list of sectors and associated decision makers. Create an outreach plan for direct engagement with decision makers, staff, commissioners, and network members.
    - i. Plan alignment: Strategic Priority: Ensure that the needs of families, young children, and the providers who serve them are recognized and addressed by decision makers throughout the county - Key Result: Relationship Driven Awareness Campaign
  - b. Develop an advocacy strategy with First 5 Napa County Commissioners to use as a guide when developing policy platform and reinforming First 5 Napa Network members, staff, and commission about the needs of families, young children, and the providers who serve them, how to advocate for these groups, and with whom.
    - i. Plan alignment: Strategic Priority: Support First 5 Napa County's network of partners in advocating for and meeting the needs of families, young children, and the providers who serve them. Key Result Area: Reconvene and reengage First 5 Napa County staff, Commissioners, and First 5 Napa Network members.
  - c. Develop a Long-term Commission Recruitment Strategy that includes composition/commission structure, recruitment process, orientation, and expectations for engagement.

- i. Plan alignment: Strategic Priority: Develop an organizational structure that can carry out the strategic plan.
  - d. Diversify revenue by pursuing match funding from partners for First 5 Napa County's programs work.
    - i. Plan alignment: Strategic Priority: Create paths to more sustainable funding sources for the organization
- 2. Ensure the completion of these additional top-line goals:
  - a. Using design thinking, develop a plan to evaluate and fund Rainbow Kits at the Regional level
    - i. Plan alignment: Strategic Priority: Build the capacity of individuals and organizations to center and meet the needs of families, young children and the providers who serve them. Key Result Area: Design thinking and systems change consortium
  - b. Develop a plan to expand Rainbow Family League program and implement expansion during 2023-2024 school year (increase participants by 50% and increase geographic reach).
    - i. Plan alignment: Strategic Priority: Build the capacity of individuals and organizations to center and meet the needs of families, young children, and the providers who serve them.
  - c. Engage First 5 Napa County staff, network members, and partners in conducting an assessment of childcare needs of farmworkers.
    - i. Plan alignment: Strategic Priority: Support First 5 Napa County's network of partners in advocating for and meeting the needs of families, young children, and the providers who serve them. Key Result Area: Reconvene and reengage First 5 Napa County staff, Commissioners, and network members.

**Diversity, Equity, and Inclusion (10%):**

- 1. Support a more inclusive culture by completing the following trainings and developing the following practices:
  - a. Ensure First 5 Napa County staff participate in the Equity and Inclusion workshop series hosted by COAD on 7/27/2023
  - b. Ensure First 5 Napa County staff participate in LGBTQ Best Practices training by January 2024 (within first 6 months of onboarding new hires)
  - c. Increase language access of First 5 communications by providing interpretation at First 5 hosted events, trainings, and programs and translation of First 5 written content (strategic plan, website, and social media)

**Communications (5%)**

1. Internal: Take 5-10 minutes of every staff meeting to update staff on priority organizational matters and use the time to articulate organizational values or an aspect of the mission and vision.
2. External: Write one op-ed per quarter on the needs of families, young children and the providers who serve them or advocacy campaigns.

**Management (15%)**

1. Develop a regular cadence of full staff meetings and individual meetings
2. Provide ongoing, timely, and robust feedback in the oversight and management of each First 5 Napa County staff member, including conducting annual reviews.
3. Ensure that all staff participate in and benefit from written and in-person evaluations.

**Commission (15%)**

1. Build deeper relationships with every Commission member by having at least one call and one meeting with each member during FY 2023-24. Meet with the Executive Committee monthly.
2. Ensure each Commission meeting includes a strategic and meaningful agenda that includes presentations from funded partners, program staff, and/or strategic plan updates.
3. Develop a Long-term Commission Recruitment Strategy that includes composition/commission structure, recruitment process, orientation, and expectations for engagement.
4. Recruit two high-quality new commission members by January 2024 who are aligned with the organization's vision, values, and strategic aspirations.

**Resilience**

1. Model practices that support my well-being and also send a clear message to staff that I support theirs, such as not working on weekends, not sending emails late in the evening, taking real vacations, etc.

# CEO Evaluation

Name \_\_\_\_\_

Date \_\_\_\_\_

<b>1. Relationship with the board:</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Stellar</b>
• Keeps board informed of organization activities, progress and problems						
• Is receptive to board member ideas and suggestions						
• Makes sound recommendations for board action						
• Facilitates the decision-making process for the board						
• Accepts board criticism as constructive suggestion for improvement						
• Gives constructive criticism in a friendly, firm and positive way						
• Follows up on all problems and issues brought to his or her attention						

**Comments:**

<b>2. Management skills and ability:</b>	Very Poor	Poor	Fair	Good	Very Good	Stellar
• Maintains a well-planned, smooth-running operation						
• Acts in accordance with organization's bylaws, laws & regulations						
• Prepares all necessary reports and keeps accurate records						
• Proposes organizational goals and objectives prior to fiscal year						
• Assures operational visibility and transparency						
• Plans well in advance						
• Adequately follows through on set plans						

**Comments:**

<b>3. Programs:</b>	Very Poor	Poor	Fair	Good	Very Good	Stellar
• Assures programs are tied to mission and purpose						
• Periodically assesses program and services and results are shared with board						
• Each program's goals and objectives are clearly set and reported						
• Understands and stays current with needs of the community served						

**Comments:**

<b>4. Fiscal management:</b>	Very Poor	Poor	Fair	Good	Very Good	Stellar
• Prepares responsible and accurate budgets						
• Operates organization effectively & efficiently						
• Displays common sense and good judgment in business transactions						
• Follow established fiscal policies and practices						
• Adequately monitors contract/grant contributions and expenses						

**Comments:**

<b>5. Community and public relations:</b>	Very Poor	Poor	Fair	Good	Very Good	Stellar
• Represents the organization in a positive and professional manner						
• Actively promotes the organization to funders and the community						

**Comments:**

<b>6. Effective leadership of staff:</b>	Very Poor	Poor	Fair	Good	Very Good	Stellar
<ul style="list-style-type: none"> <li>• Hires and maintains competent staff members</li> </ul>						
<ul style="list-style-type: none"> <li>• Encourages staff development</li> </ul>						
<ul style="list-style-type: none"> <li>• Follows personnel policies closely</li> </ul>						
<ul style="list-style-type: none"> <li>• Maintains high staff productivity</li> </ul>						

**Comments:**

**General Comments:**