



Commission Meeting Minutes

Meeting held in person
 Address: 1303 Jefferson St. Suite 100A Napa CA. 94559
 December 6, 2022
 3:00pm-5:00pm

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

| | | |
|---|---|---|
| <input checked="" type="checkbox"/> Juan Cisneros | <input checked="" type="checkbox"/> Elba Gonzalez-Mares | <input checked="" type="checkbox"/> Michele Grupe |
| <input checked="" type="checkbox"/> Kecia Lind | <input checked="" type="checkbox"/> Jennifer Ocon | <input checked="" type="checkbox"/> Monica Koenig |
| <input checked="" type="checkbox"/> Kelsey Petithomme | <input checked="" type="checkbox"/> Brad Wagenknecht | <input checked="" type="checkbox"/> Jennifer Yasumoto |

Staff present:

| | |
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| <input checked="" type="checkbox"/> Joelle Gallagher | <input checked="" type="checkbox"/> Lilea Heine |
| <input checked="" type="checkbox"/> Emily Darlington | |
| <input checked="" type="checkbox"/> Sarahi Suarez | |

Also present:

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Public Comment

A. No public comment.

- Approval of Commission Minutes, J. Ocon
October 24, 2022

a. (Motion 1st by EG, 2nd by JC).

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|----|----|--------|----|----|--------|--------|----|----|
| JC | EG | MG | KL | JO | KP | BW | MK | JY |
| Y | Y | ABSENT | Y | Y | ABSENT | ABSENT | Y | Y |

- Discussion and approval of Executive Director job description and salary range of \$115,000 - \$140,000 Annually,
J. Ocon

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

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|----|----|----|----|----|----|--------|----|----|
| JC | EG | MG | KL | JO | KP | BW | MK | JY |
| Y | Y | Y | Y | Y | Y | ABSENT | Y | Y |

3. Review and approval of First 5 Staff 2023 Cash-in-Lieu Health Rates, J. Gallagher

a. (Motion 1st by KP, 2nd by KL).

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|----|----|----|----|----|----|--------|----|----|
| JC | EG | MG | KL | JO | KP | BW | MK | JY |
| Y | Y | Y | Y | Y | Y | ABSENT | Y | Y |

4. Review and approval of Resolution 2022-04 adopting Car and Cell Phone Allowances for Staff, J. Ocon

a. (Motion 1st by JC, 2nd by JY).

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|----|----|----|----|----|----|--------|----|----|
| JC | EG | MG | KL | JO | KP | BW | MK | JY |
| Y | Y | Y | Y | Y | Y | ABSENT | Y | Y |

5. Contracts, J. Ocon

- a) Review and approval of Professional Services Agreements with Anne Sutkowi-Hemstreet in the amount of \$6,000 and Camilo Villa in the amount of \$2,500 for facilitation of Safe Spaces in Early Education Programs Community of Practice with Region 1 HUB (to be reimbursed by the Quality Counts HUB)

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

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|----|----|----|----|----|----|--------|----|----|
| JC | EG | MG | KL | JO | KP | BW | MK | JY |
| Y | Y | Y | Y | Y | Y | ABSENT | Y | Y |

6. Napa County Child Care and Development Planning Council Needs Assessment, E. Darlington

- a) Discussion and approval of \$5000 to support Napa County Child Care and Development Planning Council Needs
- b) Review and approval of Professional Services Agreement with Teresa Zimny Consulting in the amount of \$9,600 (\$5000 investment from First 5, \$4660 investment from NCOE) for:
- i. Completing the state-mandated Child Care Needs Assessment, and
 - ii. Creating a community-wide strategic plan laying out priorities, strategies, goals, objectives, and recommended activities that will provide direction and focus to address the childcare needs of Napa County

a. (Motion 1st by JY, 2nd by JC).

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|----|----|----|----|----|----|--------|----|----|
| JC | EG | MG | KL | JO | KP | BW | MK | JY |
| Y | Y | Y | Y | Y | Y | ABSENT | Y | Y |

7. Review and approval of Prop 10 funding allocation to Floreecer program in the amount of \$23,000, L. Heine

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

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

8. Election of Officers/ExCom Member for Calendar Year 2023, J. Ocon

a) J. Ocon; J. Cisneros; K. Lind; E. Gonzalez-Mares

a. (Motion 1st by MG, 2nd by JY).

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

9. Presentation of Strategic Plan process and timeline preview, C. Fry/Onside Partners

10. Items for next Commission Meeting,

- a) Final Interviews for Executive Director position
- b) Infant-Parent Mental Health Support Project, M. Grupe

11. Announcements:

a) Dr. Christine Wu is new deputy of public health, JY.

Adjourn 4:55 pm.

Jennifer Ocon, Chair

ATTEST:

Sarahi Suarez

Commissioners Voting Key

JC = Juan Cisneros; EG = Elba Gonzalez-Mares; MG = Michele Grupe;
 KL = Kecia Lind; JO = Jennifer Ocon; KP = Kelsey Petithomme;
 BW = Brad Wagenknecht; 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