



FIRST 5

NAPA COUNTY

MEETING ADDRESS: 439 Devlin Road Napa, CA 94558

AGENDA
May 20, 2024
1:00 PM-5:00 PM

Agenda Item	Facilitator	
1) Call to Order	J. Cisneros	
2) Public Comment	J. Cisneros	
3) Approval of Commission Meeting Notes <i>April 22, 2024</i>	J. Cisneros	ACTION
4) Compliance Item: "Review and Approval of strategic plan 2023-2026"	J. Cisneros	ACTION
5) Review and possible approval of 2024-2025 Staff COLAs and Wage & Compensation Package	J. Cisneros	ACTION
6) Draft Budget Review FY 2024-2025 a) <i>Staff Review</i> b) <i>Open Public Hearing</i> c) <i>Receive Testimony</i> d) <i>Close Public Hearing</i> e) <i>Adopt FY 2024-2025 Budget</i>	J. Cisneros	ACTION*



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7) Contracts

J. Cisneros

ACTION

- Review and possible approval of request of rollover funds for the remainder of Contract 584-24 Ready, Set, Grow! (RSG!) from FY23/24 to FY24/25 in the amount of \$50,000
- Review and possible approval of Contract #584-25 with Cope Family Center in the amount of \$75,000.00 for the third year of funding for the Ready, Set, Grow (RSG!) Funding allocation from 54805 HV Expenditures in FY24-25 Budget.
- Review and possible approval of Contract #519-25 with Dr. Lori Watson to facilitate Rainbow Family League Season 4 in the amount of \$13,500. Funding allocation from 52310 Consulting Services in the FY24/25 Budget.
- Review and possible approval of Contract #601-25 with Napa Valley College in the amount of \$500.00 to facilitate CFS-140 The Child, Family and Community: the final of four Child and Family Studies and Education courses for Floreecer Cohort 1 participants. Funding allocation from 52310 Consulting Services in FY24-25 Budget.
- Review and possible approval of Contract #604-25 with Napa Valley College in the amount of \$12,690.00 to facilitate CFS-120 Child Development, CFS-140 The Child, Family and Community, CFS-150 3 Infant and Toddler Development: three of four Child and Family Studies and Education courses for Floreecer Cohort 2 participants. Funding allocation from 52310 Consulting Services in FY24-25 Budget.
- Review and possible approval of Contract #603-25 with Napa Valley College in the amount of \$32,532.00 to facilitate CFS-120 Child Development, CFS-122 Principles & Practices of Teaching, CFS-140 The Child, Family and Community, CFS-150 3 Infant and Toddler Development: four of four Child and Family Studies and Education courses for Floreecer Cohort 3 participants. Funding allocation from 52310 Consulting Services in FY24-25 Budget.

ACTION

ACTION

ACTION

ACTION

ACTION

8) Items for next commission meeting

J. Cisneros



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9) Closed Session for Executive Director Interviews

J. Cisneros

* Recommended for approval by Executive Committee
Next Commission Meeting: June 24, 2024 from 3-5PM



****UPDATED MEETING DETAILS****
April 22, 2024 3:00 PM-5:00 PM

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

Commission Meeting Minutes

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

<input checked="" type="checkbox"/> X Juan Cisneros	<input checked="" type="checkbox"/> X Jennifer Ocon	<input checked="" type="checkbox"/> X Monica Koenig
<input checked="" type="checkbox"/> X Kecia Lind	<input checked="" type="checkbox"/> X Joelle Gallagher	<input checked="" type="checkbox"/> X Jennifer Yasumoto-Absent
<input checked="" type="checkbox"/> X Kelsey Petithomme	<input checked="" type="checkbox"/> X Vanessa Rubio	<input checked="" type="checkbox"/> X Torence Powell

Staff present:

<input checked="" type="checkbox"/> Michele Grupe	
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2. Public Comment

1. No public comments.

3. Mission Vision Moment- Vanessa gave the presentation. Final Floreecer meeting on 4/8/24. Very successful-over 60 people in attendance! Increased NVUSD Leadership this year. Will invite media next year. Increased engagement from the parents, leaders and (New Tech) students. Will look at increasing the students from other schools for the 3rd co-hort. Overall a very successful event!

4. Approval of Commission Minutes, J. Cisneros

- a. Minutes for March 2024

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

JC	VR	TP	KL	JO	KP	JG	MK	JY
Y	Y	2nd	Y	Y	Y	1st	Y	absent

5. Commission Business, J. Cisneros Commission Business

- a. Update on Recruitment and hiring plan for executive director: KL and MK reviewing application. Recruitment process closing 4/29. Recommendations will be made to Ex Comm on 5/2. Ex Comm meeting on 5/13, with first round interviews between 10-2pm. Ex Comm will select and present the finalists on 5/20 to the full Commission for second round interviews from 1-5pm. Sarahi will resend job posting to State First 5, F5NN
- b. Commission Agreements: Current agreements are from 2015. Commissioners agreed to re-visit the agreements as we define how to be present with each other. Will bring to Commission if any changes – to discuss meeting etiquette.
- c. Form 700 and Conflict of Interest Forms- Due today!

6. 3rd quarter financials, Gina Panganiban

- a. (Motion 1st by KP, 2nd by JO).

JC	VR	TP	KL	JO	KP	JG	MK	JY
Y	Y	Y	Y	2nd	1st	Y	Y	Absent

7. Draft Budget Review FY 2024-2025, J. Cisneros

- a. Staff Review- (MG)
- b. Open Public Hearing – General questions asked about the State Impact and HUB funds.
- c. Receive Testimony- Discussion
- d. Close Public Hearing
- e. Adopt FY 2024-2025 Budget- Discussion tabled until May meeting.

JC	VR	TP	KL	JO	KP	JG	MK	JY

No public comment. Commissioners had questions about the IMPACT revenue and expenses. ED will gather additional information and bring answers back for review and approval in May.

8. Review and possible approval of contract 602-24 with Favianna Rodriguez in the amount of \$5,729.15 for facilitating a workshop at the Story Walk Kick-Off event which will be held June 22,2024.

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

JC	VR	TP	KL	JO	KP	JG	MK	JY
Y	Y	Y	Y	Y	Y	1st	2nd	Absent

8. Items for next Commission Meeting, J.Cisneros

– ED Applicant second round interviews

-FY 24/25 budget approvals

9. Announcements, All

- a. VR- Pope Valley parent tote bags- If you have any resources, please contact me and let me know and I will include them before May 2nd.
- b. Up Valley FRC- Open House in Calistoga from 3-5 at the Calistoga Elementary Center

Adjourn: 4 :01 pm.

Juan Cisneros, Chair

ATTEST:

Monica Koenig, Secretary

Commissioners Voting Key

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

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)

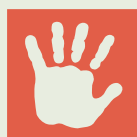
Y= Vote in Approval; N= Vote Against

Absent = Commissioner Absent

First 5 Napa County

STRATEGIC PLAN

2023-2026



FIRST 5
NAPA COUNTY

About First 5 Napa County

VISION

Napa County is a strong and healthy community because families can set down roots, grow, and thrive.

MISSION

First 5 Napa County convenes and mobilizes the community to use systems- and design-thinking to center and lift up our community's young children, their families, and the providers who serve them.



VALUES

Justice for all	All families and children deserve equal economic, political and educational opportunities. We work to dismantle unjust systems of care and rebuild better systems so that Black, Indigenous, Latine, and LGBTQ children and families can thrive.
Anti-racism	We bravely and visibly oppose racism of all forms — interpersonal, structural, systemic — in Napa County.
Empathy	Empathy is essential if we are to realize our interdependence and step into a different future together. We work to create spaces in Napa County that prioritize human connection, truth telling, and learning from each other.
Creativity	We work to be innovative and unconventional while we lean into what is possible for our community.
Collaboration	We build strong, collaborative, trusting relationships in Napa County across sectors, races, genders, sexual orientations, ages, and faiths. By working together, we can help young children, families, and the providers who serve them thrive.

Our Story

In November 1998, California voters passed a statewide ballot initiative (Proposition 10) to tax tobacco products, with the revenue going to support a comprehensive, integrated system of early childhood development services. The following year, the Napa County Board of Supervisors established the Napa County Children and Families Commission (now First 5 Napa County) to distribute funding from California's Proposition 10 and provide resources to support a comprehensive system of services that ensures children ages prenatal to 5 in Napa County enter school healthy and ready to learn. Since its inception, First 5 Napa County has invested more than \$25 million in the community.

As described in our Manifesto (see Appendix 1), we accomplish our work by building the capacity of the community to use authentic collaborative relationships and human-centered design to create the family and community environments necessary for the optimal health and development of young children. First 5 Napa County centers equity and embraces the values of marginalized communities (e.g., immigrant, Latine, Black, LGBTQ) in all of our work.

In recent years, First 5 Napa County has made great strides in adopting a human-centered design approach to our work, serving as a convener in the community, and leading the way in using systems change to support children prenatal to five, their families, and the providers who serve them. Below are some of our notable accomplishments:

- **Convened the Napa County Quality Counts Consortium**, bringing together over 20 county agencies that aim to support early childhood care and education providers, community resource agencies, and friends, families, and neighbors who care for young children.
- **Built the First 5 Napa Network**, a 55-member network of emerging Napa County leaders from government, education, faith communities, healthcare, business, and family sectors. We trained network members on systems thinking and human-centered design, building capacity to problem solve and co-create with young children, their families, and the providers who serve them.



- **Supported and expanded the implementation of Rainbow Kits and Rainbow Family League**, two projects that support LGBTQ and BIPOC families in feeling safe, visible, and connected in the community and support parents and caregivers in talking about race, racism, identity, and belonging with children.
- **Served as the lead for our First 5 IMPACT Regional Coordination and Training and Technical Assistance Hubs.** As the lead, we convened an eight-county region to build capacity and share resources around early childhood care and education quality improvement. This role also enabled us to expand the Rainbow Kits and other programs to our neighboring counties.
- **Launched 9 Latina and Asian American high school students on a path towards careers in early childhood care and education through the Floreecer program.** Through this program, we provided participants, most of whom were of the first generation in their families to pursue a college education, with student internships in a variety of early childhood field professions (such as pediatric physical therapist, speech language pathologist, child care center directors, and family child care homes), access to college-level coursework in child and family studies, and financial assistance for this coursework.
- Adopted a **climate change action resolution** recognizing the impact of climate change on Napa County children and families and committing to climate education and advocacy (Appendix 2).

We asked...

What hopes do you have for your children?

We heard...

For them to be good citizens. For them to be hard working and compassionate people. I want them to be happy with themselves.

Que sean buenos ciudadanos. Que sean trabajadores y compasivos. Felices con si mismos.



Key Demographic Data

Overall, the County population has declined 2.6 percent since 2017 to a total of 136,207 people in 2021 (Table 1).

In the same time period, **the population of children under the age of five has declined by 10 percent** to 6,348 children (Table 2). The overall birth rate in Napa County in the same time frame declined by eight percent (Table 3). **Nearly half of all births in the County in 2021 were to Latine mothers (Table 4).**¹ Birth rate data demonstrate that Napa County's total population is declining in number, especially among young children, while the proportion of Latine births is growing.

TABLE 1: NAPA COUNTY POPULATION

Year	Total population	% change from previous year
2021	136,207	-1.3%
2020	138,019	+0.2%
2019	137,744	-0.8%
2018	138,789	-0.8%
2017	139,878	--

Source: data.census.gov

TABLE 2: NAPA COUNTY CHILDREN AGES 0-4

Year	Population under age 5	% change from previous year
2021	6,348	-7%
2020	6,842	+5%
2019	6,537	-6%
2018	6,967	-1%
2017	7,035	--

Source: data.census.gov

¹Data sources use the term "Hispanic or Latino." First 5 Napa County is committed to LGBTQ inclusion and the inclusion of the full spectrum of gender identities in our work. Communication from our organization has moved away from using language that reinforces cisnormativity and the gender binary. Consistent with experts in the field, we use Latine to refer to individuals whose cultural background originated in Latin America. In U.S. academic circles, Latinx is being used as a gender-inclusive term to refer to people from Latin American backgrounds, but Spanish-speakers find that Latinx is unpronounceable in Spanish. With consideration to the inclusive language options being used by Spanish speakers, whether the inclusive ending has the ability to be pronounced, and whether the ending includes identities beyond the gender binary, First 5 Napa County uses of the inclusive "e" ending to communicate inclusively in Spanish (examples: todes, niñe, bienvenides).

**TABLE 3: NAPA COUNTY BIRTH RATE
PER 1,000 WOMEN**

Year	Birth rate	% change from previous year
2021	46.6	-1%
2020	47.1	-5%
2019	49.8	+6%
2018	46.8	-4%
2017	50.4	--

Source: kidsdata.org

TABLE 4: NAPA COUNTY RACE/ETHNICITY & BIRTHS

Race/ ethnicity	% of total County population	% of mothers giving birth
American Indian/ Alaska Native	4%	--
Asian	11%	8%
Black/African American	3%	2%
Latine	36%	48%
Native Hawaiian/ Other Pacific Islander	0.5%	--
Other race	28%	--
White	73%	36%

Sources: data.census.gov; kidsdata.org



The total number of licensed child care spaces has increased slightly since 2017, but **infant spaces in child care centers have declined by 30 percent** in the same timeframe. The percentage of children ages 0-5 who could be served by licensed child care spaces has increased, but this is more the result of the declining number of children in the County than a substantial increase in child care supply (Table 5). The **cost of full-time care in a licensed child care center has increased by approximately 30 percent for both infants and preschoolers in the last five years**, with costs increasing by an average of 14 percent in just the last two years. These data illustrate the challenges of finding and affording child care in the County (Table 6).

TABLE 5: LICENSED CHILD CARE SUPPLY IN NAPA COUNTY

Type of provider	2017	2019	2021
Center - Infant (0-23 months)	247	200	174
Center - Preschool (2-5 years)	1,791	2,006	2,066
Family home (not broken down by age)	822	798	846
TOTAL SPACES	2,860	3,004	3,086
Total children ages 0-5	8,696	8,126	7,587
% of children served by spaces	33%	37%	41%

Source: California Child Care Resources & Referral Network and Kids Data

TABLE 6: ANNUAL CHILD CARE COSTS IN NAPA COUNTY

Annual full-time cost of care at a licensed child care center	2017	2019	2021
Infant (0-23 months)	\$14,839	\$16,659 (+12%)	\$19,140 (+14%)
Preschool (2-5 years)	\$10,016	\$11,705 (+17%)	\$13,056 (+12%)

Source: California Child Care Resources & Referral Network

Strategic Planning Process

The strategic planning process began with a current state assessment in which the consultant team, Onside Partners and Somerville Consulting Firm, interviewed the organization's four staff members, nine Commissioners, and four of 55 members of the First 5 Napa Network. The consultant team also reviewed key documents, including the previous strategic plan and recent evaluation reports and data. Through the current state assessment, the consultants documented the strengths and opportunities for improvement, as seen through the eyes of internal stakeholders.

For the strategic planning process, staff and the Commission sought to engage those in the community who, they knew from past work and data collection, often did not have the resources they needed to thrive as families in the County:

- Latine families
- Families who are monolingual speakers of Spanish and other non-English languages
- Families living in UpValley and American Canyon
- Families of children with special needs
- Direct service providers in general and informal child care providers specifically

The consultant team, worked with five partner organizations of First 5 Napa County to design and implement an external stakeholder engagement process that would allow families in these priority populations to directly share with First 5 Napa County their needs.

The consultant team designed a process with these characteristics:

- Prioritized ease of data collection for the partner organizations: The consultant team asked partner organizations what would be the easiest way to collect the data and gave them the resources and support that they needed to do so.
- Recognized the labor of partner organizations: All organizations that could accept a stipend received one and all staff who supported the data collection received a \$25 gift card, when allowed by the partner organization.
- Implemented by trusted messengers: With the assumption that families would feel more comfortable participating if invited by someone they know, partner organizations, rather than the consultant team, were intentionally set up to collect data.
- Respectful of families' time and wisdom: Every family who provided data received a \$25 gift card, recognizing that their time and the information they provided had great value.
- Strengths-based framing: The questions invited families to share their hopes for their children; what made it easier and harder to raise a family in the County; and what they needed to thrive in the community.

We asked...

What has made life in Napa County harder for your family or families like yours?

We heard...

Napa is way too expensive to live in so we have to work more and as a result we spend less time with our families.

Napa es demasiado caro para vivir así que tenemos que trabajar mas tiempo y como resultado estamos menos tiempo en familia.

In addition to gathering input from families, the consultant team, Commission, and staff conducted interviews with community leaders who represented diverse sectors in Napa County to understand their perspectives on Napa County's assets, challenges, and future. In addition to contributing valuable perspectives to the strategic planning process, the interview process also allowed Commissioners and staff to begin and strengthen relationships with potential key partners in the County.

The consultant team analyzed the external stakeholder data and discussed it with Commissioners at a day-long Commission retreat in March 2023, where the Commissioners reflected on the data and used it as a tool to help set a direction for First 5 Napa County's next few years. Through several rounds of iteration, the consultant team worked with staff and Commissioners to refine the organization's vision and mission and to develop a theory of change, which formed the foundation of the strategic plan.



We asked...

If you could have three wishes for your family and this community, what would they be?

We heard...

For us to always be together as a family with health, that is the most important, and that the community continues to be safe so that our children can be free of any fear of experiencing insecurity (hate, discrimination).

Que siempre estemos Unidos como familia, llenos de salud lo que mas importa y que la comunidad sea Segura para que nuestros hijos sean libres sin miedo a la inseguridad (odio, discriminacion)

Credit: Nick Otto, Napa Valley Register

What First 5 Napa County Learned

Through the strategic planning process, First 5 Napa County heard from more than 200 community members, including families, direct service providers, and community leaders. Collectively, they painted a picture of a beautiful, close-knit community in which to raise a family with abundant resources to support residents, excellent schools, a robust economy, and a small-town feel. At the same time, many saw a community that is hard to live in due to the high cost of living in general, with housing being the most significant challenge. Community leaders described the County as being at a crossroads. The County could follow one path toward a diverse and inclusive future by addressing the high cost of living, lack of affordable housing, limited and expensive child care options, disaster preparedness, and other issues that affect livability for families. Or it could face a future with a declining workforce, fewer young children and families, and less diversity.

Below the themes from external stakeholder engagement are summarized. More detailed data is available on the First 5 Napa County website.

Families overwhelmingly hope that their children get a good education.

Two-thirds of families expressed a hope for a good education. In addition to education, families hope that their children grow up to be good people, achieve their potential, have a good quality of life and health, and gain the skills that they need to be independent.

Families appreciate the sense of safety, tranquility, and abundant resources in the County.

The good schools, natural beauty, and small-town feel also make Napa County a great place to raise a family, according to the families engaged in this process. Community leaders echo these sentiments, adding that the County's cultural diversity, a strong nonprofit sector that provides quality services, and a booming economy are also assets. Further, community leaders noted that there's a willingness to come together and solve problems.

Economic factors, including the overall cost of living, the cost of housing, and inflation, primarily made life in Napa County harder for families.

Besides these factors, some pointed to limited access to medical care, traffic congestion, and a general lack of housing as additional challenges. Community leaders similarly noted that the County faces challenges related to poverty, inequity, lack of affordable housing, lack of child care, and natural disasters (which are exacerbated by the climate crisis).

