**Commission Meeting Minutes**

**Meeting Date: August 28, 2023**

1. Call to Order: 3:01 pm. The following were present:

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| Juan Cisneros | Elba Gonzalez-Mares | Michele Grupe |
| Kecia Lind | Jennifer Ocon | Monica Koenig |
| Kelsey Petithomme | Joelle Gallagher | Jennifer Yasumoto |

Staff present:

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| Lilea Duran | Ivett Avina |
| Sarahi Suarez |  |
| Bethany Hannah |  |

Also present:

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| Judy Nielsen | Erika Lubensky |
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1. Public Comment
2. No public comment.
3. Approval of Commission Minutes, J. Ocon
   1. Minutes for June 26, 2023

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

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| JC | EG | MG | KL | JO | KP | JG | MK | JY |
| Y | ABSENT | Y | Y | Y | Y | Y | Y | ABSENT |

1. Commission Business, J. Ocon

a. Introduction of Governance Content Calendar; Executive Director introduced Governance Calendar which states important Fiscal dates regarding compliance and future agendas.

b. Long Term Commission Recruitment Strategy Development; Discussion regarding future process for commission member recruitment.

c. Commission Matrix; Commissioners completed a Matrix based on their personal information.

1. Staff Updates,, L. Duran
   1. New Staff Introductions
      1. Ivett Avina introduced herself as First 5 Napa County’s new programs coordinator and participated in a community building activity where she shared a picture of herself in the age 0-5 and answered prompts regarding her childhood and childcare system.
      2. Bethany Hannah introduced herself as First 5 Napa County’s new executive and participated in a community building activity where she shared a picture of herself in the age 0-5 and answered prompts regarding her childhood and childcare system.
   2. Mission Vision Moment
      1. Staff members Ivett Avina and Bethany Hannah read the First 5 Napa County mission and vision statement and answered the question of what it means to them, and how they see it playing out in their first month at First 5.
   3. Executive Director Updates
      1. The Strategic Plan has been Finalized. The Spanish version is translated and is still at the design center, it has been reviewed for inclusive language and that it reflects our mission/vision. The implementation plan is nearly complete, and the ED is working with Michelle small Haggard on an evaluation plan that is in alignment with the strategic plan.
      2. Prop 10 update: Napa County is expecting to receive $30,000 less than the numbers projected in the Spring. The ED will be looking much more closely at our spending and will be mindful of declining revenue. The ED and Business Administrative Coordinator reviewed each line of the budget to ensure programs can continue to operate with this reduction in funding. First 5 anticipates acquiring additional revenue through partnerships with community organizations to support program implementation. The ED will continue to explore other grants and revenue streams to ensure First 5 Napa County’s sustainability.
      3. The Business Administrative Coordinator is developing an internal budget tracking system and will meet monthly to review budget status and spending with ED.
   4. Programs:
      1. Noelia Leticia Olivier is leading the Florecer work this year. The first Cohort (2022-23 program year) is starting their 2nd Napa Valley college class tonight. The ED took feedback from participants in 22-23 program year and made modifications or additions to this year’s program offering. Cohort 2 kicks off in October. There will be 3 new mentors in the program; a home visitor from Cope, an early childhood special ed teacher from NVUSD, and Ivett Avina, our programs coordinator at First 5 Napa County. Cohort 2 is in partnership with New Tech high.
      2. Ivett Avina will be leading Rainbow Family League. The program is increasing capacity through partnership since NVUSD.
      3. Rainbow Kits are entering into their 4th year at First 5 Napa County. We are in the process of evaluating how families have been using these kits for the past four years. What is learned through this process will determine how this training and resource grows and sustains.
2. Presentation from COPE Family Center on Ready Set Grow!, M. Grupe
   1. Michele Grupe, ED of Cope, presented on the Cope’s Ready Set Grow (RSG!) program. RSG! takes a systems-change approach to how families utilize home visitation and become connected to resources in our community. In addition to the home visitation work, COPE and First 5 Napa County are working together to combine the home visitation collaborative and the quality counts consortium into one group to best meet the needs of young children, families, and providers. COPE and First 5 Napa have been working with Michelle Small Haggard, to set up an evaluation process for RSG! work.
3. Presentation from Community Resources for Children on Quality Counts Program, E.Lubensky & J. Nielson
   1. Erika Lubensky and Judy Nielson from Community Resources for Children presented on their Quality Counts Program implementation including work completed in the last fiscal year and plans for the program this year. CRC is a system of support for families and caregivers. Most of their work is focused on children 0-5, they put children at the center of their work. CRC focuses on providing professional development to childcare providers. 77% of the type of childcare offered in our community is through informal caregivers (unlicensed providers who are family members, friends, or neighbors – FFNs). These FFNs are often more under resourced than those who work in higher-paid sectors. CRC has focused most of their Quality Counts implementation efforts on FFNs. In program year 22/23 CRC supported 11 private centers, 25 family childcare homes, 4 FFNs, 7 alternative sites. The number of children served at licensed sites in program year 22-23 is 671.
4. Compliance Item: Presentation 4th Quarter Financials FY 22-23, L. Duran
   1. Projected totals indicated there would be a deficit in the amount of $142,421 by end of 4th quarter, however by the end of 4th quarter we are in a surplus of $2141.
   2. Prop 56 revenue totaled $196,382.
   3. We have a healthy cash balance of $725,000.

