



# 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:

<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:


Public Comment

A. No public comment.

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

a. (Motion 1<sup>st</sup> by EG, 2<sup>nd</sup> by JC).

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

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

a. (Motion 1<sup>st</sup> by MG, 2<sup>nd</sup> by EG).

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 1<sup>st</sup> by KP, 2<sup>nd</sup> by KL).

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 1<sup>st</sup> by JC, 2<sup>nd</sup> by JY).

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 1<sup>st</sup> by EG, 2<sup>nd</sup> by MG).

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:
- Completing the state-mandated Child Care Needs Assessment, and
  - 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 1<sup>st</sup> by JY, 2<sup>nd</sup> by JC).

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 1<sup>st</sup> by MG, 2<sup>nd</sup> by EG).

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 1<sup>st</sup> by MG, 2<sup>nd</sup> by JY).

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.

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Jennifer Ocon, Chair

ATTEST:

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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