Despite these challenges, approximately 70% of families see a future for themselves in the County.

Ten percent of families did not see a future in the County, most citing affordability as the primary reason, and nearly 20 percent had mixed feelings about their future in the County, also citing economic factors as the driver of their uncertainty.

Families want education for their children, good health, affordable and stable housing, and jobs.

Notably many families, particularly those who responded to outreach in Spanish, specifically said that they wanted to own a home, which they likely see as a path to stability in the County.

Where First 5 Napa County Is Headed

Based on the challenges and needs identified by families and other community stakeholders, First 5 Napa County established the following priorities.

Priority populations

For the next three fiscal years, First 5 Napa County plans to prioritize the following underrepresented populations who are also experiencing inequities as direct recipients of its work and impact:

- Latine families, a historically marginalized group in the County
- Families who are monolingual speakers of Spanish and other non-English languages, who often do not have access to resources and support in their primary language
- Families living in American Canyon and UpValley communities, who are often overlooked due to a disproportionate focus in Napa County on the city of Napa
- Families of children with special needs, who often do not have access to the full set of resources and support that they and their children may need
- Early childhood care and education providers, with particular focus on informal child care providers (unlicensed providers who are family members, friends, or neighbors), who are typically more susceptible to burnout, housing insecurity, and financial insecurity than those who work in higher-paid sectors.



*Credit:
Nick Otto
Napa Valley Register*

Needs of priority populations

Based on the data collected through the strategic planning process, as well as Commissioners' and Staff insights, the following needs were identified:

- **Greater consideration by public and private sector decision-makers of families with limited resources who have children prenatal to age five**

Families and caregivers said that the cost of housing and overall cost of living made it hard for them to live in Napa County. They shared that due to the high cost of living, Napa County does not feel like a welcoming place to live and work for families with limited resources. Many feel that decision-makers prioritize tourist dollars to the exclusion of the workers with limited resources who are instrumental in generating tourist dollars. There is also a sense that decision-makers don't recognize the importance and value of early childhood care and education providers in supporting the workforce of the County. As the birth rate declines in Napa County and families relocate to more affordable communities, there is a greater need for decision-makers to recognize the value of having families living and working in Napa County.

- **Full access to responsive care and education for children 0-5 whose families and caregivers have limited resources**

Overwhelmingly, families want their children to have a good education. Full access means that families have care and education that they can afford, in the location and for the hours that they need. Responsive means that the care and education addresses the individual needs of the families with limited resources and their children, including children with special education needs, preferred language, and other aspects of how families identify.

- **Greater capacity of nonprofit and government organizations serving families and children prenatal to age five to address their complex needs**

The Commission and staff see a need for more organizations in the County to take family-centered, systems-based approaches to addressing the needs of families and children prenatal to age five. Organizations and their decision-makers need to recognize how the success of Napa County interconnects with addressing family needs, like affordable housing and affordable, high-quality early childhood care and education.

Long-term organizational goals

In response to the above needs, First 5 Napa County identified the following long-term goals for the organization to work towards:

- Families have access to high-quality, inclusive, responsive early care and education
- Families and providers are valued and included in Napa County
- Organizations that serve families and children prenatal to age five take an inclusive, systems-based approach to their work

2023 – 2026 strategic priorities

In order to work towards these goals in the next three years, First 5 Napa County's strategic priorities will be to:

- Ensure that the needs of young children, their families, and the providers who serve them are recognized and addressed by decision-makers throughout the County
- Support First 5 Napa County's network of partners and allies in advocating for and meeting the needs of young children, their families, and the providers who serve them
- Build the capacity of individuals and organizations to center and meet the needs of young children, their families, and the providers who serve them
- Develop an organizational structure that can carry out the strategic plan
- Create paths to more sustainable funding sources for the organization

We asked...

Do you see a future for your family in Napa County?

We heard...

Yes, I agree. Mostly because of the safety and because it is a place surrounded by mountains and is peaceful.

Si, estoy de acuerdo. Mas que nada por la seguridad y es un lugar lleno de montanas y es tranquilo.

How First 5 Napa County Will Get There

Based on the strengths and assets of First 5 Napa County and the needs and challenges identified by families and community leaders, the consultant team worked with the Commission and staff to develop a theory of change. A theory of change is a simple diagram that shows how the core approaches of an organization lead to intended outcomes and ultimately to the organization's vision. Appendix 3 is a glossary that defines how First 5 Napa County uses key terms.



We asked...

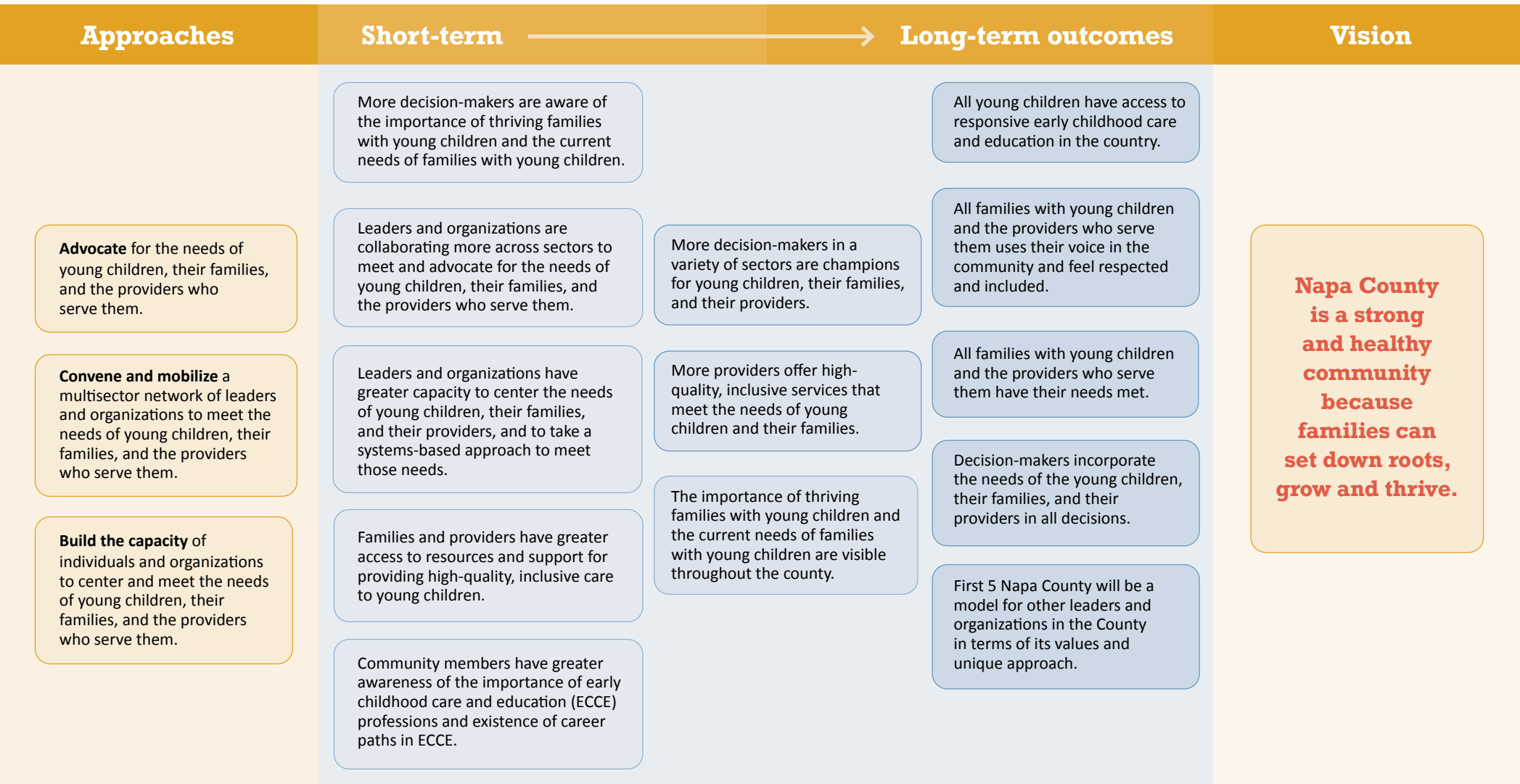
What do you like about raising a family in Napa County?

We heard...

I've liked to live here because it's a beautiful and peaceful county with lots of jobs due to the fact that we have vineyards.

Me a gustado vivir aquí por que es un condado muy bonito y tranquilo y con muchos trabajos por ele beneficio de lost viñedos

First 5 Napa County Theory of Change



Sample Metrics

A formal evaluation plan is an important guide to tracking impact. As an initial step towards having a full evaluation plan, below are sample metrics for tracking outputs of First 5 Napa County's three approaches and short-term outcomes during the three-year term of the strategic plan.² These metrics will be refined to align with planned activities. Metrics for medium- and long-term outcomes can be developed in a focused evaluation planning process.

APPROACHES	SAMPLE OUTPUT METRICS
Advocate for the needs of young children, their families, and the providers who serve them.	<ul style="list-style-type: none"> • # and types of meetings attended in which First 5 Napa County staff or Commissioners advocated • #, types and intended audience of advocacy communications created by First 5 Napa County • Issues on which First 5 Napa County advocated (e.g. child care, housing and climate change)
Convene and mobilize a multisector network of leaders and organizations to meet the needs of young children, their families, and the providers who serve them.	<ul style="list-style-type: none"> • # of network members • # and types of sectors represented • # and types of actions taken by network members • # of new partnerships
Build the capacity of individuals and organizations to center and meet the needs of young children, their families, and the providers who serve them.	<ul style="list-style-type: none"> • # of individuals and organizations trained • Topics of capacity building events • Programs that First 5 Napa County funds partners to implement

² Sample metrics drawn from Harvard Family Research Project. (2009). [A User's Guide to Advocacy Evaluation Planning](#).

SHORT-TERM OUTCOMES	SAMPLE OUTCOME METRICS
More decision-makers are aware of the importance of thriving families with young children and the current needs of families with young children.	<ul style="list-style-type: none"> • # of decision-makers engaged through one-on-one meetings and educational events hosted by First 5 Napa County • # of decision-makers reporting awareness
Leaders and organizations are collaborating more across sectors to meet and advocate for the needs of young children, their families, and the providers who serve them.	<ul style="list-style-type: none"> • # of sectors of collaborators of First 5 Napa County • Collaborative actions and associated results related to the needs of young children, families, and providers in partnership with First 5 Napa County and independent of First 5 Napa County
Leaders and organizations have greater capacity to center the needs of young children, their families, and their providers, and to take a systems-based approach to meet those needs.	<ul style="list-style-type: none"> • Knowledge of how to center the needs of young children, families, and providers and how to take a systems-based approach • Actions taken to center the needs of young children, families, and providers and use a systems-based approach
Community members have greater awareness of the importance of early childhood care and education (ECCE) professions and existence of career paths in ECCE.	<ul style="list-style-type: none"> • % of high school seniors in Napa County who are aware of ECCE career paths • Increased enrollment in Napa Valley College Child and Family Studies and Education program
Families and providers have greater access to resources and support for providing high-quality, inclusive care to young children.	<ul style="list-style-type: none"> • # of providers participating in Quality Counts for the first time • Knowledge about providing high-quality and inclusive care among family and providers • Confidence about providing high-quality and inclusive care among family and providers

Appendix 1: First 5 Napa County Manifesto

<p>SYSTEMS LEVEL PREVENTION</p> <p>When children and families flourish, so do entire communities. We work with all systems (government, business, education, healthcare, etc.) to build supportive home and community environments for children living in Napa County.</p>	<p>EMPATHY</p> <p>Empathy is essential if we are to realize our interdependence and step into a different future together. We work to create spaces in Napa that prioritize human connection, truth telling, and learning from each other</p>
<p>JUSTICE FOR ALL</p> <p>All families and children deserve equal economic, political and educational opportunities. We work to create just systems of care and rebuild better systems so that Black, Indigenous, Latine and LGBTQ children and families can thrive.</p>	<p>CREATIVITY</p> <p>Solving intractable community challenges demands and deserves bold ingenuity. We work to be innovative and unconventional while we lean into what is possible for our community.</p>
<p>EQUITY BY DESIGN</p> <p>Those most impacted by the inequities of systems must be on the frontline of redesigning them. We work to engage and amplify the voices of Black, Latine, BIPOC, and LGBTQ community members in an effort to make early childhood systems equitable for all Napa County families.</p>	<p>STRONG RELATIONSHIPS + COLLABORATION</p> <p>Strong relationships build trust and open the door to meaningful change. We are committed to building and growing strong relationships in Napa County across sectors, races, genders, life experience, sexual orientations, ages, and faiths.</p>
<p>EDUCATION</p> <p>Children who start kindergarten ready to learn thrive later in life. A successful start for ALL children requires access to quality early childhood education and strong family supports (beginning prenatally) – particularly for Black, Latine, and LGBTQ families.</p>	<p>EMPOWERED FAMILIES</p> <p>Parents/guardians and other caregivers are our children’s first teachers and advocates. We work to educate and empower families to support their children’s physical, social, and emotional development; to have conversations about inclusion and diversity; and to seek opportunities</p>

Appendix 2: First 5 Napa County Climate Resolution

RESOLUTION OF THE NAPA COUNTY FIRST 5 CHILDREN AND FAMILIES COMMISSION AUTHORIZING THE CALL TO CLIMATE CHANGE ACTION ON BEHALF OF ALL NAPA COUNTY'S CHILDREN

WHEREAS, children are our precious future and what happens to our children today will impact us all tomorrow; and

WHEREAS, the success of Napa County is measured by the well-being of its children, whose biological and cognitive development occurs within the context of nurturing and stable families, schools, neighborhoods and communities; and

WHEREAS, climate change poses threats to human health, safety and security and children are uniquely vulnerable to these threats; and

WHEREAS, the effects of climate change on children's wellbeing are direct and vast, including mental health impacts, worsening pregnancy outcomes, food insecurity, hotter and longer heat waves leading to less outdoor play and heat-related illness, an increase in extreme weather events disrupting lives and uprooting families, and health effects brought about by poorer air quality and the spread of infectious diseases; and

WHEREAS, the social foundations of children's mental and physical health are threatened by the far-reaching consequences of unchecked climate change including depletion of basic resources such as food and clean water, ecological loss, population displacement and mass migration, climate refugees, failing communities, resulting tensions, and increased risk of conflict; and

WHEREAS, climate change is a social justice and equity issue impacting all people but particularly young people and future generations, and it disproportionately affects people of color and those in poverty, thereby exacerbating existing inequities and limiting equality of opportunity which is a foundational aspiration of our community and America; and

WHEREAS, we are in a climate and ecological emergency of existential proportions, and we must act urgently; and

WHEREAS, rising global temperatures due to human activity are causing major physical, chemical, and ecological changes in the planet; and

WHEREAS, megafires, drought, extreme weather events, disrupted harvests, and mass extinction of animal and plant species are already part of our lives; and

WHEREAS, the most recent Intergovernmental Panel on Climate Change released in August 2021 again asserts that "limiting global warming to 1.5 degrees Celsius would require rapid, far-reaching and unprecedented changes in all aspects of society" and projected that the Earth could reach and exceed this temperature threshold as early as 2030, far earlier than previously anticipated; and

WHEREAS, without a massive effort to reverse the rising global temperatures, life as we know it will continue to collapse, threatening humanity and the natural world; and

WHEREAS, given this knowledge, failure to take prompt, substantive action would be an act of injustice to all children with profound negative impact throughout their lives, as well as the lives of future generations; and

WHEREAS, to preserve the health and longevity of Earth for generations to come, it is the responsibility of the Napa County community to take collective action to help stabilize global temperatures and prevent disproportionate impacts by holding those in positions of power accountable for responding to the climate crisis; and

WHEREAS, the urgency and magnitude of the challenge of addressing climate change calls for courageous leadership in all sectors of society by acknowledging that a climate emergency threatens the children and people of Napa County and responding with the necessary emergency measures

LET IT THEREFORE BE RESOLVED, that the Napa County First 5 Children and Families Commission supports and promotes local, state and federal policies and practices that mitigate the impacts of climate change, and protect the health, safety and well-being of Napa county's current and future residents and workforce.

BE IT FURTHER RESOLVED, that the Napa County First 5 Children and Families Commission will adopt climate education and advocacy as part of its next 3-year strategic plan, which will include an annual workplan defining goals, objectives and implementation strategies.

PASSED AND ADOPTED by the Napa County First 5 Children and Families Commission, this 27th day of June, 2022.

Appendix 3: Theory of Change Glossary

Decision-makers:	Individuals within organizations who make decisions that affect young children and families. This might be, for example, a business owner, a public agency manager, or an elected official.
Families:	Anyone who is close to and cares for a young child, whether they are a biological or adoptive parent, step-parent, grandparent, or close family friend. Our definition also encompasses the concept of the caregiver.
Leaders:	Someone who guides or directs an organization or group of people. A leader may also be an individual in a perceived leadership role, but who does not have formal authority, such as a respected person within a community.
Organizations:	This is any formal or incorporated institution in any sector, such as a public agency, for-profit business, or non-profit organization.
Provider:	People and organizations who provide services to young children and families, including informal and formal ECCE providers, healthcare providers, and other social service providers.
Thrive:	This means that an individual or family has everything that they need to achieve their greatest potential. We will use the protective factors framework (Appendix 4) to further define what's needed to thrive.
Young children:	Children from the prenatal stage to age five.

Appendix 4: How We'll Know We're Achieving Our Community Goals

HOW WE'LL KNOW WE ARE ACHIEVING OUR COMMUNITY GOALS	
Capabilities	<p>Every baby has an optimal start Example indicators:</p> <ul style="list-style-type: none"> • Prenatal care, first trimester initiation • No family violence during pregnancy • Gestational age at birth and/or birth weight • Rate of drug affected babies
	<p>People are as healthy as possible Example indicators:</p> <ul style="list-style-type: none"> • Mental health status (index) • Physical health status • # days/month can do usual activities • Oral health: untreated decay or needing urgent/emergent care
	<p>People have good self-regulation Example indicators:</p> <ul style="list-style-type: none"> • Kindergarten assessment of self-regulation • Discipline for behavioral problems at school • DUI rate (under influence of intoxicants) • Rate of getting enough sleep
	<p>People are engaged in learning and skill building Example indicators:</p> <ul style="list-style-type: none"> • K-assessment numbers, operations, letter names & sounds • Reading @ 3rd grade • Cohort high school graduation rate • Percent reporting not able to work
Belonging	<p>People are protected from negative effects of adversity Example indicators:</p> <ul style="list-style-type: none"> • Proxy ACE Score 0-2 years • Proxy ACE Score adolescents • Suicide ideation • Crisis services use among people with >= ACE-attributable problems

Appendix 4: How We'll Know We're Achieving Our Community Goals

HOW WE'LL KNOW WE ARE ACHIEVING OUR COMMUNITY GOALS	
Belonging	<p>People feel safe, and are safe Example indicators:</p> <ul style="list-style-type: none"> • Did not go to school because feeling unsafe • Accident/injury hospitalizations of women and children • Court protection actions; protection orders, out of home placements • Workplace injury or illness
	<p>People feel welcomed and respected in community Example indicators:</p> <ul style="list-style-type: none"> • Pre-school suspensions and expulsions • Teachers treat students with respect • Disproportionate interdiction (e.g., justice, child welfare) services • Feel that life has purpose
Community, Culture, Spirituality	<p>People have equitable, sufficient, and predictable resources Example indicators:</p> <ul style="list-style-type: none"> • Food insecurity • Childhood poverty • Underemployment • ALICE (Asset Limited, Income Constrained, Employed)
	<p>People take care of community & natural resources Example indicators:</p> <ul style="list-style-type: none"> • Participation in faith, arts, clubs, or sports • Voting rates • Water quality • Recycling participation
	<p>All communities are places of wellbeing & vitality Example indicators:</p> <ul style="list-style-type: none"> • Median home value • Household income distribution • Ratio of business start-ups to business closures • Growth in appraised value of commercial/industrial properties

Proposed by Laura Porter (ACE Interface, LLC)



Thank you to First 5 Napa County's staff,
Commission, partners, and the community for
contributing your vision and voices to this plan.