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

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1. Review and approval of First 5 Napa County Request for Applications – Advocacy and Capacity Building Grant, J. Ocon.
   1. We will consider Request to fund projects that advocate for or build capacity locally to meet the needs of young children, families, and the providers who serve them. $100,000 will be dedicated to this effort as approved in the FY 23-24 budget in June.

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

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1. Contracts and MOU, J. Ocon.

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| 1. Review and 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.   (Motion 1st by MG, 2nd by MK).   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | JC | EG | MG | KL | JO | KP | JG | MK | JY | | Y | ABSENT | Y | Y | Y | Y | Y | Y | Y |  1. Review and 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.   (Motion 1st by MG, 2nd by JC).   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | JC | EG | MG | KL | JO | KP | JG | MK | JY | | Y | ABSENT | Y | Y | Y | Y | Y | Y | Y |  1. Review and approval 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.   (Motion 1st by KL, 2nd by JY).   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | JC | EG | MG | KL | JO | KP | JG | MK | JY | | Y | ABSENT | Y | Y | Y | Y | Y | Y | Y |  1. Review and 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.   (Motion 1st by JC, 2nd by MG).   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | JC | EG | MG | KL | JO | KP | JG | MK | JY | | Y | ABSENT | Y | Y | Y | Y | Y | Y | Y |  1. Review and 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. 1KL 2MG 2. Review and 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. 3. Review and 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. 4. Review and 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. 5. Review and 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. 6. Review and 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. 7. Review and 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. 8. Review and 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. 9. Review and 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. |

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

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| JC | EG | MG | KL | JO | KP | JG | MK | JY |
| Y | ABSENT | Y | Y | Y | Y | Y | Y | Y |

1. Items for next commission, J. Ocon
   1. ED is hoping to bring a gift acceptance policy to the commission for review. A retired educator would like to leave her estate to First 5 Napa County, she is hoping we can turn it into infant/toddler care scholarships.
2. Announcements, All
   1. None

Adjourn: 4:47 pm.

1. Closed Session, J. Ocon
   1. Discussion of Development of evaluation process for ED.

Jennifer Ocon, Chair

ATTEST:

Bethany Hannah

Commissioners Voting Key

JC = Juan Cisneros; EG = Elba Gonzalez-Mares; MG = Michele Grupe;

KL = Kecia Lind; JO = Jennifer Ocon; KP = Kelsey Petithomme;

JG = Joelle Gallagher; MK= Monica Koenig

Notations under Vote: A = Abstained; C = Conflict; I = ineligible to vote (not sworn in)

Y= Vote in Approval; N= Vote Against

Absent = Commissioner Absent