**Commission Meeting Minutes**

1. Call to Order: 3:00 pm. The following were present:

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| Juan Cisneros | Jennifer Ocon | Monica Koenig |
| Kecia Lind | Joelle Gallagher | Jennifer Yasumoto |
| Kelsey Petithomme | Torence Powell | Vanessa Rubio |

Staff present:

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| Lilea Duran | Bethany Hannah |
| Sarahi Suarez | Ivett Avina |
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1. Public Comment
2. No public comment.
3. Mission and Vision Moment. Duran
4. Bethany Hannah reads Mission/Vision. Bethany Hannah, the executive assistant for First 5 Napa County, shares her Mission/Vision moment. She highlights the 8th Bright Futures Career Expo organized by the Napa County Office of Education which she attended with Ivett Avina, programs coordinator, explaining that they made paper flowers and spoke with students about the program Florecer.
5. Approval of Commission Meeting Notes February 26, 2024, J. Cisneros

(Motion 1st by JG, 2nd by JO).

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| JC | TP | VR | KL | JO | KP | JG | MK | JY |
| Y | Absent | Y | Y | Y | Absent | Y | Y | Y |

1. Commission Business, J. Cisneros
   1. Transition and hiring plan for executive director. Executive Committee members met on March 13th and started to discuss a plan which included proposed revisions to the job description, recommendations by Lilea Duran and other committee members. Changes include the Logo, the Salary Band has been increased to $120,000 -$162,000, updated mission and vision statements as well as updated long-term goals to reflect the strategic plan. Other updates include the number of staff, college or equivalent experience and bilingual highly preferred. The timeline to release this job posting includes the job being posted on Friday 3/22 by Sarahi Suarez. The deadline for application will be April 29th and the first round of interviews will be with the executive committee on May 13th. The final round of interviews will be the week of May 20th with a suggested start date of June 17th, 2024.
   2. Discussion of investment focus for FY 24-25 budget. The Commission decided to focus next year’s budget into further investing into the First 5 Napa Network.
2. Compliance Item: Presentation and Approval of 2022-2023 First 5 California Annual Report J. Cisneros

Staff Review

Open Public Hearing: No public comment

Close Public Hearing

Approval 2022-2023 First 5 California Annual Report

(Motion 1st by JO, 2nd by KL).

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| JC | TP | VR | KL | JO | KP | JG | MK | JY |
| Y | Absent | Y | Y | Y | Absent | Y | Y | Y |

6) Contracts and MOU J Cisneros

a) Review and possible approval of amendment to Contract 599-24 with Rebecca Webster in the amount of $800.00 for additional grant research and application hours during FY23-24. Funding allocation from 52310 Consulting Services in FY23-24 Budget.

(Motion 1st by JG, 2nd by JY).

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| JC | TP | VR | KL | JO | KP | JG | MK | JY |
| Y | Absent | Y | Y | Y | Absent | Y | Y | Y |

b) Review and possible approval of Contract 602-24 with Michele Grupe at the rate of $175.00 per hour for duties as interim Executive Director during FY23-24. Funding allocation from 52310 Consulting Services in FY23-24 Budget. (Changes to Michele’s contract being up to 8 hours)

1. (Motion 1st by MK, 2nd by JO).

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| JC | TP | VR | KL | JO | KP | JG | MK | MK | JY |
| Y | Absent | Y | Y | Y | Absent | Y | Y | Y | Y |

1. Items for next Commission Meeting, J. Cisneros

* 1. Budget proposal presentation with planned closed session discussion

1. Announcements, All
   1. None

Adjourn: 4:40pm

Juan Cisneros, Chair

ATTEST:

Bethany Hannah

Commissioners Voting Key

JC = Juan Cisneros; VR= Vanessa Rubio; TP=Torence Powell;

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