PREPARED IN PARTNERSHIP WITH:



Special thanks to Dalila Hernández-Ramírez of Español in the Valley for language translation and Lisa Hoffman of LeCause Design for graphic design services.



PROGRAMS COORDINATOR SALARY AND COMPENSATION

EMPLOYEE: Ivett Avina

EMPLOYEE NUMBER:

SALARY as of 7/10/2024: \$78,000/year

HIRE DATE: 7/10/2023

BENEFITS

Vacation Accrual Rate	3.69 hrs per pay period
Sick Annual Rate	3.69 hours per pay period
Personal Leave Hours Per Year	19
Holidays Per Year	13
Health-in-lieu*	\$7816/year
Cell Phone Allowance	\$100/month
Car Allowance	\$150/month
Bilingual Pay Stipend*	\$960/year

***=paid in over 24 periods**



BUSINESS AND ADMINISTRATIVE COORDINATOR SALARY AND COMPENSATION

EMPLOYEE: Sarahi Suarez Perez

EMPLOYEE NUMBER:

SALARY as of 7/10/2024: \$77,278.24/year

HIRE DATE: 3/17/2021

BENEFITS

Vacation Accrual Rate	3.69 hrs per pay period
Sick Annual Rate	3.69 hours per pay period
Personal Leave Hours Per Year	19
Holidays Per Year	13
Health-in-lieu*	\$8137/year
Cell Phone Allowance	\$100/month
Car Allowance	\$150/month
Bilingual Pay Stipend*	\$960/year

***=paid in over 24 periods**



ADMINISTRATOR PROJECT COORDINATOR SALARY AND COMPENSATION

EMPLOYEE: Bethany Hannah

EMPLOYEE NUMBER:

SALARY as of 7/10/2024: \$70,004/year

HIRE DATE: 7/10/2023

BENEFITS

Vacation Accrual Rate	3.69 hrs per pay period
Sick Annual Rate	3.69 hours per pay period
Personal Leave Hours Per Year	19
Holidays Per Year	13
Health-in-lieu*	\$8718/year
Cell Phone Allowance	\$100/month
Car Allowance	\$300/month

***=paid in over 24 periods**

Account Code (Funding Source)	Type	Budget Roll Up Code	Project Code	Activity	Budgeted Amount	Notes	Total Project Budget	Revenue Notes	Additional Revenue Notes
43790			Active Programs (F5AP)	Floreceer	\$10,000	Floreceer - Mentor Stipends - 10 Mentors// \$1000 each	Floreceer Mentorship Program	\$55,722 from Prop 10	Application to Kaiser Grant for \$25,000
43790		53650	Active Programs (F5AP)	Floreceer	\$3,000	Floreceer - Food Budget - 6 Convenings// \$500 each	\$60,722	\$5000 from NCOE (OJJD Enhancing School Capacity to Address Youth Violence Grant)	Application to Lewis Wine Community Grant for \$25,000
43790		53600	Active Programs (F5AP)	Floreceer	\$2,000	Floreceer - Supplies			Application to NVCF Youth Grant \$10-15
43790		52310	Active Programs (F5AP)	Floreceer	\$500	Floreceer - NVC Contract - Cohort 1 Courses - 1EA (CFS 140 - Final Course, as community course) Cost covers registration, college fees, books, and materials for 2EA students (or 28% of original cohort)			
43790		52310	Active Programs (F5AP)	Floreceer	\$12,690	Floreceer - NVC Contract - Cohort 2 Courses, as community courses (CFS 120 SU24 Online, CFS 150 FA2024 online, and CFS 140 SP2025 Online) - \$4230 per course/235 per student (for up to 18 students)			[Grants awarded in this space can help Prop 10 funds]
43790		52310	Active Programs (F5AP)	Floreceer	\$32,532	Floreceer - NVC Contract - Cohort 3 Courses - (CFS 122 FA2024, CFS 120 SP2025, CFS 140 Online, CFS 150 FA2025) at \$10844 each Cohort specific classes			
43790		52310	Active Programs (F5AP)	RFL	\$11,300	RFL - Dr. Lori A Watson Contract	Rainbow Family League	\$18,800 from IMPACT	Application to MSA grants for RFL/Rainbow Kit subsidy work \$72,000 each year for next 3 years
43790		53600	Active Programs (F5AP)	RFL	\$7,000	RFL - Books and Materials - (20 Families// \$350 each)	\$18,800		Requesting match of \$9400 from NVUSD [reimbursement]
43790		52810	Active Programs (F5AP)	RFL	\$500	RFL - Marketing			
43790		53600	Active Programs (F5AP)	RBK	\$0	Rainbow Kit - Materials	Rainbow Kits		Orgs interested in Rainbow Kits in 24-25 will reimburse F5 for material cost, MSA grant would allow subsidy of 20 kits per year for 3 years
							\$0		Training and assembly provided in kind by F5
							IMPACT Design Projects		
					\$1,550	Design Coaching	\$5,974	Challenging Behaviors	
					\$1,437	Project Materials		Challenging Behaviors	
					\$1,550	Design Coaching		Workforce Sustainability	
					\$1,437	Project Materials		Workforce Sustainability	
							Other HCD Projects		
					\$1,550	Design Coaching	\$18,924	Climate Action for Children and Families	
					\$1,437	Project Materials		Climate Action for Children and Families	
					\$2,000	Sport coach stipends (2 Coaches at \$1000/each)		Gender Inclusion in Alternative Settings	
					\$1,437	Project Materials (Sporting equipment, uniform shirts)		Gender Inclusion in Alternative Settings	
					\$12,500	Latine Leads Design Sprint		Language Access, Priority Population from Strategic Plan	
							Napa County StoryWalk Project		
					\$500	Book licensing			
					\$5,000	Faviana Rodriguez workshop			
							Pass through Funds		
43790		54805	Quality Counts (QCIMPACT, QCBG)	QCPROG, QCEVAL, QCCONTRACTUAL	\$0	Quality Counts - (Contract with CRC)	Quality Counts	Quality Counts	
43790		54805	IMPACT	IMPROG, IMEVAL, IMCONTRACTUAL	\$40,888	IMPACT Implementation - Local coaching and provider training (Contract with CRC)		IMPACT	

								\$40,888 IMPACT Legacy	
43790		54805	Home Visitation (HVCG, HVPDGR)	HVEVAL, HVPROG, HVCONTRACTUAL	\$75,000	Home Visitation - Ready Set Grow (Contract with COPE)	Home Visitation	Home Visitation - Last Year Contract	
							\$75,000	\$56926 REVENUE HV	
								\$18074 from Prop 10	

Projected Budget for FY 2024-25

	Prop 10		Quality Counts			Total
	Prog/Eval 2023-24 Budget	Admin 2023-24 Budget	State Impact 2023-24 Budget	QCC Block Grt 2023-24 Budget	HUB Reimbursement 2023-24 Budget	2023-24 Budget
Revenues						
45100 Interest Income	\$ -	\$5,000	\$ -	\$ -	\$ -	\$5,000
43605 State: Prop 10 Children & Families First	510,212	154,585	-	-	-	664,797
43790 State: Prop 56	0	-	-	-	-	-
43790 State: Impact Grant	-	-	1,543,369	-	-	1,543,369
43790 State: QCC Block Grant	-	-	-	0	-	0
43790 State: PDG-R	-	-	-	-	-	0
43790 State: ELO Grant	-	-	-	-	-	0
43790 State: HV Coordination	-	-	-	56,926	-	56,926
47150 Other Governmental (HUB)	-	-	-	-	-	-
47150 Other Grants	-	-	8,949	-	5000	13,949
47500 Donations	-	-	-	-	-	-
Total Revenues	\$510,212	\$159,585	\$1,561,267	\$56,926	5000	\$2,292,990
Expenditures						
51100 Salaries/Benefits	\$293,013	\$144,320	\$ -	\$ -	\$ -	437,333.00
52125 Accounting and Auditing Services	-	30,000	-	-	-	30,000
52140 Legal Services	-	4,000	-	-	-	4,000
52305 Training Services	10,850	-	-	-	-	10,850
52310 Consulting Services	255,458	-	-	-	-	255,458
52320 Interpreting Services	3,000	-	-	-	-	3,000
52345 Janitorial Services	525	975	-	-	-	1,500
52490 Other Professional Services	24,500	4,000	-	-	-	28,500
52600 Rents/Leases - Equipment	4,761	1,239	-	-	-	6,000
52605 Rents/Leases - Building & Improvements	40,492	18,308	-	-	-	58,800
52705 Insurance - Premiums	12,609	4,191	-	-	-	16,800
52800 Communications	3,391	1,109	-	-	-	4,500
52810 Advertising/Marketing	1,780	220	-	-	-	2,000
52830 Publications/Legal Notices	-	250	-	-	-	250
52900 Training/Conference Expenses	5,000	1275	-	-	-	6,275
52905 Transportation & Travel	3,500	66	-	-	-	3,566
53100 Office Expense	2,125	375	-	-	-	2,500
53105 Office Expenses-Furn & Fixture	3,000	125	-	-	-	3,125
53110 Freight/Postage	67	33	-	-	-	100
53115 Books/Media/Periodicals/Subscriptions	60	-	-	-	-	60
53120 Memberships/Certifications	7,334	1,166	-	-	-	8,500
53410 Computer Equipment/Accessories	5,000	-	-	-	-	5,000
53415 Computer Software/Licensing	5,487	1,113	-	-	-	6,600
53635 Staff and Volunteer Relations	1,000	-	-	-	-	1,000
53650 Business Related Meals & Supplies	4,000	0	-	-	-	4,000
54805 Prop 10 Grant	12,000	-	-	-	-	12,000
54805 Quality Counts (Impact & QRIS) Grants	-	-	114,814	32,171	-	146,985
54805 HUB Expenditures	-	-	-	-	0	0
54805 HV Stipends	-	-	-	-	-	0
54810 Sponsorship Grants	-	-	-	-	-	0
58100 Contingency	-	-	-	-	-	-
Indirect Cost Allocation	-	-	-	-	-	0
Total Expenditures	699,202.63	\$212,514	\$114,814	\$32,171	\$0	# 1,058,702.00
Net Surplus (Deficit)	(\$188,991)	(\$40,443)	\$1,446,453	\$24,755	\$5,000	# \$1,234,288
Beginning Fund Balance	\$656,202	\$174,433	0	0	0	\$830,635
Surplus/(Deficit) current Year	(\$188,991)	(\$40,443)	\$1,446,453	\$24,755	\$5,000	\$1,234,288
Ending Fund Balance	\$467,211	\$133,990	\$1,446,453	\$24,755	\$5,000	\$2,064,923
Total Admin	212,514					
Total Expenditures	1,058,702					
Percentage of admin	20%					

As of 4/12/23

		2022-23	2022-23	2022-23
		Final Budget	Actual YTD (rounded)	Projected Year End Actuals
43605	State - Prop 10	808,323	368,057	621,051
43790	State-Other Funding			
	-prop 56	-	196,382	196,382
	-Impact	157,332	49,677	157,332
	-QCC Block Grant/QRIS	52,589	63,689	68,068
	-HV Coordination Grant	-	-	-
	-HUB reimbursement	402,685	110,891	402,685
	-PDGR Grant	-	7,589	7,589
45100	Interest	5,000	2,855	5,710
47150	Other Grants	8,600	8,949	8,949
47500	Donations and Contributions	-	-	-
47900	Miscellaneous	-	-	-
Total Revenues		1,434,529	808,089	1,467,766
Expenses				
51100	Salaries and Wages	457,639	257,966	302,621
51105	Extended Hours	-	-	-
51110	Extra Help	-	1,116	1,116
51130	Vacation Payout	-	8,365	8,365
51200	401A Employer Contribution	-	1,000	1,000
51205	Cell Phone Allowance	-	3,345	4,320
51300	Medicare	-	4,311	5,065
51305	FICA	-	17,767	20,998
51400	Employee Insurance-Premiums	-	28,566	35,040
51405	Workers Compensation	-	1,581	1,851
Total for: Salaries and Benefits		457,639	324,483	380,997
52125	Accounting/Auditing Services	25,000	19,879	25,000
52140	Legal Services	2,000	-	-
52305	Training Services	10,850	119	10,850
52310	Consulting Services	323,360	157,403	323,360
52320	Interpreting Services	4,200	56	500
52345	Janitorial Services	3,600	2,850	3,900
52490	Other Professional Services	168,000	73,000	168,000
52600	Rents and Leases - Equipment	4,056	2,820	3,754
52605	Rents and Leases - Bldg/Land	55,478	50,806	55,478
52705	Insurance - Premiums	9,270	12,699	12,699
52800	Communications/Telephone	4,500	4,084	4,436
52810	Advertising/Marketing	2,000	1,630	2,000
52830	Publications & Legal Notices	250	-	-
52900	Training/Conference Expenses	5,000	7,107	8,500
52905	Business Travel/Mileage	3,500	-	200
53100	Office Supplies	29,210	1,024	1,200
53105	Office Supplies-Furn & Fixture	2,000	57	500
53110	Freight/Postage	250	9	100
53115	Books/Media/Periodicals/Subscr	60	-	-
53120	Memberships/Certifications	4,975	7,775	7,775
53410	Computer Equipment/Accessories	2,000	-	-
53415	Computer Software/Licensing Fe	4,119	6,162	7,420
53600	Special Dept Expense	-	8,741	12,000
53635	Service Awards	1,000	-	-
53650	Business Related Meal/Supplies	2,000	712	2,000
Total for: Services and Supplies		666,678	356,933	649,672
54805	Community Grants	-	-	-
	-prop10	107,600	59,184	107,600
	-Impact and QRIS	146,985	73,329	146,985
	-Hub	141,722	27,655	141,722
	-HV Stipends	-	-	-
54810	Sponsorship Grants	-	-	-
Total for: Other Expenses		396,307	160,168	396,307
FY22 deferred revenues received in FY23		-	2,205	2,205
Total Expenditures		1,520,624	841,584	1,426,976
Net Surplus (Deficit)		-86,095	-31,290	42,996
33100 - Available Fund Balance plus imprest cash			905,910	905,910

Net Surplus (Deficit)	-31,290	42,996
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May 1, 2024

Dear First 5 of Napa County Commissioners,

Thank you for your continued support of the Ready, Set, Grow! project.

We are writing to request a one-time extension for \$50,000 of \$75,000 of year two funding for this project. We experienced some delay on our goals this year due to personnel changes and extended onboarding. This led to a slower start for our community of practice including the expansion of the Newborn Observations (NBO's) in Napa County.

We firmly believe we will be able to fully utilize the year 3 grant from First 5, along with this extension, to expand the outreach and training offered by each committee within Ready, Set, Grow! by funding two IMPH fellows, expanding peer support/connection groups throughout Napa County, offering additional Touchpoints and NBOs training to expand those services as well.

Thank you for considering this extension.

In community,

Jessica Silverman

Executive Director
Cope Family Center



**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
AGREEMENT #584-25**

Consultant Services Agreement

THIS AGREEMENT is made and entered into as of this May 20, 2024, by and between First 5 Napa County Children and Families Commission, hereinafter referred to as "COMMISSION", and, Cope Family Center whose business address is 707 Randolph Street, Napa, CA 94559 hereinafter referred to as "CONTRACTOR";

Recitals

WHEREAS, on May 29, 2018, the COMMISSION adopted the 2017-2022 Community Plan revision (hereafter "Plan") in accordance with the Children and Families Act of 1998 (Health and Safety Code section 130100 et seq.) (hereafter "Act"), and

WHEREAS, the First 5 Napa County Family Support and Home Visitation Collaborative's Infant-Parent Mental Health Support Project, Ready, Set Grow! carries out the purposes and goals of the COMMISSION's Community Plan; and

WHEREAS, effective July 1, 2019, the COMMISSION approved the expenditure of Napa County Children and Families Act trust fund monies to assist with the funding of the project to advance the purposes of the Plan, and, accordingly, as permitted by law, the COMMISSION declared its intent to fund the project; and

WHEREAS, the COMMISSION solicited proposals for Year 2 of Ready, Set, Grow!; and

WHEREAS, CONTRACTOR has submitted a proposal in response to COMMISSION's FY 2022-2023 Funding Application (hereafter "RFA"), attached hereto as Exhibit A (hereafter referred to as the Scope of Work) and Exhibit B, (Modification or revisions of application) if applicable and attached hereto, incorporated by reference herein, requesting funding for a project described therein to further the goals of the Plan; and

WHEREAS, COMMISSION has budgeted the expenditure of, and CONTRACTOR is willing to accept and utilize COMMISSION trust fund monies for such purpose under the terms and conditions set forth herein.

Terms

NOW, THEREFORE, said Commission and said Consultant for the considerations hereinafter set forth, mutually agree as follows:

1. **Term of Agreement:** The Term of this Agreement shall commence on July 1, 2024 and shall expire on June 30, 2025, except that the obligations of CONTRACTOR to COMMISSION under Paragraph 3 (Use of Funds, Return of Surplus), Paragraph 7 (Return of Funds), Paragraph 8 (Reporting), and Paragraph 9 (Maintenance, Inspection, and Retention of Records) shall survive the expiration date, and Paragraphs 12 (Insurance) and 13 (Indemnification) shall continue in full force and effect after said expiration date as to any liability for acts and omissions occurring during the term of this Agreement.
2. **Payment of Funds:** Payment of Funds by COMMISSION to CONTRACTOR; Limitation on COMMISSION Participation and Payments.



- A) COMMISSION authorizes and directs the Napa County Auditor-Controller to issue and deliver to CONTRACTOR payments according to the following schedule:

Payment Schedule	Date
Payment #1 (50% of \$75,000)= \$37,500	November 2024
Final Payment (50% of \$75,000)= \$37,500	May 2025

The above payments shall be COMMISSION warrants drawn on those COMMISSION trust fund monies previously budgeted for this purpose in the COMMISSION's fiscal year 2024-2025 budget.

