UPDATED MEETING DETAILS

JUNE 26, 2023 3:00 PM-5:00 PM





Commission Meeting Minutes

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

	res Michele Grupe
	Monica Koenig
Staff present:	
∐ Lilea Heine	
Sarahi Suarez	
Also present:	
Christine Fry	

- 2. Public Comment
 - 1. No public comment.

Andrea Sommerville

- 3. Approval of Commission Minutes, J. Ocon
 - a. Minutes for May 22, 2023

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

JC	EG	MG	KL	JO	KP	JG	MK	JY
Υ	ABSENT	Υ	Υ	Υ	Υ	Υ	Υ	Υ

- 4. Commission Business, J. Ocon
 - a. Executive Committee member Elba Gonzales-Mares will be stepping down due to other responsibilities effective June 2023. New nomination for Monica Koenig to be an at-large member for Executive Committee.
 - a. (Motion 1st by JG, 2nd by MG).

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

- b. Discussion regarding Commission Terms will be held in a future meeting, need to discuss terms and expectations.
- 5. Staff Updates: L. Duran
 - a. Executive Director:
 - i. Yvette A. is our new program coordinator, and her start date will be July 10^{th} , 2023.
 - ii. Interviews for Executive Assistant will continue this week, looking for a start date in July as well.
 - iii. IMPACT Legacy application has been submitted and First 5 Napa County will be the Fiscal Lead Agency for Region 1, anticipating award notices by mid-July.
 - b. Programs:

- RFL and Florecer will be kicking off in October, continuation to work Dr. Lori Watson will be recommended.
- ii. There will be an intern from NVUSD starting this Summer to help with preparations for programs in the Fall
- iii. We've had two successful events, StoryWalk kick-off in June and Juneteenth Celebration. Storywalk will be going to St. Helena in July and to American Canyon in August.
- 6. Review and Approval of First 5 Napa Compensation Evaluation Policy, J. Ocon
 - a. (Motion 1st by MK, 2nd by EG).

JC	EG	MG	KL	JO	KP	JG	MK	JY
Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ

- 7. Review and Approval of 2023-2024 Staff COLA's and Wage & Compensation Packet, J. Ocon
 - a. (Motion 1st by MG, 2nd by JY).

JC	EG	MG	KL	JO	KP	JG	MK	JY
Υ	Υ	Υ	Υ	Υ	Υ	Υ	Y	Υ

- 8. Draft Budget Review FY 2023-2024
 - a. Staff Review: Completed at May Commission Meeting
 - b. Open Public Hearing: No Comments
 - c. Receive Testimony: No Testimony
 - d. Close Public Hearing: Closed Public Hearing
 - e. Adopt FY 2023-2024 Budget

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

JC	EG	MG	KL	JO	KP	JG	MK	JY
Υ	Υ	А	Υ	Υ	Υ	Υ	Υ	Υ

- 9. Contracts and MOU's, J. Ocon.
 - Review and approval of rollover funds for the remainder of Contract 583-23 Ready Set Grow! (RSG!) from FY 22-23 to FY 23-24 for MHSA PEI in the amount of \$37,500
 - a. (Motion 1st by JG, 2nd by KL).

JC	EG	MG	KL	JO	KP	JG	MK	JY
Υ	Υ	А	Υ	Υ	Υ	Υ	Υ	Υ

- p. Review and approval of Contract 583-24 with Napa Valley College in the amount of \$9844.00 to facilitate CFS 120 Section 78606, the second of 4 Child and Family Studies and Education courses for Florecer Cohort 1 participants. Funding allocation from 52310 Consulting Services in FY23-24 Budget.
 - a. (Motion 1st by MK, 2nd by MG).

JC	EG	MG	KL	JO	KP	JG	MK	JY
Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ

c. Review and approval of Contract 519-24 with Dr. Lori A. Watson to facilitate Rainbow Family League Season 3 in the amount of \$15,500. Funding allocation from 52310 Consulting Services in FY23-24 Budget.

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

JC	EG	MG	KL	JO	KP	JG	MK	JY
Y	Y	Y	Y	Y	Υ	Y	Y	Y

- 10. Financial: Appropriation Increase, J. Ocon.
 - a. Discussion and recommendation for approval for a budget adjustment increasing appropriations in the amount of \$56,326, offset by a use of fund balance in the amount of \$56,326. \$40,326 of the increase is needed to close out Region 1 HUB county contracts. \$16,000 is needed to cover the staff cost of First 5 Sonoma assuming HUB Regional Lead from February-June 2023

a. (Motion 1st by JG, 2nd by MK).

JC	EG	MG	KL	JO	KP	JG	MK	JY
Υ	Υ	Υ	Υ	Υ	Υ	Υ	Y	Υ

- 11. Compliance Item: 2023-2025 Strategic Plan Presentation, C. Fry/A. Sommerville
 - a. Consultant Presentation: Presentation of the strategic plan for 2023-2025, including what was learned through the process, the future of First 5 Napa County, and roadmap and strategies.
 - b. Open Public Hearing: No Comment
 - c. Receive Testimony: No Comment
 - d. Close Public Hearing: Closed public hearing
 - e. Adopt FY 2023-2025 Strategic Plan

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

JC	EG	MG	KL	JO	KP	JG	MK	JY
Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ	Υ

- 12. Items for next Commission Meeting, J. Ocon
 - a. Presentation of 4th Quarter Financials.
 - b. Action Plan Presentation.
 - c. New hire introductions.
- 13. Announcements, All

a. None

Adjourn: 4:16 pm.	
Jennifer Ocon, Chair	r
ATTEST:	
 Sarahi Suarez	

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