



## Commission Meeting Minutes

***Meeting held via Zoom as well in person access at:***

*Cope Family Center  
707 Randolph Street, Napa  
Napa CA 94558  
March 23, 2020  
3:00pm-5:00pm*

Call to Order: 3:25pm. The following were present:

<input checked="" type="checkbox"/> Kay Altizer	<input checked="" type="checkbox"/> Elba Gonzalez-Mares	<input checked="" type="checkbox"/> Michele Grupe
<input type="checkbox"/> Laura Keller	<input checked="" type="checkbox"/> Kecia Lind	<input checked="" type="checkbox"/> Jennifer Ocon
<input type="checkbox"/> Jennifer Palmer	<input checked="" 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	<input checked="" type="checkbox"/> Catherine Moon

Also present:

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Public Comment

A. No public comment.

1. Approval of Commission Minutes, E. Gonzalez-Mares

February 24, 2020 (Motion 1st by BW, 2nd by JO).

KA	EG	MG	LK	KL	JO	JP	DP	BW
A			X		X			

2. First 5 Napa Network, J. Gallagher

A. Update on Status of Cohort 2

1. Joelle updated on the status of Cohort 2. The group will meet via Zoom instead of the Indian Springs convening. There will be conversation about the design work, projects and what could/should change. Joelle mentioned that Kate was able to get

the deposits back from Indian Springs and we will likely need to cancel the 2<sup>nd</sup> Bodega Bay Lodge convening as well.

2. Joelle also mentioned that Cohort 1 will be trying to meet weekly.

B. Website

1. The new First 5 Napa website launched. Joelle gave kudos to staff and Julia (from Cohort 1) for their work on the website.

3. Community Connections Grants, A. Sutkowi-Hemstreet

- A. Anne reported that she has received 8 intents to apply. The deadline is being extended to 4/15 with funding still starting on 7/1.
- B. There was conversation about how these grants might need to be looked at differently given the current situation with COVID-19.

4. Quality Counts, J. Gallagher/E. Darlington

1. QCC Local Consortia and Partnership Grant RFA Update
  - A. Emily reported that the deadline for this grant application has been extended to 5/1. Mechele continues to work on the draft and meetings with partner agencies will resume in April.
2. QCC ELC Workforce Development Pathways Grant
  - A. The RFA for this grant was released. We are waiting on updated dates/webinar information from CDE.
3. Review and possible approval of FY 19-20 California Department of Education Quality Counts QRIS Block Grant Funding Contract with Community Resources for Children for the amount of \$40,331 to implement Quality Counts
  - A. (Motion 1<sup>st</sup> by BW, 2<sup>nd</sup> by MG).

KA	EG	MG	LK	KL	JO	JP	DP	BW
			X			X		

5. Executive Director Report, J. Gallgher

- A. Discussion and possible action to establish an Emergency Fund Policy and Allocation (see attached)
  1. Joelle reported that she sent a draft policy to the Commission and the policy was reviewed. The Commission discussed possibilities for utilizing an emergency fund.
  2. The Commission agreed to allocate \$50,000 to the emergency fund with a \$15,000 (of the \$50,000) threshold at the discretion of the Executive Director.
  3. (Motion 1<sup>st</sup> by BW, 2<sup>nd</sup> by DP).

KA	EG	MG	LK	KL	JO	JP	DP	BW
			X			X		

\*\*Brad left 4:17pm.

- B. Allocation of Staff to Support COAD efforts: childcare planning; convening partners; safety net response
  - 1. The Commission gave their support for staff to be utilized for needed work.
  
- 6. Policy/Advocacy Updates and Discussion, E. Gonzalez-Mares
  - A. Census 2020 0-5 Strategic Plan
    - A. The main issue right now is how to get resources and materials out.
    - B. Jenny reported that the canvassing day has been cancelled. Phone banking is being set up. Calls will begin on Census Day. Trusted messenger videos are also being produced.
  - B. Public Charge Update
    - A. Elba reported that the main concern people have right now is access to healthcare.
  - C. Other
    - A. Joelle reported that the First 5 Association is doing a great job at keeping up with legislation. Joelle is sending along to the Community Leaders Coalition. She will let the Commission know if county level support is needed in regards to any legislation.
  
- 7. Commission Business, E. Darlington
  - A. Form 700 and Conflict of Interest Updates
    - 1. Emily reported that Form 700s are due via mail on 4/1/20.
    - 2. We will delay COI updates for now.
  
- 8. Items for April 27 Meeting
  - A. Items for the April meeting will be developed in the coming weeks.
  
- 9. Announcements
  - A. No announcements.

Adjourn 4:32pm.

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Elba Gonzalez-Mares

ATTEST:

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Emily Darlington

**Commissioners Voting Key**

KA = Kay Altizer; EG = Elba Gonzalez-Mares; MG = Michele Grupe;  
LK = Laura Keller; KL = Kecia Lind; JO = Jennifer Ocon; JP = Jennifer Palmer;  
DP = Debbie Peralez; BW = Brad Wagenknecht

**Notations under Vote:** N = No; X = Excused; A = Abstained; C = Conflict; I = ineligible to vote (not sworn in)