- B) No action or representation by COMMISSION has been made, or shall be construed by CONTRACTOR as evidence that COMMISSION shall provide any monies for the support of the ongoing activities of CONTRACTOR other than the project or for support of the project in any amount in excess of the amount specified in subparagraph (a) above.
- C) The COMMISSION makes the payments described in this paragraph with funds received from the First 5 California Children and Families Commission. The funds received by the First 5 California Children and Families Commission are controlled in part by the State legislature. It is possible that during the term of this Agreement, the COMMISSION will not receive sufficient funding from the First 5 California Children and Families Commission to make each of the payments required by this paragraph. CONTRACTOR acknowledges and agrees that the COMMISSION may reduce the payments made pursuant to this paragraph proportionately to the proportionate reduction of funds received by the COMMISSION from the First 5 California Children and Families Commission

3. **Use of Funds by CONTRACTOR, Return of Surplus.** CONTRACTOR shall use all funds conveyed to CONTRACTOR by COMMISSION under this Agreement for the sole purpose of the project set forth in the Scope of Work (Exhibit A) and Exhibit B, (Modification or revisions of proposal) if applicable and prior to the end of the Agreement period under the supervision and subject to the approval of the Napa County Family Support and Home Visitation Collaborative. If CONTRACTOR wishes to use funds for a different purpose, CONTRACTOR shall submit a written explanation of the modification for review, approval, or disapproval by the Executive Director. If funds will not be completely expended by the end of the Agreement period, CONTRACTOR shall submit a written request to extend the Agreement and a plan for using the remaining funds two months (May 1, 2025) prior to the end of the contract for review, approval, or disapproval by the COMMISSION. CONTRACTOR agrees to repay COMMISSION any funds that are not spent prior to the end of the Agreement period, as may be extended by the COMMISSION, for the approved purpose.
4. **Acknowledgement of Funds.** The monies provided by COMMISSION are funded by taxpayer dollars. It is important that the public know the organizations that are receiving funding from the COMMISSION. Therefore, CONTRACTOR shall acknowledge the funding of the project in statements or printed materials relating to the project. All printed materials shall contain the following information in a type size and style appropriate to the materials:

**Made possible by funding provided by the
First 5 Napa County Children and Families Commission**



5. **Supplantation of Funds.** Consistent with the intent of the Act, CONTRACTOR shall use no monies awarded for this project to supplant federal, state, county or other monies available to CONTRACTOR for any purpose. Activities funded through the Act shall be new or enhancements to existing activities.
6. **Changes in Condition.** CONTRACTOR shall provide immediate written notice to COMMISSION if significant changes or events occur during the term of this Agreement, which could potentially affect the progress or outcome of the project, including, but not limited to changes in CONTRACTOR's management personnel, loss of funding, or revocation of CONTRACTOR's tax-exempt status. Payments by COMMISSION under this Agreement may be discontinued, modified, or withheld at the discretion of COMMISSION pursuant to a change in law or a material adverse change in CONTRACTOR's condition.
7. **Return of Funds.** If CONTRACTOR fails to fulfill in a timely and proper manner CONTRACTOR's obligations under this Agreement or otherwise breaches this Agreement, or fails to complete the project in a timely fashion, CONTRACTOR shall, upon written demand by COMMISSION, return to COMMISSION all funds provided hereunder. If CONTRACTOR uses any portion of the funds provided under this Agreement for a purpose other than the project, CONTRACTOR shall, upon written demand by COMMISSION, return to COMMISSION the portion of such funds used for a purpose other than the project. CONTRACTOR shall return funds under this paragraph within thirty (30) days of receipt by CONTRACTOR of written demand therefore from COMMISSION and shall include any interest earned thereon by CONTRACTOR. Return of funds under this paragraph shall be in addition to any other remedies available to COMMISSION by law.
8. **Reporting.** CONTRACTOR shall submit to COMMISSION program reports summarizing all activities of CONTRACTOR up to such dates pertaining to progress of the Project as follows:

Reports	Date
Contract period ends	June 30,2025
Final Program report due	August 2025

Each program report shall include fiscal information of the COMMISSION trust fund monies on the report form provided by the COMMISSION. In addition, each program report shall include a fiscal statement of COMMISSION trust fund monies and how it is used for program expenses.

9. **Maintenance, Inspection, and Retention of Records.** CONTRACTOR shall separately keep and maintain financial and statistical records, which fairly reflect the activities of CONTRACTOR pertaining to the project and the actual costs thereof. Upon reasonable request by COMMISSION, CONTRACTOR shall make available for inspection and audit by representatives of COMMISSION all books, financial records, program information and other records pertaining to the overall operations of CONTRACTOR in relation to the project, and shall allow such representatives to review and inspect CONTRACTOR's facilities and program operations relating to the project. Except where longer retention is required by any federal or state law, CONTRACTOR shall maintain all required records for no less than five years after COMMISSION makes the final payment required hereunder, all obligations of CONTRACTOR under this Agreement have been fulfilled, and all pending matters are closed, whichever is later.



- 10. Licensing and Credentials.** CONTRACTOR shall provide and effect all required governmental or professional licenses and credentials for itself, its facilities and for its employees and all other persons engaged in work in conjunction with the project.
- 11. Independent Contractor.** CONTRACTOR shall perform this Agreement as an independent contractor and CONTRACTOR and the officers, agents, employees, and contractors of CONTRACTOR are not, and shall not be deemed, COMMISSION employees for any purpose, including workers' compensation. CONTRACTOR shall, at its own risk and expense, determine the method and manner by which the obligations of CONTRACTOR to COMMISSION under this Agreement shall be performed; provided, however, that COMMISSION may monitor the progress of the activities of CONTRACTOR and its officers, employees, agents and contractors in relation to completion of the Project. CONTRACTOR and its officers, employees, agents and contractors shall be entitled to none of the benefits accorded to a COMMISSION employee. COMMISSION shall not deduct or withhold any amounts whatsoever from the compensation paid to CONTRACTOR, including, but not limited to amounts required to be withheld for state and federal taxes. As between CONTRACTOR and COMMISSION, CONTRACTOR alone shall be responsible for all such payments.
- 12. INSURANCE.** Without limiting Consultant's indemnification provided herein, Consultant shall take out and maintain, throughout the period of this Agreement, the following policies of insurance placed with insurers (if other than the State Compensation Fund) with a current A.M. Bests rating of no less than A: VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of Consultant, its agents, employees or subcontractors:
- A) General Liability Insurance.** CONSULTANT shall obtain and maintain in full force and effect during the term of this Agreement a general liability insurance policy (personal injury and property damage) of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence, issued by a company duly and legally licensed to transact business in the State of California, covering liability for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of CONSULTANT or any officer, agent, or employee of CONSULTANT under this Agreement.
- B) Workers' Compensation Insurance.** CONTRACTOR shall provide, to the extent required by law, workers' compensation insurance in the performance of any of CONTRACTOR's duties under this Agreement; including but not limited to, workers' compensation and disability, and shall provide COMMISSION with certification of all such coverages upon request by COMMISSION.
- C) Comprehensive Automobile Liability Insurance.** CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement, a comprehensive automobile liability insurance policy (bodily injury and property damage) on owned, hired, leased and non-owned vehicles used in conjunction with CONTRACTOR's business activities under this Agreement of not less than Three Hundred Thousand Dollars (\$300,000) combined single limit per occurrence.
- D) Proof of Insurance.** All insurance coverages referenced in subparagraphs A, B, and C, above shall be evidenced by a Certificate of Coverage which shall be filed with the Secretary of the COMMISSION prior to the date hereof, shall name COMMISSION, its officers, employees, and agents as additional insureds, shall be kept current during the term of this Agreement and shall provide that COMMISSION shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, or other termination. If the foregoing insurance requirements are satisfied in whole or in part by qualified self-



insurance, certification thereof shall be provided to COMMISSION showing the limits of the self-insurance.

E) Deductibles/Retentions. Any deductibles or self-insured retentions shall be declared to, and be approved by, COMMISSION. At the option of and upon request by COMMISSION, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects COMMISSION, its officers, employees and agents or CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

13. Indemnification. CONTRACTOR shall defend, indemnify and hold harmless COMMISSION, its officers, agents and employees from any claim, loss or liability including, without limitation, those for personal injury (including death) or damage to property, arising out of or connected with any aspect of the performance by CONTRACTOR, or its officers, agents, or employees, of activities required of CONTRACTOR under this Agreement or arising out of or connected with the Project subsequent to the date first above written.

14. Non-Discrimination Clause.

A) During the performance of this Agreement, CONTRACTOR and officers, employees, agents, and contractors shall not deny the benefits thereof to any person on the basis of religion, color, ethnic group identification, sex, marital status, sexual preference, age, or physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of religion, color, ethnic group identification, sex, marital status, sexual preference, age, or physical or mental disability. CONTRACTOR shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

B) CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), the regulations promulgated there under (Title 2, California Code of Regulations, section 7285.0, et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (sections 11135-11139.5) and any State or local regulations adopted to implement any of the foregoing.

15. Notices. All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

TO Commission:

Jenny Ocon
COMMISSION, Chairperson

First 5 Children and Families Commission

TO Consultant:

Jessica Silverman
Executive Director

Cope Family Center



1303 Jefferson St. Suite 100A
Napa, CA 94559

707 Randolph St.
Napa, CA 94559

16. **Third Party Beneficiaries.** Nothing contained in this Agreement shall be construed to create any rights in third parties and the parties do not intend to create such rights.
17. **Attorney's Fees.** In the event that either party commences legal action of any kind or character either to enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action.
18. **Amendment/Modification.** Except as specifically provided in Exhibit C if applicable and herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties.
19. **Interpretation.** The headings used herein are for reference. The terms of the Agreement are set out in the text under the headings. This Agreement shall be governed by the laws of the State of California. The venue for any state action hereunder shall be in the Superior Court of California, County of Napa, and a unified court. The venue for any federal action shall be in the district court for the Northern District of California..
20. **No Waiver.** Waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.
21. **Severability.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.
22. **Entirety of Contract.** This Agreement constitutes the entire agreement between the parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

NAPA COUNTY CHILDREN AND
FAMILIES COMMISSION

By: _____
Jenny Ocon, Chairperson
"COMMISSION

By: _____
Jessica Silverman, Executive Director
"CONSULTANT



APPROVAL AS TO FORM

By: _____
Betsy Strauss, Commission Counsel

By: _____
Chairperson of the Board of Directors

ATTEST:

By: _____
Secretary of Commission



Proposal Number: HHSA 060

707 Randolph Street
Napa, CA 94559

Proposal Components

PH 707.252.1123
FAX 707.256.3175 hello@copefamilycenter.org www.copefamilycenter.org

THE PROPOSAL MUST INCLUDE THE FOLLOWING COMPONENTS	
1. Attachment A – Proposal Checklist	✓
2. Attachment B – Pre-Award Risk Assessment	✓
3. Attachment C – Proposal Cover Sheet for Agency/Applicant	✓
4. Letter on agency letterhead which includes a brief executive summary of proposed project and partners.	✓
5. Response to Required Proposal Elements including Prevention and Early Intervention (PEI) Program Description, Evaluation and Reporting, Implementation Timeline, Budget Narrative and Budget (Attachment E), and Documentation of Qualifications	✓
6. A minimum of three (3) references (see REFERENCES below).	✓
7. Other information: Provide any other items or information that may assist us in evaluating your proposal (e.g., awards, letters of recommendation, MOUs, or sample reports).	✓
8. A written statement indicating acceptance of, or exceptions to, the County's standard PSA; and a written statement indicating willingness and ability to meet the County's insurance requirements, found in the Attachment H: Professional Services Agreement, Section 2.7.	✓
9. A complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or a verification of no responsive incidents. Failure to comply with the terms of this provision may disqualify any proposal. The County of Napa reserves the right to reject any proposal based upon the Proposer's prior history with the County of Napa or with any other party, which documents, without limitation, unsatisfactory performance, significant failures to meet contract milestones or other contractual failures.	✓

2. Pre-Award Risk Assessment (Attachment B)

<p>Organization Name: COPE FAMILY CENTER</p> <p>Address: 707 RANDOLPH STREET, NAPA CA 94559</p> <p>Phone: 707-252-1123</p> <p>Email: cchakerian@copefamilycenter.org</p> <p>Fax: 707-256-3175</p> <p>Incorporated in: NAPA, 1972</p> <p>Number of Employees: 24</p> <p>Name of CEO: MICHELE GRUPE</p> <p>URL: www.copefamilycenter.org</p> <p>Date: 11/4/2022</p> <p>Fiscal year dates (month and year): July 1, 2022 – June 30, 2023</p>	<p>Type of organization:</p> <p><input type="checkbox"/> US Government Entity</p> <p><input type="checkbox"/> US entity that did not expend \$750,000 or more in US federal funds in the latest fiscal year</p> <p><input type="checkbox"/> For profit organization</p> <p><input checked="" type="checkbox"/> Non-profit organization</p> <p><input type="checkbox"/> University</p> <p><input type="checkbox"/> Foundation</p>
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Napa County Health and Human Services Agency Attachment B: Pre-Award Risk Assessment	Yes	No
Have you completed an annual audit in accordance with Uniform Guidance Single Audit requirements a single audit?		N/A NO
Have your annual financial statements been audited by an independent audit firm?	YES	
Does your organization have a financial management system that records the source and application of funds for award-supported activities?	YES	
Are all cash disbursements within the organization fully documented with evidence of receipt of goods or performance of services?	YES	
Does organization have an effective system or procedure to control paid time charged to awarded funds?	YES	
Does organization have an effective system or procedure for authorization and approval of:		
Capital equipment expenditures?	YES	
Travel expenditures?	YES	
Vendor and subcontractor expenditures?	YES	
Is Government property inventory maintained that identifies purchase date, cost, vendor, description, serial number, location, and ultimate disposition data?	YES	

2. Pre-Award Risk Assessment (Attachment B)

Do you have written policies that address:		
Pay Rates and Benefits?	YES	
Time and Attendance?	YES	
Leave?	YES	
Discrimination?	YES	
Privacy and confidentiality?	YES	
Conflicts of Interest?	YES	
Purchasing?	YES	
Record retention?	YES	
Petty Cash?	YES	
Accounts Payable?	YES	
Accounts Receivable?	YES	
IT?	YES	
Credit cards?	YES	
Do you subcontract to perform duties under this contract?		NO
Does your organization have appropriate insurance documents?	YES	
Has there been a change in your senior management team in the past year?		NO
Have any key program staff started with the organization in the past year?		NO
Has your agency been placed on a corrective action plan within the past 12 months by any agency?		NO

3. Proposal Cover Sheet (Attachment C)

Agency Name: COPE FAMILY CENTER (LEAD)	
Address: 707 Randolph Street Napa CA 94559	Phone: 707-252-1123
	Fax: 707-256-3175
	Web: www.copefamilycenter.org
Contact Person: Caryl Chakerian	Contact Phone: 707-252-1123
	Contact E-mail: cchakerian@copefamilycenter.org
	Contact Fax: 707-256-3175
Project Title/Service: Infant-Parent/Maternal Mental Health: <i>Ready, Set, Grow! Napa (RSG!)</i>	
Sub-contractors (if applicable): Child Start, Community Resources for Children, MomSquad Napa Valley, Napa County Office of Education, Napa County Public Health, OLE Health, ParentsCAN, Partnership Health Plan and UpValley Family Centers.	
Amount of Funding Request: \$120,000 x 3 years <i>Respectfully, if funding permits, full cost of this phase of program is \$205,400.</i>	Total Amount Requested: \$120,000 x 3 years = \$360,000
Matching Funds: \$75,000 - pending	In-Kind Amount: \$12,503 Cash Amount: \$75,000 Total Amount of Matching Funds: \$87,503
Authorization: <i>I declare under penalty of perjury under the laws of the State of California that the information provided in this Proposal is true and correct.</i>	
Signature of Authorized Agency Official:	Title: Executive Director
Printed Name of Authorized Agency Official:	Date:
Michele Grupe	11/4/2022



4. Executive Summary

707 Randolph Street
Napa, CA 94559

PH 707.252.1123

FAX 707.256.3175

hello@copefamilycenter.org
www.copefamilycenter.org

The First 5 Napa Family Support and Home Visiting (FSHV) Collaborative's Infant-Parent Mental Health Support Project, *Ready, Set, Grow! Napa (RSG!)*, will enhance and expand prevention and early intervention mental health services across Napa County for families with children 0-5 by addressing gaps in screening capacity, navigating barriers to resource access, and increasing the range of mental health supports for parents with young children. Over the past year and half, the FSHV Collaborative has laid the groundwork for *our next phase of work*, as outlined in this application. Building on multiple countywide programs, *RSG!* will boost our collective capacity to:

1. Provide **evidence-based mental health screenings** for parents and children through evidence-based certification training for professionals and implementation of additional child and adult mental health screeners.
2. Successfully **connect isolated families with young children to screening and services** with the addition of an *RSG!* Navigator housed at Cope Family Center.
3. Create **new pathways to infant-parent mental health** through a range of science-driven interventions, including evidence-based home visiting, parent education and coaching, therapeutic services with Napa Infant-Parent Mental Health Fellows, and expanded prevention and early intervention programs at partner sites.

With multi-year Napa County PEI support, to complement investments by First 5 Napa and CA, the Collaborative, consisting of Cope, Child Start, Community Resources for Children, MomSquad Napa Valley, Napa County Office of Education, Napa County Public Health, OLE Health, ParentsCAN, Partnership Health Plan and UpValley Family Centers, will ensure that all Napa County families with young children have access to the screening, information, services and specialized mental health support they need to overcome the impacts of trauma and thrive.

We project the future phases of this project to carry into 2024. I am happy to answer questions about the Collaborative's plans for upcoming activities to better understand this request.

Michele Grupe, Executive Director
Cope Family Center

5. Program Narrative & Logic Model

The First 5 Napa Family Support and Home Visiting (FSHV) Collaborative's Infant-Parent Mental Health Support (IPMH) Project, *Ready, Set, Grow! Napa*, (*RSG! Napa*) will enhance and expand prevention and early intervention mental health services across Napa County for families with children 0-5. Building on multiple countywide programs, ***RSG! Napa will boost our countywide capacity to provide evidence-based mental health screenings, increase the number of families with young children who are successfully connected to screening and services, and create new pathways to infant-parent mental health through a range of science-driven interventions.***

RSG! Napa will directly address state and local PEI priorities, including childhood trauma prevention and early intervention; culturally competent and linguistically appropriate prevention and intervention; early identification/mental health screening; in-home early intervention services for children and families; and, services and supports for children and families prenatal through high school.

The negative impact of highly traumatic and relationally impoverished experiences, particularly when occurring during the first few years of life, can be enduring. Conversely, relationally rich contexts at any point in a child's life, especially in the early years, may serve as a buffer. From either perspective, the potential for prevention and early intervention to address risk, reduce future morbidity, and enhance the lives of children is unmistakable.¹

Over the last year, the FSHV Collaborative has leveraged First 5 California funding to engage in an extensive planning process to better coordinate evidence-based home visiting programs across the County, facilitate cross-agency learning and identify gaps in resources and supports, all with the goal of creating a seamless, highly effective system for ensuring that all children have

¹ EP Hambrick, et al. Beyond the ACE score: Examining relationships between timing of developmental adversity, relational health and We developmental outcomes in children. Archives of Psychiatric Nursing, Volume 33, Issue 3, June 2019.

