



## Commission Meeting Minutes

*Cope Family Center*  
*707 Randolph Street, Napa*  
**March 19, 2018**  
**3:00pm – 5:00pm**

Call to Order: 3:10pm. The following were present:

<input checked="" type="checkbox"/> Elba Gonzalez-Mares	<input checked="" type="checkbox"/> Michele Grupe	<input type="checkbox"/> Howard Himes
<input checked="" type="checkbox"/> Laura Keller	<input type="checkbox"/> Andrea Knowlton	<input checked="" type="checkbox"/> Molly Nelson
<input checked="" type="checkbox"/> Stephanie Paravicini	<input 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:


Public Comment

- A. Joelle introduced the Commission to First 5's new Evaluation and Contract Manager, Anne Sutkowi-Hemstreet.

- 1. Approval of Commission Minutes, E. Gonzalez-Mares  
February 26, 2018 (Motion 1st by LK, 2nd by MG).

EG	MG	HH	LK	AK	MN	SP	DP	BW
		X		X		X	X	

- 2. ED Report, J. Gallagher
  - A. Accept First 5 CA Annual Report 2016-2017
  - B. (Motion 1<sup>st</sup> by MG, 2<sup>nd</sup> by LK).

EG	MG	HH	LK	AK	MN	SP	DP	BW
		X		X		X	X	

3. Presentation on System Design Scope of Work
  - A. Heather McLeod Grant and Adene Sacks, Open Impact
    1. Heather and Adene presented and led discussion with the Commission.
- \*\*Stephanie Paravicini arrived 3:30pm.
- B. Discussion and possible approval of concept and agreement to move forward
  1. No vote taken; consensus to move ahead.
4. Policy Updates and Discussion, J. Gallagher
  - A. Tabled for April Meeting.
5. Items for April 23 Meeting
  - A. Conflict of Interest Updates
6. Announcements
  - A. No announcements.

Adjourn at 4:45pm.



---

Elba Gonzalez-Mares, Vice Chair

ATTEST:



---

Emily Darlington

**Commissioners Voting Key**

EG = Elba Gonzalez-Mares; MG = Michele Grupe; HH = Howard Himes; LK = Laura Keller;  
AK = Andrea Knowlton; MN = Molly Nelson; 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)