

****UPDATED MEETING DETAILS****

APRIL 24, 2023 3:00 PM-5:00 PM

MEETING IN PERSON ADDRESS: 1303 JEFFERSON ST #100A NAPA CA 94559



Commission Meeting Minutes

1. Call to Order: 3:02 pm. The following were present:

| | | |
|---|--|---|
| <input checked="" type="checkbox"/> Juan Cisneros | <input 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"/> Joelle Gallagher | <input checked="" type="checkbox"/> Jennifer Yasumoto |

Staff present:

| | |
|---|--|
| <input checked="" type="checkbox"/> Lilea Duran | |
| <input checked="" type="checkbox"/> Sarahi Suarez | |
| | |

Also present:

| | |
|------------------------------|--|
| Elizabeth Crocker-Wested Org | |
| | |

2. Public Comment

1. Information shared regarding PITC (Program for Infant-Todler Care) Institute and trainer certification, E. Crocker

3. Approval of Commission Minutes, J. Ocon

a. Minutes for April 24, 2022

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

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

b. Amend Agenda item number 9 to include the following:

- i. Staff Review
- ii. Open Public Hearing
- iii. Close Public Hearing

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

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

4. Commission Business, J. Ocon

a. Strategic Planning Update, it's in the final stretch of the process, ED L.Duran is working closely with consultants to put together a bilingual strategic plan to present to the Commission next month. There will also be a financial plan, assimilating that of Solano County First 5, but this will be ongoing and not ready to present at the June Meeting.

5. Staff Updates: L. Duran

a. Executive Director:

- i. The hiring process started, the hiring interviews for the first Program Coordinator are completed, an offer has been made to Ivett Avina, with a start date of July 10th of the new fiscal year.
- ii. Interviews for Executive Assistant will be underway soon, looking for a start date in July as well.

- b. Programs:
 - i. Presentation of Rainbow Family League Season 2, there were 21 participating families from Napa, Angwin, and American Canyon. Evaluation showed the following:
 - 1. 90% of families engaged a moderate amount/a lot with the RFL books.
 - 2. 80% of families completed 5 activities or more throughout the season.
 - 3. 90% Feel a sense of belonging in their community.
 - 4. 80% Feel more civically engaged.
 - ii. Evaluation for Floreecer completed, the following are findings from final evaluation:
 - 1. It was helpful to meet EC professionals that looked like me and shared similar lived experience- 78% of Participants responded very or extremely helpful.
 - 2. The mentorship network helped me understand career opportunities in the early childhood field- 78% of Participants responded very or extremely helpful.
 - 3. It was helpful to have hands on experiences at mentor sites and see presentations from community organizations- 78% of Participants responded very or extremely helpful.
 - 4. The mentorship network helped me connect with resources- 85% of Participants responded very or extremely helpful.
 - 5. The mentorship network helped me feel part of a community- 92% of Participants responded very or extremely helpful.

6. Compliance J. Ocon

- a. Commission reviewed and accepted First 5 CA. Annual Report.
 - a. (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 | Y |

7. Discussion and approval of First 5 Napa County Employee Handbook with Updates, J. Ocon

- a. Significant changes:
 - i. Updated for gender inclusive language (“his/her” replaced with “their”)
 - ii. References to “First 5 Napa” updated to “First 5 Napa County”
 - iii. New welcome message from ED
 - iv. Pages to include mission/vision/organization values, our story, and manifesto
 - v. Updated to reference organizational chart (see attachment F5NC Organizational Chart FY23-24
 - vi. Napa County holiday schedule as holidays only, not specific dates. This will help us avoid having to update the handbook each year with new holiday schedules or each time staff roles evolve.
 - vii. Bereavement leave policy has been updated with changes that went into effect this year
 - viii. Addition of Brown Act disabilities accommodation policy
 - ix. Addition parental leave policy
 - x. Addition of social media policy
 - xi. Addition of lactation policy

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

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

8. Discussion and Approval of Parental Leave Policy, J.Ocon

- a. Changes discussed in Item 7 in agenda.

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

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

9. Draft Budget Review FY 2023-2024

- a. Staff Review:
 - i. Expected revenue totals are accurate, IMPACT Grant will be at regional level, with 2 years allocation and the option to review and approve for an additional 2 years.
 - ii. Prudent Reserve should not go below \$150,000.00 based on Prop.10 Guide, however we will continue to keep \$500,000.00 per Auditor Controller’s recommendation.
 - iii. Fund balance also includes \$285,000.00 safety net as First 5 California and Association explore sustainable revenue plan.
 - iv. Some increases are seen in salaries and office expenses due to the expected new hires.
 - v. HUB Funds will be rolled into IMPACT.
 - vi. \$100,000.00 allocated under 54810 which will be for applications for Community Connection Grant’s and Applications for Sponsorships.
- b. Open Public Hearing: No Comments
- c. Close Public Hearing: Closed Public Hearing

10. Review and Possible Approval of 2023-2024 Staff COLA’s and Wage & Compensation Packet, J. Ocon

- a. No vote-pending review of COLA to ensure accuracy.
- b. Request to review salary and compensation packages at June Commission Meeting.

11. Items for next Commission Meeting, J. Ocon

- a. Presenting Final Budget FY 23-24
- b. Present Wages and COLA’s for FY 23-24
- c. Presentation and Approval of Strategic Plan
- d. Discussion of Commission Terms and Duration
- e. Contract Rollovers and New Contracts for FY 2023-2024

12. Announcements, All

- a. None

Adjourn 4:19 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;
 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