5. Program Narrative & Logic Model

consistent, patterned, nurturing experiences with caregivers. Through their collaborative work, FSHV partners have identified three key issues that must be addressed to create a comprehensive, countywide approach to IPMH:

Gaps in Screening Capacity: Across Napa County, primary care, public health, child welfare, family strengthening, and early childhood professionals have engaged in certification trainings to be able to administer evidence-based mental health and childhood development screeners. Collectively, FSHV Collaborative members administer a range of screeners, including the Ages & Stages Questionnaires (ASQ-3, ASQ-SE2) for children and the Edinburgh Maternal Depression Screen, Healthy Families Parenting Index (HFPI), Strengths and Difficulties Questionnaire (SDQ), Patient Health Questionnaire (PHQ-9), General Anxiety Disorder (GAD-7), Relationship Assessment Tool, 4Ps Plus, the Adverse Childhood Experiences (ACEs) Questionnaire and the Depression, Anxiety and Stress Subscales (DASS-21) for adults to better understand families' mental health needs. However, there are still wide gaps in the availability of screeners in communities outside of the City of Napa, and in overall consistency across providers in how the screeners are administered and applied. More training opportunities are needed to certify additional community professionals, to expand the range of child-focused screeners available in the County, and to increase professionals' skills and knowledge.

Barriers to Access: Unfortunately, it is much easier to identify families in need than it is to connect them to the programs and resources that can help. Parents and caregivers who are already overwhelmed by the difficult tasks of making ends meet, managing their own anxiety or depression and attempting to respond to their young children's needs are hard pressed to overcome the knowledge, cultural, language, geographic, income and scheduling barriers that often get in the way of accessing resources. Without a centralized, cross-agency system for

5. Program Narrative & Logic Model

coordinating referrals, assessing individual needs, and connecting families to appropriate and accessible services, many parents and caregivers give up and never get the help they need.

Limited Pathways to Mental Health: A “one size fits all” intervention is not appropriate for addressing IPMH; multiple program evaluations have found that flexible, tailored, resource-oriented intervention programs that are multi-faceted and use a variety of methods to engage parents provide the best results.² In Napa County, it is critical that we develop and deliver multi-level mental health supports that fit families’ cultural backgrounds, needs, learning styles, willingness and preferences in locations that are easily accessible and family-friendly.

To address these critical needs, RSG! Napa will boost countywide capacity to expertly facilitate a range of mental health and child development screeners through training and targeted outreach to community professionals; create a centralized intake and navigation point for all families with children 0-5 who are seeking mental health support; and expand multi-level mental health interventions for parents and young children. All Napa County families with young children will be welcomed to services, although outreach will target low-income, Latino, isolated caregivers and children. Program services will be delivered bilingually by accredited, cross-trained and culturally competent providers and coordinated by the new *RSG! Napa* Navigator (*RSG! Navigator*). Cope Family Center will recruit, hire, and equip a bilingual family strengthening professional who will serve as the *RSG! Navigator* for the Family Support and Home Visitation Collaborative, supporting the accomplishment of three key strategies for this second phase of the project:

Implementation Strategy 1: Increase Countywide Capacity for Behavioral Health and Developmental Screenings for Young Children. First 5 Napa, with the support of the *RSG!*

² H Stolper, et al. How to Support Parents of Infants and Young Children in Mental Health Care: A Narrative Review. *Frontiers in Psychology*, November 16, 2021.

5. Program Narrative & Logic Model

Navigator will continue to map existing screening and service resources across the County, identify gaps, create targeted training recruitment strategies and work with Collaborative partners to research, select and adopt additional screening tools that fill specific needs in the County.

- *ASQ Training for Family Strengthening & Early Childhood Professionals:* Two staff from FSHV Collaborative agencies will complete an ASQ Train-the-Trainer program and engage partner staff, especially those that reach into American Canyon, Calistoga, Angwin and Pope Valley and those who work directly with children in childcare settings, in training to become ASQ-3 and ASQ-SE2 certified, and to gain skills to help families use their learnings to improve their interactions with their children. **To support full implementation** of the ASQs across the County, *Ready, Set, Grow! Napa* will provide Collaborative partners access to the ASQ Online data system to support data management, online questionnaire completion, and reporting.
- *Advanced Training for Early Childhood Experts.* Home visitors, mental health clinicians, pediatricians, family strengthening staff and childcare providers who have reached proficiency in administering the ASQ-3, ASQ-SE2, Edinburgh or other evidence-based screeners will be provided advanced training and peer learning opportunities to gain certification in additional screeners, and to increase their abilities to use screening data along with their years of training and experience to build relationships with families and to gain deep insights into the wellbeing and mental health of parents and young children.
- *Adoption of Additional Mental Health Screeners:* Working alongside Napa County Public Health staff, the *RSG!* Navigator will review the full menu of child and parent-focused screeners currently being used across the County; determine gaps and areas for expansion; research appropriate, culturally competent, and effective screening tools using the *Birth to 5: Watch Me*

5. Program Narrative & Logic Model

Thrive! database³; and recommend adoption of additional tools that will help the Collaborative to better identify families in need of mental health support.

Implementation Strategy 2: Improve Systems Navigation for Families with Children Ages

0-5. To best leverage available resources and increase family engagement, the *RSG!* Navigator will field all referrals from primary care providers, public health nurses, child welfare professionals, family support organizations and early childhood educators. Through a series of conversations, the *RSG!* Navigator and families will determine screening and service needs and then connect families to the right organization(s) and navigate barriers to access. The *RSG!* Navigator will track all referral, screening, and follow-up data to ensure that families have their needs met.

Implementation Strategy 3: Expand Infant-Parent Mental Health Interventions for

Families with Children Ages 0-5. To meet child and caregiver needs at every level, the Collaborative has adopted a two-generation approach that provides a full continuum of interventions that create multiple pathways to mental health, including:

- *Parents As Teachers (PAT) Home Visiting* serves parents with children aged prenatal to kindergarten entry, pairing each family with a Family Support Specialist for three to five years. PAT serves both adults and children with in-person and COVID-inspired virtual visits, with each family receiving 4-10 hours of service each month, including health checks, screenings, goal setting, problem solving, and monthly social gatherings to build communication skills and a social network. PAT Home Visiting is currently partially funded with Napa County PEI dollars.
- *Evidence-Based Coaching Tools* will help to better meet needs identified through child and adult screeners. Currently, Cope and Public Health Home Visitors offer a variety of IPMH

³ US Administration for Children & Families, Office of Early Childhood Development. Birth to 5: Watch Me Thrive!, <https://www.acf.hhs.gov/archive/ecd/child-health-development/watch-me-thrive>

5. Program Narrative & Logic Model

coaching tools and frameworks to families during their one-on-one, family-led work. *RSG! Napa* intends to adopt 1-2 additional evidence-based parent coaching tools that will be used as part of all Home Visiting programs. For example, *Baby Cues* is an innovative intervention tool that help parents and other caregivers be more “tuned in” to their infant and young child’s needs by learning to understand and respond to their behavioral cues. Another tool under consideration is the *Newborn Behavioral Observations (NBO)* system, a relationship-based tool that offers individualized information to parents about their baby's communication strategies and overall development, with a view to strengthening the parent-infant relationship.

- *Triple P® Positive Parenting Program, Levels 4 and 5*, serves our highest need parents, helping to reduce the probability of children’s exposure to ACEs by engaging a multi-level range of delivery systems in an educational approach to parenting interventions. Triple P Levels 4 and 5 is delivered by Cope Family Center through group experiences, one-on-one consultations and tailored discussion groups and is currently partially funded with Napa County PEI dollars.
- *Family Therapy with IPMH Fellows* will target families in need of intensive therapeutic support. Of the 70 IPMH Fellows program graduates from Napa, 20-25 work in Napa County, but only a small handful of Fellows serve young children and their families. To boost Fellows’ capacity to work with young children and their families, First 5 Napa will establish an IPMH Fellows Community of Practice that will support these professionals to identify and address issues that have limited their abilities to serve young children, such as navigating insurance systems (including access to COVID services), forming case conferencing groups, delivering services via telehealth or in group settings, etc., and increase opportunities for peer collaboration. In addition, the FSHV Collaborative will leverage funding from First 5 Napa to provide financial resources to behavioral health providers to apply for the IPMH Fellowship.

5. Program Narrative & Logic Model

- *Capacity Building to Increase Behavioral Health Services:* FSHV Collaborative partners are strongly aligned in their collective desire to increase their organizational capacity to deliver evidence-based prevention and early intervention mental health services to young children and their families. *RSG! Napa*, partners will engage in peer-to-peer and expert-led training to enhance, expand, or adopt home visiting programs and peer support frameworks. All training will be coordinated by the *RSG! Navigator*.

I.2 Service Delivery Adaptations for COVID-19 Conditions. FSHV Collaborative members have adapted program strategies to meet the unique challenges of the pandemic. First, to support families' wellbeing and remove barriers to participation, some families are provided flex funds through Cope's CalWORKs contract. COVID-adjusted virtual program delivery and remote services have increased enrollment for families in outlying areas by 28% as travel and childcare issues became moot. All parent participants are now screened for mental health concerns using 4Ps Plus, SDQ and/or DASS-21 screeners. Finally, the Collaborative is working alongside the Child Abuse Prevention Council to launch a bilingual community outreach campaign focused on the Protective Factors that will engage parents through social media, radio, newspaper, and physical locations. Combined, all these different engagement strategies will continue to support families' full participation in services.

I.3 Unique, Creative, Non-Duplicative Services. The First 5 Napa FSHV Collaborative's mission is to promote data sharing, referrals, program development, and unified messaging among the agencies that support parents and caregivers in Napa County. The *RSG! Napa* program exemplifies the Collaborative's work to develop and deliver unique, creative, non-duplicative services by continually identifying and addressing gaps in resources and supports, encouraging referrals between programs, coordinating efforts to develop, fund and implement a

5. Program Narrative & Logic Model

variety of family support and home visiting programs, offering consistent and reliable information to parents and caregivers on children's physical health, development, behavior, safety, learning, and emotional wellbeing.

II. EVALUATION & REPORTING: As shown in the attached Logic Model, regular analysis of data/reports/assessments are used by Collaborative members to ensure model fidelity and evaluate program delivery and outcomes, guide individual program design and frequency of staff interactions for the benefit of our families. Comprehensive, evidence-based program reports are shared regularly with investing partners and agencies and follow RFP expectations.

III. IMPLEMENTATION TIMELINE: Cope is a reliable partner delivering evidence-based programs, having demonstrated results in alignment with the PEI Strategies identified in SB1004. With a history of successfully scaling programs, our team is poised to implement the expanded service projections as of April 3, 2023.

IV. BUDGET AND BUDGET NARRATIVE: Costs are based on current actuals for staffing and operating expenses allocated to this program. Source documents include audited financials, current year Income Statement and Balance Sheet.

A1a. Personnel Costs: *Program Director* manages the strategic growth of the program in partnership with Collaborative. *Program Manager* oversees activities related to the project. *Systems Navigator* manages a directory of services by Collaborative partners, connects parents and referring agencies to services, and coordinates training. *Finance and Data staff* manage duties related to fiscal oversight and data collection and evaluation. **A1b. Employee Benefits** are averaged at 30% and are in alignment with allowable benefits listed in RFP.

A2. Operating Expenditures: Shared costs include facility, mortgage, technology, postage/copying, office/program supplies, utilities, and equipment. To provide necessary

5. Program Narrative & Logic Model

resources for service delivery to families, program specific expenses include ASQ/ASQ-SE kits, ASQ/ASQ-SE online platform, training costs for screenings.

A3. Subcontractor/Professional Fees: Two scholarships for IPMH Fellowship Program; compensation for a minimum of ten Infant/Parent Mental Health Fellows to establish a Community of Practice and identify sustainable brief interventions to complement the family counseling and brief interventions currently offered. Funds will be used for delivery of new interventions; funding for 75 Newborn Behavioral Observations by providers and four bi-lingual peer support groups offered by MomSquad Napa Valley.

A5. Indirect/Administrative Overhead: Administrative Overhead includes mortgage, utilities, technology, professional fees, and administrative staff. Administrative percentage is derived by dividing the organization's management/fundraising expenses by the program expenses and is 22%. Cope will match the difference (7%) for this project.

B. REVENUES/Leveraged Costs: First 5 Napa has invested \$100,00 in the planning phase of this multi-year project, while the Collaborative partners leveraged their funding to cover staff time for planning meetings and training. The established Infant/Parent Mental Health services offered by the partners (home visiting, brief interventions, screenings) provide a substantial investment from diverse funding. In addition to the planned Implementation Grant from First 5 CA, the First 5 Napa Commission has committed funds to the development of this application and will request a multi-year investment in the program on the December 5th Commission agenda as a match to the PEI funds. If additional funds not secured, *RSG! Napa* will be scaled back to match the \$120,000 maximum request. In-kind support includes 7% administrative costs from Cope. Cope's long-term sustainability and relationships with funders illustrates our readiness to implement the program.

5. Program Narrative & Logic Model

Total Proposed Program Budget	Max	Annual Budget
1. Personnel (list classifications, credentials, and FTEs)		
a. Salaries, Wages		
Systems Navigator	1 FTE	\$57,400
Program Director	0.1 FTE	\$8,800
FRC Program Manager	0.05 FTE	\$3,500
Data Manager	.15 FTE	\$7,500
Finance Staff	0.05 FTE	\$2,500
b. Benefits and Taxes @ 30%		\$23,910
c. Total Personnel Expenditures		\$103,610
2. Operating Expenditures		
a. Shared Facility Cost & Operating Expenses		\$3,000
b. Direct Program Expenses (program supplies, ASQ/ASQ-SE materials and trainings)		\$14,600
c. Total Operating Expenses		\$17,600
3. Subcontracts/Professional Services (list all subcontracts)		
Mom Squad - Brief Intervention Groups		\$5,000
IPMH Fellows Community of Practice		\$19,000
Newborn Behavioral Observations		\$15,000
Napa - Infant/Parent Mental Health Fellowship		\$18,400
a. Total Subcontracts		\$57,400
4. Subtotal Proposed Program Budget		\$178,610
5. Indirect/Administrative Overhead Attributable to the Project/Program		
a. Total Indirect/Administrative Overhead (15% maximum)	15%	\$26,792
6. TOTAL PROPOSED PROGRAM BUDGET		\$205,400
B. REVENUES (list/itemize by fund source)		
First 5 Napa County - pending		\$75,000
1. Total Revenue		\$75,000
C. TOTAL FUNDS REQUESTED		\$120,000
D. Total In-Kind Contributions		\$12,503



Napa County Family Support and Home Visitation Collaborative: FY 22-23 Infant-Parent Mental Health Support Prevention Program LOGIC MODEL

Year 2 of the First 5 Napa County FSHV Collaborative's Infant-Parent Mental Health Support (IMPH) Project, *Ready, Set, Grow! (RSG!)*, will enhance and expand prevention and early intervention mental health services and supports across Napa County for families with children 0-5. Building on multiple countywide programs and initiatives *RSG!* will grow our countywide capacity to provide evidence-based mental health screenings, increase the number of families with young children who are successfully connected to needed screening and services, and create new pathways to infant parent mental health through a range of science-driven interventions.

Needs	Activities	Outputs	Outcomes	Impact
Robust mental health and child development screening is not readily available to families with young children in the communities where they live.	<p>Training & Capacity Building for Screening</p> <p>Ages and Stages Questionnaire (ASQ-3 and ASQ-SE@) certification training for family strengthening, primary care and early childhood professionals with a focus on those who serve outlying areas.</p> <p>Expanded access to the ASQ Online data systems for all Collaborative partners to support data management, online questionnaire completion and reporting.</p> <p>Advanced training and peer learning opportunities for early childhood professionals who hold certifications in ASQs and other evidence-based screening tools</p> <p>Robust Screening Tools</p> <p>Research, adopt and build countywide implementation capacity around additional screening tools that will create a comprehensive screening program to identify parents and children with mental health needs.</p>	<p>15 professionals will complete ASQ certification training</p> <p>A minimum of 5 additional partner agencies will gain access to the ASQ Online data system (total of 8).</p> <p>10 professionals will complete advanced training to increase skills and gain additional screening certifications.</p> <p>2 screening tools will be adopted and piloted throughout Napa County.</p>	<p>80% of professionals who participate in training will achieve certification or improve their skills to administer mental health or child development screening tools</p> <p>25% more young children and their caregivers will be screened for mental health and developmental concerns</p>	Early identification of mental health issues in caregivers and children will allow our communities to intervene earlier in order to prevent trauma and buffer its impact on children's development and mental health.
Families with young children are not able to connect with the mental resources and services they need to thrive.	<p>Service Navigation</p> <p>RSG! Navigator will coordinate referrals for mental health services for young children and their caregivers, assess family needs and connect them to the appropriate and accessible resources.</p>	100 families with young children will be connected to appropriate and accessible mental health resources.	25% of families referred to the RSG! Navigator will participate in mental health services.	Effective systems navigation will lead to high levels of parent child-engagement in mental health supports.
Mental health support for young children and caregivers must be multifaceted in order to meet families' specific needs, willingness to engage and preferences.	<p>Expanded Pathways to Mental Health</p> <p>Enhance and expand existing evidence-based Home Visitation and Triple P Levels 4/5 mental health interventions with the addition of new evidence-based parent coaching tools, the engagement of IMPH Fellows in providing family counseling through a Community of Practice and financial resources, and extensive training to support partners' work to enhance, expand or adopt home visiting programs and peer support frameworks.</p>	<p>2 mental health professionals will receive financial support to participate in the IMPH Fellowship Program</p> <p>8 IMPH Fellows will participate in a Community of Practice</p> <p>4 staff from Collaborative partner agencies will engage in training focused on evidence-based home visiting and peer support group frameworks</p>	<p>25% more mental health practitioners will increase their involvement with children ages 0-5 and their caregivers</p> <p>25% more families with young children will engage in appropriate, accessible mental health supports</p>	Young children will have consistent, nurturing relationships with their caregivers that promote optimal mental health and development.

5. Program Narrative & Logic Model (Continued)

V. DOCUMENTATION OF QUALIFICATIONS: The First 5 Napa Family Support and Home Visiting

Collaborative has quickly established effective, efficient, and successful systems for mapping resources, communication, sharing information and data and leveraging resources. Having completed its planning objectives, the Collaborative intends to apply for a second First 5 California grant to support implementation of the priorities and strategies described herein, in addition to First 5 Napa funding.

Cope Family Center brings extensive experience operating as lead agency in numerous countywide collaboratives and has received full support from Collaborative members to lead the *Ready, Set, Grow! Napa* initiative. Cope staff delivering frontline services have all earned a minimum BA level degree in applicable skills pertinent to their duties and participate in extensive training for the evidence-based programs.

Additionally, they receive over 40 hours of training annually on topics including DEI, subsidy program guidelines, and leadership development. Cope devotes extraordinary time and attention to staff training and retention in recognition that the heart of our mission lies in the staff delivering services, resulting in a low turnover rate. Cope uses data-driven decision-making. Goals and outcomes (fiscal and programmatic) are tracked through an annual review of our multi-year business plan, with revisions made based on evaluation results, community needs and funding projections.

