



Commission Meeting Minutes

Meeting held in person  
 Address: 1303 Jefferson St. Suite 100A Napa CA. 94559  
 October 24, 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 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:

Georgina Panganiban	

Public Comment

A. No public comment.

1. Approval of Commission Minutes, J. Ocon  
September 26, 2022

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

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

2. Financial, G. Panganiban

a) Presentation and Approval of annual audit, clean audit reported for FY 21-22

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

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

b) Presentation and approval of 1<sup>st</sup> Quarter Financials,

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	ABSENT	Y	Y	Y	Y	Y

3. Review and approval of First 5 Annual Report, E. Darlington

- a) The Annual Report focuses on 3 areas including, Fiscal, Demographics and Evaluation Summary and Highlights. First 5 Napa County funded areas for “Improved Child Development” and “Improved Systems of Care” through Prop 10 Grants to CRC, local and regional HUB funds. As well as funding Cohort 3 to expand F5NN and prototype expenses, stipends to agencies participating in HVC. First 5 Napa served a population totaling 2,042 from Family Child Care, Center-Based Care, FFN providers and alternative providers. First 5 Napa has continued work OF F5NN, implemented community program activities such as Rainbow Kits and Rainbow Family League and Quality Counts activities including Safe Space Trainings.

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

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

4. Review and Approval of Resolution 2022-3, J. Ocon

- a) Authorizes Commission Chair to send letter to the Commission of Napa County Deferred Compensation Board stating intent to match up to \$4,000 for First 5 Napa County’s Executive Director’s 401(a) for calendar year 2023.

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

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

5. Contracts, J. Ocon

Region 1 Hub Contracts,

- a) Review and approval of Professional Services Agreement with Teachstone to offer CLASS Primer trainings in English and Spanish in the amount of \$13,000 (to be reimbursed by the Quality Counts HUB).
- b) Review and approval of Professional Services Agreements with Ramya Krishna (Learning Circle, LLC) and Polly Yu (Designed for Young Minds, LLC), in the amount of \$6,000 for facilitation of Coaching Reflective Circles for Region 1 HUB coaches (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
ABSENT	Y	Y	ABSENT	Y	Y	Y	Y	Y

Family Support and Home Visiting Collaborative Contracts,

- c) Review and approval of Professional Services Agreement with Stephanie Parry Consulting in the amount of \$1,250 for grant writing services for the Family Support and Home Visiting Collaborative’s Napa County Mental Health Services Act Prevention and Early Intervention grant application

a. (Motion 1<sup>st</sup> by BW, 2<sup>nd</sup> by KP).

JC	EG	MG	KL	JO	KP	BW	MK	JY
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Y	Y	Y	ABSENT	Y	Y	Y	Y	A
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6. Discussion of hiring process for Executive Director, J. Ocon
  - a) Executive Committee explored hiring process with our Lawyer Betsy Strauss and was advised to do an external process without the assistance of a third party/consulting firm. Committee and Joelle are currently working on updating job description and salary range, which is expected to be ready for the December 5<sup>th</sup> Commission Meeting and ready for public release by December 6<sup>th</sup> through Indeed, LinkedIn, and F5NN.
  
7. Update on Strategic Planning Process, J. Ocon
  - a) There was a meeting with the consultants October 7<sup>th</sup> to discuss process, the process design will be shared with the Commission at December meeting.
  
8. Staff Updates,
  - a) First 5 Napa Network: There won't be a Charettes gathering in November due to conflict with Dia De Los Muertos event and there will be a break over the holiday months. The design work is taking off and the childcare group has been conducting listening sessions and are starting to investigate funding for their project. There is also a new group that wants to expand on the Florecer project by making it a cross-sectional and focused on BIPOC mentorship.
  - b) Quality Counts- It's a busy reporting period. Emily is attending the First 5 California meeting to report updates and get funding updates.
  - c) Home Visitation Coordination: No update
  - d) Community Programs:
    - i. Safe Space Kits evaluation has started, these kits came from the Napa Strong Sign Campaign. LHNV created the kits and distributed approx. 97, they were well received. More than 50% of participants reported they implemented the call to action/common practice regarding safe LGBTQ+ spaces. 92% of participants were highly satisfied.
  
9. Policy/Advocacy Updates, J. Ocon
  - a) No Update.
  
10. Items for next Commission Meeting,
  - a) Strategic Planning Update.
  - b) Release of ED job description and plan.
  
11. Announcements:
  - a) Dia De Los Muertos celebration at Upper Valley College Campus on October 30th, J. Ocon

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