With a foundation of healthy reserves, our goal each year is passing a balanced budget that aligns with our values of integrity and sustainability and moves us toward the successful achievement of our strategic goals set for meeting our clients' needs. This requires vigilant tracking of our financial status, offering the opportunity to pivot when opportunities for growth present themselves as well as when disasters strike. Reserves are used for several purposes: capital for innovative growth of services, capital improvements to our facility, and organizational sustainability in the event of a disaster or economic downturn. To inform the PEI judging panel of our qualifications, we have attached the following:

- FY21.22 Reviewed Financials
- Key Staff Qualifications
- Cope Organizational Chart
- Cope Board of Directors list
- *RSG!* Partner List

6. Cope Family Center References

Dr. Kristie Brandt, CNM, MSN, DNP

Parent-Infant & Child Institute Director

P.O. Box 2555, Napa, CA 94558

707-227-8900

dr.kristiebrandt@sbcglobal.net

Credentials:

IMH-E® I(IV-C) Infant Mental Health Mentor - Clinical

CA-CIFECMH Endorsed Infant-Family & Early Childhood Mental Health Specialist &

Reflective Mentor

Director of the University of California Davis CPE Infant-Parent Mental Health Fellowship Program, Napa, CA

Assistant Clinical Professor of Pediatrics VF, UC Davis School of Medicine

NBO Trainer Brazelton Institute Division of Developmental Medicine, Boston Children's Hospital, Boston, MA

Dr. Joseph Carrillo, MD

Harvest Pediatrics

1100 Trancas Street

Suite 270

Napa, CA 94558

(707) 252-1076

joseph_carrillo@sbcglobal.net

Cope “Parents As Teachers” Program, Parent Graduate:

Ashley Milbridge Crocker

2212 Berks St.

Napa, CA 94558

Phone: 415-858-5460

Email: ashmill22@gmail.com

7. Other Information

(e.g., awards, letters of recommendation, MOUs, or sample reports).

We have included attachments at the bottom of this document.

8. Acceptance, and 9. Disclosures

Cope Family Center accepts the County's standard PSA; and is willing and able to meet the County's insurance requirements, found in the Attachment H: Professional Services Agreement, Section 2.7.

We have NO significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or a verification of no responsive incidents.



Napa County Family Support and Home Visitation Collaborative: FY 22-23 Infant-Parent Mental Health Support Prevention Program LOGIC MODEL

Year 2 of the First 5 Napa County FSHV Collaborative's Infant-Parent Mental Health Support (IMPH) Project, **Ready, Set, Grow! (RSG!)**, will enhance and expand prevention and early intervention mental health services and supports across Napa County for families with children 0 -5. Building on multiple countywide programs and initiatives **RSG!** will grow our countywide capacity to provide evidence-based mental health screenings, increase the number of families with young children who are successfully connected to needed screening and services, and create new pathways to infant parent mental health through a range of science-driven interventions.

Needs	Activities	Outputs	Outcomes	Impact
Robust mental health and child development screening is not readily available to families with young children in the communities where they live.	Training & Capacity Building for Screening Ages and Stages Questionnaire (ASQ-3 and ASQ-SE@) certification training for family strengthening, primary care and early childhood professionals with a focus on those who serve outlying areas. Expanded access to the ASQ Online data systems for all Collaborative partners to support data management, online questionnaire completion and reporting. Advanced training and peer learning opportunities for early childhood professionals who hold certifications in ASQs and other evidence-based screening tools Robust Screening Tools Research, adopt and build countywide implementation capacity around additional screening tools that will create a comprehensive screening program to identify parents and children with mental health needs.	15 professionals will complete ASQ certification training A minimum of 5 additional partner agencies will gain access to the ASQ Online data system (total of 8). 10 professionals will complete advanced training to increase skills and gain additional screening certifications. 2 screening tools will be adopted and piloted throughout Napa County.	80% of professionals who participate in training will achieve certification or improve their skills to administer mental health or child development screening tools 25% more young children and their caregivers will be screened for mental health and developmental concerns	Early identification of mental health issues in caregivers and children will allow our communities to intervene earlier in order to prevent trauma and buffer its impact on children's development and mental health.
Families with young children are not able to connect with the mental resources and services they need to thrive.	Service Navigation RSG! Navigator will coordinate referrals for mental health services for young children and their caregivers, assess family needs and connect them to the appropriate and accessible resources.	100 families with young children will be connected to appropriate and accessible mental health resources.	25% of families referred to the RSG! Navigator will participate in mental health services.	Effective systems navigation will lead to high levels of parent child-engagement in mental health supports.
Mental health support for young children and caregivers must be multifaceted in order to meet families' specific needs, willingness to engage and preferences.	Expanded Pathways to Mental Health Enhance and expand existing evidence-based Home Visitation and Triple P Levels 4/5 mental health interventions with the addition of new evidence-based parent coaching tools, the engagement of IPMH Fellows in providing family counseling through a Community of Practice and financial resources, and extensive training to support partners' work to enhance, expand or adopt home visiting programs and peer support frameworks.	2 mental health professionals will receive financial support to participate in the IPMH Fellowship Program 8 IPMH Fellows will participate in a Community of Practice 4 staff from Collaborative partner agencies will engage in training focused on evidence-based home visiting and peer support group frameworks	25% more mental health practitioners will increase their involvement with children ages 0-5 and their caregivers 25% more families with young children will engage in appropriate, accessible mental health supports	Young children will have consistent, nurturing relationships with their caregivers that promote optimal mental health and development.



NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #519-25

Consultant Services Agreement

This Agreement is made and entered into this May 20, 2024, by and between the First 5 Napa County Children and Families Commission, a political subdivision of the State of California (hereinafter referred to as "COMMISSION"), and Dr. Lori A Watson, an individual, whose mailing address is 1423 Broadway St. Oakland, CA 94612 (hereinafter referred to as "CONSULTANT").

Recitals

WHEREAS, the Rainbow Family League Project is a project of First 5 Napa County to provide families with various levels of engagement to practice talking about race and inclusion and actively standing up to racism and for inclusion, and

WHEREAS, Commission needs assistance with specialized consulting services including collaboration and facilitation for Rainbow Family League project, and

WHEREAS, CONSULTANT is willing and is qualified to provide such specialized services to the COMMISSION under terms and conditions set forth herein; Dr. Watson brings twenty-plus years of experience in the education field, worked as an Equity Transformation Specialist, and has coached and facilitated nationwide, helping individuals and organizations uncover personal and institutional biases. Dr. Watson founded Race-Work, LLC and as CEO, she continues to partner with school districts, universities, non-profits, private companies, and corporations across the nation.

Terms

NOW, THEREFORE, said COMMISSION and said CONSULTANT for the considerations hereinafter set forth, mutually agree as follows:

1. **SCOPE OF WORK.** CONSULTANT shall provide the following services during the 24-25 Rainbow Family League season:
 - (a) Guided discussions with participants following each book. These Six 2-hour seminars will provide participants an opportunity to engage with others in the community as they discuss and reflect on the books they're reading and the role of race, racism, & power. These sessions will provide a space for deeper understanding and awareness.
2. **COMPENSATION.** COMMISSION shall pay CONSULTANT as compensation in full, not to exceed \$13,500 for consulting services included in Scope of Work. CONSULTANT shall submit itemized statements for work satisfactorily performed. COMMISSION shall make any payment due within thirty (30) days after submittal of the invoice by CONSULTANT.
3. **TERM.** The term of this Agreement shall begin July, 1 2024 and end June 30, 2025 or the completion of the work contemplated by this Agreement, whichever is earlier, unless terminated earlier as provided herein



4. **NOTICES.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

COMMISSION:
Executive Director
First 5 Napa County

CONSULTANT
Dr. Lori A Watson
Race-Works LLC

1303 Jefferson St. Suite 100A
Napa CA 94559

1423 Broadway St. Suite 230
Oakland CA 94608

5. **AMENDMENT OF SCOPE OF WORK.** COMMISSION shall have the right to amend the Scope of Work within the Agreement by written notification to the CONSULTANT. In such event, the compensation and time of performance shall be subject to renegotiation upon written demand of either party to the Agreement. Failure of the CONSULTANT to secure COMMISSION's written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the contract price or time due, whether by way of compensation, restitution, quantum merit, etc. for work done without the appropriate COMMISSION authorization.
6. **COMMISSION'S RIGHT TO TERMINATE/SUSPEND CONTRACT.** At any time and for any or no reason, COMMISSION shall have the right to terminate this Agreement, take possession of the CONSULTANT's work, e.g., studies, preliminary drawings, computations, specifications, etc., insofar as they are complete and acceptable to the COMMISSION and use the same, and pay the amount owing for the work satisfactorily performed prior to the date of termination. Notwithstanding the above, CONSULTANT shall not be relieved from liability to COMMISSION for damages sustained by virtue of any breach of this Agreement by CONSULTANT, whether or not the Agreement was remembered for convenience or cause, and COMMISSION may withhold payments not yet made to CONSULTANT for the purpose of setoff until such time as the exact amount of damages due COMMISSION from CONSULTANT is determined.
7. **CORRECTION OF WORK.** The performance of services or acceptance of information furnished by CONSULTANT shall not relieve the CONSULTANT from obligation to correct any inaccurate or incomplete work subsequently discovered and all such work shall be remedied by the CONSULTANT on demand without cost to the COMMISSION.
8. **DELAYS AND EXTENSIONS.** Time is of the essence concerning performance of this Agreement; however, the CONSULTANT will be granted time extensions for delays beyond the



CONSULTANT's control. Time extensions will be equal to the length of the delay or as otherwise agreed upon between the CONSULTANT and the COMMISSION.

9. **RECORDS OF PERFORMANCE.** CONSULTANT shall maintain adequate records of contract performance costs, expenses, etc., and make these records available for inspection, audit, and copying by the COMMISSION during the agreement period and for a period of two (2) years from the date of final payment.
10. **SUBCONTRACTING.** Some of the services covered by this contract shall be subcontracted to others as deemed necessary to complete the project and assigned by CONSULTANT and after approval by the COMMISSION Executive Director.
11. **INDEMNIFICATION.** To the full extent permitted by law, CONSULTANT shall indemnify, hold harmless, release and defend COMMISSION, its officers, employees and agents from and against any and all actions, claims, demands, damages, disability, losses, expenses including attorney's fees and other defense costs and liabilities of any nature that may be asserted by any person or entity including CONSULTANT, in whole or in part, arising out of CONSULTANT's activities hereunder, including the activities of other persons employed or utilized by CONSULTANT in the performance of this Agreement (including design defects and regardless of COMMISSION's approval, use or acceptance of the work or work product hereunder) excepting liabilities due to the sole negligence or willful misconduct of COMMISSION. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for CONSULTANT under Worker's Compensation, disability or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by CONSULTANT and shall continue to bind the parties after termination/completion of this Agreement.
12. **INSURANCE.** Without limiting CONSULTANT's indemnification provided herein, CONSULTANT shall take out and maintain, throughout the period of this Agreement, the following policies of insurance placed with insurers (if other than the State Compensation Fund) with a current A.M. Best's rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of CONSULTANT, its agents, employees or subcontractors:
 - (a) **Workers' Compensation Insurance.** CONTRACTOR shall provide, to the extent required by law, workers' compensation insurance in the performance of any of CONTRACTOR's duties under this Agreement; including but not limited to, workers' compensation and disability, and shall provide COMMISSION with certification of all such coverages upon request by COMMISSION.
 - (b) **Comprehensive Automobile Liability Insurance.** CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement, a comprehensive automobile liability insurance policy (bodily injury and property damage) on owned, hired, leased and non-owned vehicles used in conjunction with CONTRACTOR's business activities under



this Agreement of not less than Three Hundred Thousand Dollars (\$300,000) combined single limit per occurrence.

- (c) **Proof of Insurance.** All insurance coverages referenced in subparagraphs (b) and (c) above shall be evidenced by a Certificate of Coverage which shall be filed with the Secretary of the COMMISSION prior to the date hereof, shall name COMMISSION, its officers, employees, and agents as additional insureds, shall be kept current during the term of this Agreement and shall provide that COMMISSION shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, or other termination. If the foregoing insurance requirements are satisfied in whole or in part by qualified self-insurance, certification thereof shall be provided to COMMISSION showing the limits of the self-insurance.
- (d) **Deductibles/Retentions.** Any deductibles or self-insured retentions shall be declared to, and be approved by, COMMISSION. At the option of and upon request by COMMISSION, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects COMMISSION, its officers, employees and agents or CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.
- 13. **STANDARD OF CARE.** COMMISSION relies upon the professional ability of CONSULTANT and representations regarding the type of work to be performed as a material inducement to entering into this Agreement. CONSULTANT shall perform the professional services hereunder in accordance with the highest professional standards.
- 14. **CONFLICT OF INTEREST.** CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed.
- 15. **STATEMENT OF ECONOMIC INTEREST.** If COMMISSION determines CONSULTANT comes within the definition of CONSULTANT under the Political Reform Act (Government Code §87100), CONSULTANT shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with the Clerk of the COMMISSION of Napa disclosing CONSULTANT and/or such other person's financial interests.
- 16. **MERGER.** This Agreement shall constitute the entire Agreement between the parties and shall supersede any previous agreements, whether verbal or written, concerning the same subject matter. No modification of this Agreement shall be effective unless and until evidence by a writing is signed by both parties.
- 17. **DEFAULT.** If CONSULTANT should fail to perform any of his obligations hereunder, within the time and in the manner herein provided or otherwise violate any of the terms of this Agreement, COMMISSION may terminate this Agreement by giving CONSULTANT written



notice of such termination, stating the reason for such termination. In such event, CONSULTANT shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total fees specified in the agreement as the services satisfactorily rendered hereunder by CONSULTANT bear to the total services otherwise required to be performed for such total fee; provided, however, that the COMMISSION may withhold payments not yet made to CONSULTANT for the purpose of setoff until such time as the exact amount of damages due COMMISSION from CONSULTANT is determined.

18. **ATTORNEY FEES, APPLICABLE LAW AND FORUM.** In the event either party brings an action or proceeding for damages arising out of the other's performance under this Agreement or to establish the right or remedy of either party, the prevailing party shall be entitled to recover reasonable attorney fees and costs as part of such action or proceeding, whether or not such action or proceeding is prosecuted to judgment. This Agreement shall be construed and interpreted according to California law, and any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Napa.
19. **INDEPENDENT CONTRACTOR.** The parties intend that CONSULTANT, in performing the services specified herein, shall act as an independent contractor and shall have control of the work and the manner in which it is performed. CONSULTANT is not to be considered an agent or employee of the COMMISSION and is not entitled to participate in any pension plan, insurance, bonus or similar benefits COMMISSION provides its employees. In the event COMMISSION exercises its right to terminate this Agreement, CONSULTANT expressly agrees that he/she shall have neither recourse nor right of appeal under rules, regulations, ordinances or laws applicable to employees.
20. **TAXES.** CONSULTANT agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. CONSULTANT agrees to indemnify and hold the COMMISSION harmless from any liability which it may incur to the United States or to the State of California as a consequence of CONSULTANT's failure to pay, when due, all such taxes and obligations.
21. **EMPLOYMENT PRACTICES.** CONSULTANT shall not discriminate in its performance under the Agreement either directly or indirectly on the grounds of race, color, religion, sex, age, national origin, or other prohibited grounds in its employment practices, and shall take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, or other prohibited grounds.
22. **COMPLIANCE WITH LAW.** CONSULTANT shall study and comply with all applicable federal, state and local laws, rules and regulations affecting the CONSULTANT and his/her work hereunder and shall ensure that all subcontractors do the same.



- (a) CONSULTANT shall study and comply with all applicable federal, state and local laws, rules and regulations affecting the CONSULTANT and his/her work hereunder and shall ensure that all subcontractors do the same.
- (b) CONSULTANT agrees to abide by the requirements of the Immigration and Control Reform Act pertaining to assuring that all newly-hired employees of CONSULTANT performing any services under this Agreement have a legal right to work in the United States of America, that all required documentation of such right to work is inspected, and that INS Form 1-9 (as it may be amended from time to time) is completed and on file for each employee. CONSULTANT shall make the required documentation available upon request to COMMISSION for inspection.
- (c) CONSULTANT shall make the required documentation available upon request to COMMISSION for inspection.

23. **TITLE TO DOCUMENTS.** Title to all plans, estimates, reports, manuscripts, drawings, descriptions and other final work products compiled by the Consultant under the Agreement, including the unlimited license to use the same for completion and maintenance of the project described in this Agreement, shall be vested in the Commission, none of which shall be used in any manner whatsoever, by any person, firm, corporation, or agency without the expressed written consent of the Commission. Basic notes and sketches, charts, computations, and other data prepared or obtained under the Agreement shall be made available, upon request, to the Commission without restriction or limitations on their use. Consultant may retain copies of the above-described information but agrees not to disclose or discuss any information gathered, discussed or generated in any way through this Agreement without the written permission of Commission during the term of this Agreement or until ninety (90) days after receipt of final payment from Commission.

24. **INTERPRETATION.** Notwithstanding the fact that one or more provisions of this Agreement may have been drafted by one of the parties to this Agreement, such provisions shall be interpreted as though they were a product of a joint drafting effort and no provisions shall be interpreted against a party on the ground that said party was solely or primarily responsible for drafting the language to be interpreted.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

FIRST 5 NAPA COUNTY CHILDREN AND
FAMILIES COMMISSION

RACE-WORKS LLC
Dr. Lori A. Watson

By _____
Juan Cisneros, Chairperson
"COMMISSION"

By _____
"CONSULTANT"



APPROVAL AS TO FORM

By _____
Betsy Strauss, Commission Counsel

ATTEST: Monica Koenig

By _____
Secretary of Commission



RAINBOW FAMILY LEAGUE

2024-2025 Racial EquitY/Anti-Racism proposal

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OVERVIEW

RACE is an integral part of our history, culture and modern life and impacts all of us in society. Young people are not exempt. In fact, many children report that they are experiencing the negative impact of race and racism on a daily basis, whether it be an overt slur, a subtle micro-aggression, being ignored in class, or witnessing a traumatic situation.. While many children would like to participate in discussions about race, many parents are hesitant to engage. For some, talking about race to a child can be unnerving. For others, it's a natural and necessary conversation from the beginning.

For some parents, talking about race to a child can be unnerving. For others, it's a natural and necessary conversation from the beginning. Children begin to notice race as early as 6 months and begin to develop biases as young as 3. Parents must realize that when nothing is said about race, a lot is actually still being communicated. An important step in teaching our children about how to be "color conscious" rather than "color blind" is to first deepen our own personal knowledge about race and develop the skills to engage with them, as well as others, in an effective way.



PROPOSAL AND SCOPE OF WORK

I am proposing the following scope of work as an important precursor to engaging children in conversations about race. Parents need to do their own work first, by developing their skills and capacity to discuss race and racism with their children in a safe, positive, and effective way. This series in collaboration with the Rainbow Family League Plan is designed to provide parents an opportunity to deepen their knowledge and understanding of race and racism while elevating their personal racial consciousness.

RACE-WORK will provide the following consulting/facilitation services for the Rainbow Family League during the 2024-2025 FY.

SERVICES			
COMPONENT	PARTICIPANTS	TIME	COST
Parent Equity Series	RFL Parents	2 hours/session	\$12,000
Planning/Collaboration/Preparation	Facilitators	Bank 5 hours to be used if necessary	\$1,500
		TOTAL	\$13,500



NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #601-25

Consultant Services Agreement

This Agreement is made and entered into this May 20, 2024, by and between the First 5 Napa County Children and Families Commission, a political subdivision of the State of California (hereinafter referred to as "COMMISSION"), and, Napa Valley College, a California public community college (hereinafter referred to as "CONSULTANT"), whose mailing address is 2277 Napa-Vallejo HWY Napa, CA 94558.

Recitals

WHEREAS, the Commission continues to develop Florecer, a human-centered design based mentorship program pairing Napa County youth with early childhood professionals in effort to diversify and sustain Napa County's early childhood workforce;

WHEREAS, the Commission recognizes the need to support Florecer participants' interest in further understanding the field of early childhood education and earn the necessary college units to be able to join the early childhood workforce;

WHEREAS, the Commission has identified Napa Valley College as the appropriate entity to provide the Scope of Work described in this Agreement under the supervision of the Executive Director;

WHEREAS, Consultant is willing to provide such specialized services to the COMMISSION under terms and conditions set forth herein;

Terms

NOW, THEREFORE, said COMMISSION and said CONSULTANT for the considerations hereinafter set forth, mutually agree as follows:

1. **SCOPE OF WORK.** Consultant, through a member of its faculty, shall teach the following classes to the participants in the Commission's Florecer Cohort 1:
 - (a) **CFS-140 The Child, Family and Community:** *This course is a multicultural examination of the processes of socialization focusing on the interrelationships of family, school, and community and emphasizing historical and socio-cultural factors. Topics include the interactions among children, family, school, peers, media, and community, with an emphasis on ethnic diversity, social class, gender roles, and their impact on family behavior, values, morals, and attitudes.*
2. **COMPENSATION.** COMMISSION shall pay CONSULTANT as compensation in full, not to exceed \$500.00 by June 30, 2025 upon successful completion of this Agreement. This amount represents payment for faculty, books, materials, and Napa Valley College administrative cost. CONSULTANT shall submit itemized statements for work satisfactorily performed. COMMISSION shall make any payment due within thirty (30) days after submittal of the invoice by CONSULTANT.



3. **TERM.** Unless otherwise terminated pursuant to paragraph 6, the term of this Agreement shall begin on July 1, 2024, and terminating on June 30, 2025.
4. **NOTICES.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

COMMISSION:
Executive Director
First 5 Napa County

CONSULTANT:
James Reeves
Assistant Superintendent/Vice President

1303 Jefferson St. Suite 100A
Napa CA 94559

Administrative Services-Napa Valley College
2277 Napa-Vallejo HWY
Napa, CA 94558

5. **AMENDMENT OF SCOPE OF WORK.** COMMISSION shall have the right to amend the Scope of Work within the Agreement by written notification to the CONSULTANT. In such event, the compensation and time of performance shall be subject to renegotiation upon written demand of either party to the Agreement. Failure of the CONSULTANT to secure COMMISSION's written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the contract price or time due, whether by way of compensation, restitution, quantum merit, etc. for work done without the appropriate COMMISSION authorization.
6. **COMMISSION'S RIGHT TO TERMINATE/SUSPEND CONTRACT.** At any time and for any or no reason, COMMISSION shall have the right to terminate this Agreement, take possession of the CONSULTANT's work, e.g., studies, preliminary drawings, computations, specifications, etc., insofar as they are complete and acceptable to the COMMISSION and use the same, and pay the amount owing for the work satisfactorily performed prior to the date of termination. Notwithstanding the above, CONSULTANT shall not be relieved from liability to COMMISSION for damages sustained by virtue of any breach of this Agreement by CONSULTANT, whether or not the Agreement was remembered for convenience or cause, and COMMISSION may withhold payments not yet made to CONSULTANT for the purpose of setoff until such time as the exact amount of damages due COMMISSION from CONSULTANT is determined.
7. **CORRECTION OF WORK.** The performance of services or acceptance of information furnished by CONSULTANT shall not relieve the CONSULTANT from obligation to correct any inaccurate or incomplete work subsequently discovered and all such work shall be remedied by the CONSULTANT on demand without cost to the COMMISSION.



8. **DELAYS AND EXTENSIONS.** Time is of the essence concerning performance of this Agreement; however, the CONSULTANT will be granted time extensions for delays beyond the CONSULTANT's control. Time extensions will be equal to the length of the delay or as otherwise agreed upon between the CONSULTANT and the COMMISSION.
9. **RECORDS OF PERFORMANCE.** CONSULTANT shall maintain adequate records of contract performance costs, expenses, etc., and make these records available for inspection, audit, and copying by the COMMISSION during the agreement period and for a period of two (2) years from the date of final payment.
10. **SUBCONTRACTING.** Some of the services covered by this contract shall be subcontracted to others as deemed necessary to complete the project and assigned by CONSULTANT and after approval by the COMMISSION Executive Director.
11. **INDEMNIFICATION.** To the full extent permitted by law, CONSULTANT shall indemnify, hold harmless, release and defend COMMISSION, its officers, employees and agents from and against any and all actions, claims, demands, damages, disability, losses, expenses including attorney's fees and other defense costs and liabilities of any nature that may be asserted by any person or entity including CONSULTANT, in whole or in part, arising out of CONSULTANT's activities hereunder, including the activities of other persons employed or utilized by CONSULTANT in the performance of this Agreement (including design defects and regardless of COMMISSION's approval, use or acceptance of the work or work product hereunder) excepting liabilities due to the sole negligence or willful misconduct of COMMISSION. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for CONSULTANT under Worker's Compensation, disability or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by CONSULTANT and shall continue to bind the parties after termination/completion of this Agreement.
12. **INSURANCE.** Without limiting CONSULTANT's indemnification provided herein, CONSULTANT shall take out and maintain, throughout the period of this Agreement, the following policies of insurance placed with insurers (if other than the State Compensation Fund) with a current A.M. Best's rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of CONSULTANT, its agents, employees or subcontractors:
 - (a) **Workers' Compensation Insurance.** CONTRACTOR shall provide, to the extent required by law, workers' compensation insurance in the performance of any of CONTRACTOR's duties under this Agreement; including but not limited to, workers' compensation and disability, and shall provide COMMISSION with certification of all such coverages upon request by COMMISSION.
 - (b) **Comprehensive Automobile Liability Insurance.** CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement, a comprehensive automobile liability insurance policy (bodily injury and property damage) on owned, hired, leased and



non-owned vehicles used in conjunction with CONTRACTOR's business activities under this Agreement of not less than Three Hundred Thousand Dollars (\$300,000) combined single limit per occurrence.

- (c) **Proof of Insurance.** All insurance coverages referenced in subparagraphs (b) and (c) above shall be evidenced by a Certificate of Coverage which shall be filed with the Secretary of the COMMISSION prior to the date hereof, shall name COMMISSION, its officers, employees, and agents as additional insureds, shall be kept current during the term of this Agreement and shall provide that COMMISSION shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, or other termination. If the foregoing insurance requirements are satisfied in whole or in part by qualified self-insurance, certification thereof shall be provided to COMMISSION showing the limits of the self-insurance.
 - (d) **Deductibles/Retentions.** Any deductibles or self-insured retentions shall be declared to, and be approved by, COMMISSION. At the option of and upon request by COMMISSION, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects COMMISSION, its officers, employees and agents or CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.
13. **STANDARD OF CARE.** COMMISSION relies upon the professional ability of CONSULTANT and representations regarding the type of work to be performed as a material inducement to entering into this Agreement. CONSULTANT shall perform the professional services hereunder in accordance with the highest professional standards.
14. **CONFLICT OF INTEREST.** CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed.
15. **STATEMENT OF ECONOMIC INTEREST.** If COMMISSION determines CONSULTANT comes within the definition of CONSULTANT under the Political Reform Act (Government Code §87100), CONSULTANT shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with the Clerk of the COMMISSION of Napa disclosing CONSULTANT and/or such other person's financial interests.
16. **MERGER.** This Agreement shall constitute the entire Agreement between the parties and shall supersede any previous agreements, whether verbal or written, concerning the same subject matter. No modification of this Agreement shall be effective unless and until evidence by a writing is signed by both parties.
17. **DEFAULT.** If CONSULTANT should fail to perform any of his obligations hereunder, within the time and in the manner herein provided or otherwise violate any of the terms of this



Agreement, COMMISSION may terminate this Agreement by giving CONSULTANT written notice of such termination, stating the reason for such termination. In such event, CONSULTANT shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total fees specified in the agreement as the services satisfactorily rendered hereunder by CONSULTANT bear to the total services otherwise required to be performed for such total fee; provided, however, that the COMMISSION may withhold payments not yet made to CONSULTANT for the purpose of setoff until such time as the exact amount of damages due COMMISSION from CONSULTANT is determined.

18. **ATTORNEY FEES, APPLICABLE LAW AND FORUM.** In the event either party brings an action or proceeding for damages arising out of the other's performance under this Agreement or to establish the right or remedy of either party, the prevailing party shall be entitled to recover reasonable attorney fees and costs as part of such action or proceeding, whether or not such action or proceeding is prosecuted to judgment. This Agreement shall be construed and interpreted according to California law, and any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Napa.
19. **INDEPENDENT CONTRACTOR.** The parties intend that CONSULTANT, in performing the services specified herein, shall act as an independent contractor and shall have control of the work and the manner in which it is performed. CONSULTANT is not to be considered an agent or employee of the COMMISSION and is not entitled to participate in any pension plan, insurance, bonus or similar benefits COMMISSION provides its employees. In the event COMMISSION exercises its right to terminate this Agreement, CONSULTANT expressly agrees that he/she shall have neither recourse nor right of appeal under rules, regulations, ordinances or laws applicable to employees.
20. **TAXES.** CONSULTANT agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. CONSULTANT agrees to indemnify and hold the COMMISSION harmless from any liability which it may incur to the United States or to the State of California as a consequence of CONSULTANT's failure to pay, when due, all such taxes and obligations.
21. **EMPLOYMENT PRACTICES.** CONSULTANT shall not discriminate in its performance under the Agreement either directly or indirectly on the grounds of race, color, religion, sex, age, national origin, or other prohibited grounds in its employment practices, and shall take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, or other prohibited grounds.
22. **COMPLIANCE WITH LAW.** CONSULTANT shall study and comply with all applicable federal, state and local laws, rules and regulations affecting the CONSULTANT and his/her work hereunder and shall ensure that all subcontractors do the same.



- (a) CONSULTANT shall study and comply with all applicable federal, state and local laws, rules and regulations affecting the CONSULTANT and his/her work hereunder and shall ensure that all subcontractors do the same.
- (b) CONSULTANT agrees to abide by the requirements of the Immigration and Control Reform Act pertaining to assuring that all newly-hired employees of CONSULTANT performing any services under this Agreement have a legal right to work in the United States of America, that all required documentation of such right to work is inspected, and that INS Form 1-9 (as it may be amended from time to time) is completed and on file for each employee. CONSULTANT shall make the required documentation available upon request to COMMISSION for inspection.
- (c) CONSULTANT shall make the required documentation available upon request to COMMISSION for inspection.

23. **TITLE TO DOCUMENTS.** Title to all plans, estimates, reports, manuscripts, drawings, descriptions and other final work products compiled by the Consultant under the Agreement, including the unlimited license to use the same for completion and maintenance of the project described in this Agreement, shall be vested in the Commission, none of which shall be used in any manner whatsoever, by any person, firm, corporation, or agency without the expressed written consent of the Commission. Basic notes and sketches, charts, computations, and other data prepared or obtained under the Agreement shall be made available, upon request, to the Commission without restriction or limitations on their use. Consultant may retain copies of the above-described information but agrees not to disclose or discuss any information gathered, discussed or generated in any way through this Agreement without the written permission of Commission during the term of this Agreement or until ninety (90) days after receipt of final payment from Commission.

24. **INTERPRETATION.** Notwithstanding the fact that one or more provisions of this Agreement may have been drafted by one of the parties to this Agreement, such provisions shall be interpreted as though they were a product of a joint drafting effort and no provisions shall be interpreted against a party on the ground that said party was solely or primarily responsible for drafting the language to be interpreted.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.



FIRST 5 NAPA COUNTY CHILDREN AND
FAMILIES COMMISSION

NAPA VALLEY COLLEGE
James Reeves

By _____
Juan Cisneros, Chairperson
"COMMISSION"

By _____
"CONSULTANT"

APPROVAL AS TO FORM

ATTEST: Monica Koenig

By _____
Betsy Strauss, Commission Counsel

By _____
Secretary of Commission



NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #604-25

Consultant Services Agreement

This Agreement is made and entered into this May 20, 2024, by and between the First 5 Napa County Children and Families Commission, a political subdivision of the State of California (hereinafter referred to as "COMMISSION"), and, Napa Valley College, a California public community college (hereinafter referred to as "CONSULTANT"), whose mailing address is 2277 Napa-Vallejo HWY Napa, CA 94558.

Recitals

WHEREAS, the Commission continues to develop Florecer, a human-centered design based mentorship program pairing Napa County youth with early childhood professionals in effort to diversify and sustain Napa County's early childhood workforce;

WHEREAS, the Commission recognizes the need to support Florecer participants' interest in further understanding the field of early childhood education and earn the necessary college units to be able to join the early childhood workforce;

WHEREAS, the Commission has identified Napa Valley College as the appropriate entity to provide the Scope of Work described in this Agreement under the supervision of the Executive Director;

WHEREAS, Consultant is willing to provide such specialized services to the COMMISSION under terms and conditions set forth herein;

Terms

NOW, THEREFORE, said COMMISSION and said CONSULTANT for the considerations hereinafter set forth, mutually agree as follows:

1. **SCOPE OF WORK.** Consultant, through a member of its faculty, shall teach the following classes to the participants in the Commission's Florecer Cohort 2:
 - (a) **CFS-120 Child Development:** *This course examines the major physical, psychosocial, cognitive, language, and emotional developmental milestones for children, both typical and atypical, from conception through adolescence. There will be emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. The class will be conducted online.*
 - (b) **CFS-140 The Child, Family and Community:** *This course is a multicultural examination of the processes of socialization focusing on the interrelationships of family, school, and community and emphasizing historical and socio-cultural factors. Topics include the interactions among children, family, school, peers, media, and community, with an emphasis on ethnic diversity, social class, gender roles, and their impact on family*



behavior, values, morals, and attitudes. The class will be conducted during the Spring Semester of 2025.

(c) CFS-150 3 Infant and Toddler Development: *A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. The class will be conducted during the Fall Semester of 2024.*

2. **COMPENSATION.** COMMISSION shall pay CONSULTANT as compensation in full, not to exceed \$12,690.00 by June 30, 2025 upon successful completion of this Agreement. This amount represents payment for faculty, books, materials, and Napa Valley College administrative cost at \$4,230.00 per course for up to 18 students. CONSULTANT shall submit itemized statements for work satisfactorily performed. COMMISSION shall make any payment due within thirty (30) days after submittal of the invoice by CONSULTANT.
3. **TERM.** Unless otherwise terminated pursuant to paragraph 6, the term of this Agreement shall begin on July 1, 2024, and terminating on June 30, 2025.
4. **NOTICES.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

COMMISSION:
Executive Director
First 5 Napa County

1303 Jefferson St. Suite 100A
Napa CA 94559

CONSULTANT:
James Reeves
Assistant Superintendent/Vice President

Administrative Services-Napa Valley College
2277 Napa-Vallejo HWY
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6. **COMMISSION'S RIGHT TO TERMINATE/SUSPEND CONTRACT.** At any time and for any or no reason, COMMISSION shall have the right to terminate this Agreement, take possession of the CONSULTANT's work, e.g., studies, preliminary drawings, computations, specifications, etc., insofar as they are complete and acceptable to the COMMISSION and use the same, and pay the amount owing for the work satisfactorily performed prior to the date of termination. Notwithstanding the above, CONSULTANT shall not be relieved from liability to COMMISSION for damages sustained by virtue of any breach of this Agreement by CONSULTANT, whether or not the Agreement was remembered for convenience or cause, and COMMISSION may withhold payments not yet made to CONSULTANT for the purpose of setoff until such time as the exact amount of damages due COMMISSION from CONSULTANT is determined.
7. **CORRECTION OF WORK.** The performance of services or acceptance of information furnished by CONSULTANT shall not relieve the CONSULTANT from obligation to correct any inaccurate or incomplete work subsequently discovered and all such work shall be remedied by the CONSULTANT on demand without cost to the COMMISSION.
8. **DELAYS AND EXTENSIONS.** Time is of the essence concerning performance of this Agreement; however, the CONSULTANT will be granted time extensions for delays beyond the CONSULTANT's control. Time extensions will be equal to the length of the delay or as otherwise agreed upon between the CONSULTANT and the COMMISSION.
9. **RECORDS OF PERFORMANCE.** CONSULTANT shall maintain adequate records of contract performance costs, expenses, etc., and make these records available for inspection, audit, and copying by the COMMISSION during the agreement period and for a period of two (2) years from the date of final payment.
10. **SUBCONTRACTING.** Some of the services covered by this contract shall be subcontracted to others as deemed necessary to complete the project and assigned by CONSULTANT and after approval by the COMMISSION Executive Director.
11. **INDEMNIFICATION.** To the full extent permitted by law, CONSULTANT shall indemnify, hold harmless, release and defend COMMISSION, its officers, employees and agents from and against any and all actions, claims, demands, damages, disability, losses, expenses including attorney's fees and other defense costs and liabilities of any nature that may be asserted by any person or entity including CONSULTANT, in whole or in part, arising out of CONSULTANT's activities hereunder, including the activities of other persons employed or utilized by CONSULTANT in the performance of this Agreement (including design defects and regardless of COMMISSION's approval, use or acceptance of the work or work product hereunder) excepting liabilities due to the sole negligence or willful misconduct of COMMISSION. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for CONSULTANT under Worker's Compensation, disability or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by CONSULTANT and shall continue to bind the parties after termination/completion of this Agreement.



12. **INSURANCE.** Without limiting CONSULTANT's indemnification provided herein, CONSULTANT shall take out and maintain, throughout the period of this Agreement, the following policies of insurance placed with insurers (if other than the State Compensation Fund) with a current A.M. Best's rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of CONSULTANT, its agents, employees or subcontractors:
- (a) **Workers' Compensation Insurance.** CONTRACTOR shall provide, to the extent required by law, workers' compensation insurance in the performance of any of CONTRACTOR's duties under this Agreement; including but not limited to, workers' compensation and disability, and shall provide COMMISSION with certification of all such coverages upon request by COMMISSION.
 - (b) **Comprehensive Automobile Liability Insurance.** CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement, a comprehensive automobile liability insurance policy (bodily injury and property damage) on owned, hired, leased and non-owned vehicles used in conjunction with CONTRACTOR's business activities under this Agreement of not less than Three Hundred Thousand Dollars (\$300,000) combined single limit per occurrence.
 - (c) **Proof of Insurance.** All insurance coverages referenced in subparagraphs (b) and (c) above shall be evidenced by a Certificate of Coverage which shall be filed with the Secretary of the COMMISSION prior to the date hereof, shall name COMMISSION, its officers, employees, and agents as additional insureds, shall be kept current during the term of this Agreement and shall provide that COMMISSION shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, or other termination. If the foregoing insurance requirements are satisfied in whole or in part by qualified self-insurance, certification thereof shall be provided to COMMISSION showing the limits of the self-insurance.
 - (d) **Deductibles/Retentions.** Any deductibles or self-insured retentions shall be declared to, and be approved by, COMMISSION. At the option of and upon request by COMMISSION, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects COMMISSION, its officers, employees and agents or CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.
13. **STANDARD OF CARE.** COMMISSION relies upon the professional ability of CONSULTANT and representations regarding the type of work to be performed as a material inducement to entering into this Agreement. CONSULTANT shall perform the professional services hereunder in accordance with the highest professional standards.
14. **CONFLICT OF INTEREST.** CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the



performance of its services hereunder. CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

15. **STATEMENT OF ECONOMIC INTEREST.** If COMMISSION determines CONSULTANT comes within the definition of CONSULTANT under the Political Reform Act (Government Code §87100), CONSULTANT shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with the Clerk of the COMMISSION of Napa disclosing CONSULTANT and/or such other person's financial interests.
16. **MERGER.** This Agreement shall constitute the entire Agreement between the parties and shall supersede any previous agreements, whether verbal or written, concerning the same subject matter. No modification of this Agreement shall be effective unless and until evidence by a writing is signed by both parties.
17. **DEFAULT.** If CONSULTANT should fail to perform any of his obligations hereunder, within the time and in the manner herein provided or otherwise violate any of the terms of this Agreement, COMMISSION may terminate this Agreement by giving CONSULTANT written notice of such termination, stating the reason for such termination. In such event, CONSULTANT shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total fees specified in the agreement as the services satisfactorily rendered hereunder by CONSULTANT bear to the total services otherwise required to be performed for such total fee; provided, however, that the COMMISSION may withhold payments not yet made to CONSULTANT for the purpose of setoff until such time as the exact amount of damages due COMMISSION from CONSULTANT is determined.
18. **ATTORNEY FEES, APPLICABLE LAW AND FORUM.** In the event either party brings an action or proceeding for damages arising out of the other's performance under this Agreement or to establish the right or remedy of either party, the prevailing party shall be entitled to recover reasonable attorney fees and costs as part of such action or proceeding, whether or not such action or proceeding is prosecuted to judgment. This Agreement shall be construed and interpreted according to California law, and any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Napa.
19. **INDEPENDENT CONTRACTOR.** The parties intend that CONSULTANT, in performing the services specified herein, shall act as an independent contractor and shall have control of the work and the manner in which it is performed. CONSULTANT is not to be considered an agent or employee of the COMMISSION and is not entitled to participate in any pension plan, insurance, bonus or similar benefits COMMISSION provides its employees. In the event COMMISSION exercises its right to terminate this Agreement, CONSULTANT expressly agrees that he/she shall have neither recourse nor right of appeal under rules, regulations, ordinances or laws applicable to employees.



20. **TAXES.** CONSULTANT agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. CONSULTANT agrees to indemnify and hold the COMMISSION harmless from any liability which it may incur to the United States or to the State of California as a consequence of CONSULTANT's failure to pay, when due, all such taxes and obligations.
21. **EMPLOYMENT PRACTICES.** CONSULTANT shall not discriminate in its performance under the Agreement either directly or indirectly on the grounds of race, color, religion, sex, age, national origin, or other prohibited grounds in its employment practices, and shall take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, or other prohibited grounds.
22. **COMPLIANCE WITH LAW.** CONSULTANT shall study and comply with all applicable federal, state and local laws, rules and regulations affecting the CONSULTANT and his/her work hereunder and shall ensure that all subcontractors do the same.
- (a) CONSULTANT shall study and comply with all applicable federal, state and local laws, rules and regulations affecting the CONSULTANT and his/her work hereunder and shall ensure that all subcontractors do the same.
- (b) CONSULTANT agrees to abide by the requirements of the Immigration and Control Reform Act pertaining to assuring that all newly-hired employees of CONSULTANT performing any services under this Agreement have a legal right to work in the United States of America, that all required documentation of such right to work is inspected, and that INS Form 1-9 (as it may be amended from time to time) is completed and on file for each employee. CONSULTANT shall make the required documentation available upon request to COMMISSION for inspection.
- (c) CONSULTANT shall make the required documentation available upon request to COMMISSION for inspection.
23. **TITLE TO DOCUMENTS.** Title to all plans, estimates, reports, manuscripts, drawings, descriptions and other final work products compiled by the Consultant under the Agreement, including the unlimited license to use the same for completion and maintenance of the project described in this Agreement, shall be vested in the Commission, none of which shall be used in any manner whatsoever, by any person, firm, corporation, or agency without the expressed written consent of the Commission. Basic notes and sketches, charts, computations, and other data prepared or obtained under the Agreement shall be made available, upon request, to the Commission without restriction or limitations on their use. Consultant may retain copies of the above-described information but agrees not to disclose or discuss any information gathered, discussed or generated in any way through this Agreement



without the written permission of Commission during the term of this Agreement or until ninety (90) days after receipt of final payment from Commission.

24. **INTERPRETATION.** Notwithstanding the fact that one or more provisions of this Agreement may have been drafted by one of the parties to this Agreement, such provisions shall be interpreted as though they were a product of a joint drafting effort and no provisions shall be interpreted against a party on the ground that said party was solely or primarily responsible for drafting the language to be interpreted.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

FIRST 5 NAPA COUNTY CHILDREN AND
FAMILIES COMMISSION

NAPA VALLEY COLLEGE
James Reeves

By _____
Juan Cisneros, Chairperson
"COMMISSION"

By _____
"CONSULTANT"

APPROVAL AS TO FORM

ATTEST: Monica Koenig

By _____
Betsy Strauss, Commission Counsel

By _____
Secretary of Commission



NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #603-25

Consultant Services Agreement

This Agreement is made and entered into this May 20, 2024, by and between the First 5 Napa County Children and Families Commission, a political subdivision of the State of California (hereinafter referred to as "COMMISSION"), and, Napa Valley College, a California public community college (hereinafter referred to as "CONSULTANT"), whose mailing address is 2277 Napa-Vallejo HWY Napa, CA 94558.

Recitals

WHEREAS, the Commission continues to develop Florecer, a human-centered design based mentorship program pairing Napa County youth with early childhood professionals in effort to diversify and sustain Napa County's early childhood workforce;

WHEREAS, the Commission recognizes the need to support Florecer participants' interest in further understanding the field of early childhood education and earn the necessary college units to be able to join the early childhood workforce;

WHEREAS, the Commission has identified Napa Valley College as the appropriate entity to provide the Scope of Work described in this Agreement under the supervision of the Executive Director;

WHEREAS, Consultant is willing to provide such specialized services to the COMMISSION under terms and conditions set forth herein;

Terms

NOW, THEREFORE, said COMMISSION and said CONSULTANT for the considerations hereinafter set forth, mutually agree as follows:

1. **SCOPE OF WORK.** Consultant, through a member of its faculty, shall teach the following classes to the participants in the Commission's Florecer Cohort 3:
 - (a) **CFS-120 Child Development:** *This course examines the major physical, psychosocial, cognitive, language, and emotional developmental milestones for children, both typical and atypical, from conception through adolescence. There will be emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. The class will be conducted online.*
 - (b) **CFS-122 Principles & Practices of Teaching Young Children:** *This course examines the underlying theoretical principles of developmentally appropriate practices applied to programs, environments. This course emphasizes the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical*



roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. The class will be conducted during the Fall Semester of 2024.

(c) CFS-140 The Child, Family and Community: *This course is a multicultural examination of the processes of socialization focusing on the interrelationships of family, school, and community and emphasizing historical and socio-cultural factors. Topics include the interactions among children, family, school, peers, media, and community, with an emphasis on ethnic diversity, social class, gender roles, and their impact on family behavior, values, morals, and attitudes. The class will be conducted during the Spring Semester of 2025.*

(d) CFS-150 3 Infant and Toddler Development: *A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. The class will be conducted during the Fall Semester of 2024.*

2. **COMPENSATION.** COMMISSION shall pay CONSULTANT as compensation in full, not to exceed \$32,532.00 by June 30, 2025 upon successful completion of this Agreement. This amount represents payment for faculty, books, materials, and Napa Valley College administrative cost at \$10,844.00 per course. CONSULTANT shall submit itemized statements for work satisfactorily performed. COMMISSION shall make any payment due within thirty (30) days after submittal of the invoice by CONSULTANT.
3. **TERM.** Unless otherwise terminated pursuant to paragraph 6, the term of this Agreement shall begin on July 1, 2024, and terminating on June 30, 2025.
4. **NOTICES.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

COMMISSION:
Executive Director
First 5 Napa County

1303 Jefferson St. Suite 100A
Napa CA 94559

CONSULTANT:
James Reeves
Assistant Superintendent/Vice President

Administrative Services-Napa Valley College
2277 Napa-Vallejo HWY
Napa, CA 94558



5. **AMENDMENT OF SCOPE OF WORK.** COMMISSION shall have the right to amend the Scope of Work within the Agreement by written notification to the CONSULTANT. In such event, the compensation and time of performance shall be subject to renegotiation upon written demand of either party to the Agreement. Failure of the CONSULTANT to secure COMMISSION's written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the contract price or time due, whether by way of compensation, restitution, quantum merit, etc. for work done without the appropriate COMMISSION authorization.
6. **COMMISSION'S RIGHT TO TERMINATE/SUSPEND CONTRACT.** At any time and for any or no reason, COMMISSION shall have the right to terminate this Agreement, take possession of the CONSULTANT's work, e.g., studies, preliminary drawings, computations, specifications, etc., insofar as they are complete and acceptable to the COMMISSION and use the same, and pay the amount owing for the work satisfactorily performed prior to the date of termination. Notwithstanding the above, CONSULTANT shall not be relieved from liability to COMMISSION for damages sustained by virtue of any breach of this Agreement by CONSULTANT, whether or not the Agreement was remembered for convenience or cause, and COMMISSION may withhold payments not yet made to CONSULTANT for the purpose of setoff until such time as the exact amount of damages due COMMISSION from CONSULTANT is determined.
7. **CORRECTION OF WORK.** The performance of services or acceptance of information furnished by CONSULTANT shall not relieve the CONSULTANT from obligation to correct any inaccurate or incomplete work subsequently discovered and all such work shall be remedied by the CONSULTANT on demand without cost to the COMMISSION.
8. **DELAYS AND EXTENSIONS.** Time is of the essence concerning performance of this Agreement; however, the CONSULTANT will be granted time extensions for delays beyond the CONSULTANT's control. Time extensions will be equal to the length of the delay or as otherwise agreed upon between the CONSULTANT and the COMMISSION.
9. **RECORDS OF PERFORMANCE.** CONSULTANT shall maintain adequate records of contract performance costs, expenses, etc., and make these records available for inspection, audit, and copying by the COMMISSION during the agreement period and for a period of two (2) years from the date of final payment.
10. **SUBCONTRACTING.** Some of the services covered by this contract shall be subcontracted to others as deemed necessary to complete the project and assigned by CONSULTANT and after approval by the COMMISSION Executive Director.
11. **INDEMNIFICATION.** To the full extent permitted by law, CONSULTANT shall indemnify, hold harmless, release and defend COMMISSION, its officers, employees and agents from and against any and all actions, claims, demands, damages, disability, losses, expenses including attorney's fees and other defense costs and liabilities of any nature that may be asserted by any person or entity including CONSULTANT, in whole or in part, arising out of CONSULTANT's activities hereunder, including the activities of other persons employed or utilized by



CONSULTANT in the performance of this Agreement (including design defects and regardless of COMMISSION's approval, use or acceptance of the work or work product hereunder) excepting liabilities due to the sole negligence or willful misconduct of COMMISSION. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for CONSULTANT under Worker's Compensation, disability or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by CONSULTANT and shall continue to bind the parties after termination/completion of this Agreement.

12. **INSURANCE.** Without limiting CONSULTANT's indemnification provided herein, CONSULTANT shall take out and maintain, throughout the period of this Agreement, the following policies of insurance placed with insurers (if other than the State Compensation Fund) with a current A.M. Best's rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of CONSULTANT, its agents, employees or subcontractors:
- (a) **Workers' Compensation Insurance.** CONTRACTOR shall provide, to the extent required by law, workers' compensation insurance in the performance of any of CONTRACTOR's duties under this Agreement; including but not limited to, workers' compensation and disability, and shall provide COMMISSION with certification of all such coverages upon request by COMMISSION.
 - (b) **Comprehensive Automobile Liability Insurance.** CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement, a comprehensive automobile liability insurance policy (bodily injury and property damage) on owned, hired, leased and non-owned vehicles used in conjunction with CONTRACTOR's business activities under this Agreement of not less than Three Hundred Thousand Dollars (\$300,000) combined single limit per occurrence.
 - (c) **Proof of Insurance.** All insurance coverages referenced in subparagraphs (b) and (c) above shall be evidenced by a Certificate of Coverage which shall be filed with the Secretary of the COMMISSION prior to the date hereof, shall name COMMISSION, its officers, employees, and agents as additional insureds, shall be kept current during the term of this Agreement and shall provide that COMMISSION shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, or other termination. If the foregoing insurance requirements are satisfied in whole or in part by qualified self-insurance, certification thereof shall be provided to COMMISSION showing the limits of the self-insurance.
 - (d) **Deductibles/Retentions.** Any deductibles or self-insured retentions shall be declared to, and be approved by, COMMISSION. At the option of and upon request by COMMISSION, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects COMMISSION, its officers, employees and agents or CONTRACTOR shall



procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

13. **STANDARD OF CARE.** COMMISSION relies upon the professional ability of CONSULTANT and representations regarding the type of work to be performed as a material inducement to entering into this Agreement. CONSULTANT shall perform the professional services hereunder in accordance with the highest professional standards.
14. **CONFLICT OF INTEREST.** CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed.
15. **STATEMENT OF ECONOMIC INTEREST.** If COMMISSION determines CONSULTANT comes within the definition of CONSULTANT under the Political Reform Act (Government Code §87100), CONSULTANT shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with the Clerk of the COMMISSION of Napa disclosing CONSULTANT and/or such other person's financial interests.
16. **MERGER.** This Agreement shall constitute the entire Agreement between the parties and shall supersede any previous agreements, whether verbal or written, concerning the same subject matter. No modification of this Agreement shall be effective unless and until evidence by a writing is signed by both parties.
17. **DEFAULT.** If CONSULTANT should fail to perform any of his obligations hereunder, within the time and in the manner herein provided or otherwise violate any of the terms of this Agreement, COMMISSION may terminate this Agreement by giving CONSULTANT written notice of such termination, stating the reason for such termination. In such event, CONSULTANT shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total fees specified in the agreement as the services satisfactorily rendered hereunder by CONSULTANT bear to the total services otherwise required to be performed for such total fee; provided, however, that the COMMISSION may withhold payments not yet made to CONSULTANT for the purpose of setoff until such time as the exact amount of damages due COMMISSION from CONSULTANT is determined.
18. **ATTORNEY FEES, APPLICABLE LAW AND FORUM.** In the event either party brings an action or proceeding for damages arising out of the other's performance under this Agreement or to establish the right or remedy of either party, the prevailing party shall be entitled to recover reasonable attorney fees and costs as part of such action or proceeding, whether or not such action or proceeding is prosecuted to judgment. This Agreement shall be construed and interpreted according to California law, and any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Napa.



19. **INDEPENDENT CONTRACTOR.** The parties intend that CONSULTANT, in performing the services specified herein, shall act as an independent contractor and shall have control of the work and the manner in which it is performed. CONSULTANT is not to be considered an agent or employee of the COMMISSION and is not entitled to participate in any pension plan, insurance, bonus or similar benefits COMMISSION provides its employees. In the event COMMISSION exercises its right to terminate this Agreement, CONSULTANT expressly agrees that he/she shall have neither recourse nor right of appeal under rules, regulations, ordinances or laws applicable to employees.
20. **TAXES.** CONSULTANT agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. CONSULTANT agrees to indemnify and hold the COMMISSION harmless from any liability which it may incur to the United States or to the State of California as a consequence of CONSULTANT's failure to pay, when due, all such taxes and obligations.
21. **EMPLOYMENT PRACTICES.** CONSULTANT shall not discriminate in its performance under the Agreement either directly or indirectly on the grounds of race, color, religion, sex, age, national origin, or other prohibited grounds in its employment practices, and shall take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, or other prohibited grounds.
22. **COMPLIANCE WITH LAW.** CONSULTANT shall study and comply with all applicable federal, state and local laws, rules and regulations affecting the CONSULTANT and his/her work hereunder and shall ensure that all subcontractors do the same.
- (a) CONSULTANT shall study and comply with all applicable federal, state and local laws, rules and regulations affecting the CONSULTANT and his/her work hereunder and shall ensure that all subcontractors do the same.
 - (b) CONSULTANT agrees to abide by the requirements of the Immigration and Control Reform Act pertaining to assuring that all newly-hired employees of CONSULTANT performing any services under this Agreement have a legal right to work in the United States of America, that all required documentation of such right to work is inspected, and that INS Form 1-9 (as it may be amended from time to time) is completed and on file for each employee. CONSULTANT shall make the required documentation available upon request to COMMISSION for inspection.
 - (c) CONSULTANT shall make the required documentation available upon request to COMMISSION for inspection.
23. **TITLE TO DOCUMENTS.** Title to all plans, estimates, reports, manuscripts, drawings, descriptions and other final work products compiled by the Consultant under the Agreement,



including the unlimited license to use the same for completion and maintenance of the project described in this Agreement, shall be vested in the Commission, none of which shall be used in any manner whatsoever, by any person, firm, corporation, or agency without the expressed written consent of the Commission. Basic notes and sketches, charts, computations, and other data prepared or obtained under the Agreement shall be made available, upon request, to the Commission without restriction or limitations on their use. Consultant may retain copies of the above-described information but agrees not to disclose or discuss any information gathered, discussed or generated in any way through this Agreement without the written permission of Commission during the term of this Agreement or until ninety (90) days after receipt of final payment from Commission.

24. **INTERPRETATION.** Notwithstanding the fact that one or more provisions of this Agreement may have been drafted by one of the parties to this Agreement, such provisions shall be interpreted as though they were a product of a joint drafting effort and no provisions shall be interpreted against a party on the ground that said party was solely or primarily responsible for drafting the language to be interpreted.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

FIRST 5 NAPA COUNTY CHILDREN AND
FAMILIES COMMISSION

NAPA VALLEY COLLEGE
James Reeves

By _____
Juan Cisneros, Chairperson
"COMMISSION"

By _____
"CONSULTANT"

APPROVAL AS TO FORM

ATTEST: Monica Koenig

By _____
Betsy Strauss, Commission Counsel

By _____
Secretary of Commission



May 1, 2024

Dear First 5 of Napa County Commissioners,

Thank you for your continued support of the Ready, Set, Grow! project.

We are writing to request a one-time extension for \$50,000 of \$75,000 of year two funding for this project. We experienced some delay on our goals this year due to personnel changes and extended onboarding. This led to a slower start for our community of practice including the expansion of the Newborn Observations (NBO's) in Napa County.

We firmly believe we will be able to fully utilize the year 3 grant from First 5, along with this extension, to expand the outreach and training offered by each committee within Ready, Set, Grow! by funding two IMPH fellows, expanding peer support/connection groups throughout Napa County, offering additional Touchpoints and NBOs training to expand those services as well.

Thank you for considering this extension.

In community,

Jessica Silverman

Executive Director
Cope Family Center