



MEETING ADDRESS: 439 DEVLIN RD NAPA CA 94558

AGENDA
December 8, 2025
3:00 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>October 27, 2025</i>	J. Cisneros	*ACTION
4) Commission Business		
- Review and possible approval of Resolution 2025-03, affirming the continuation of annual \$4,00 retirement match for the Executive Director	J. Cisneros	*ACTION
- Review and possible approval of Resolution 2025-04, establishing a retirement match for Jesse Ramer and Katherine Van Treese and \$1,200 annually per person	J. Cisneros	*ACTION
- Review and possible approval of Resolution 2025-05, amending the bylaws to update executive committee terms and committee composition	J. Cisneros	*ACTION
- Announcement of Executive Committee elections at January commission meeting; open floor for nominations	J. Cisneros	*ACTION
5) Review and possible approval of MOU 597-26 between First 5 Napa County and Solano County Office of Education to establish the roles and responsibilities of the parties in the implementation and expenditure of the IMPACT Legacy grant for Region 1 for HUB Regional Capacity Building in the amount of \$326,174.85	A.Walker	*ACTION
6) Review and possible approval of MOU 605-26 between First 5 Napa County and Community Resources for Children ("CRC"). The purpose of this MOU is to establish the roles and responsibilities of the parties in the	A.Walker	*ACTION



implementation and expenditure of the IMPACT Legacy grant HUB funds
for Region 1 in the amount of \$15,635.00

7) Review, discussion, and possible vote of acceptance on the FY2024-25 visual annual report document	A.Walker	*ACTION
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8) Review, discussion and possible vote of approval selecting the consultant from the RFP call to refresh the strategic plan for the 2026-20230 fiscal years.	A.Walker	*ACTION
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8) Executive Director Report	
- End of year wrap up, pausing to celebrate all we've accomplished (Top 10 highlights document attached)	A.Walker
- Hiring process for Community Stewards is under way	

9) Items for next commission meeting:	
• Officer elections	J. Cisneros
• Other business as it arises	

10) Announcements	J. Cisneros
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Next Commission Meeting: January 26, 2026 from 3-5PM

GENERAL INFORMATION

First 5 Napa County regularly meets the fourth Monday of each month at 3:00 p.m. at 1303 Jefferson St Suite 100A Napa, CA 94559. Requests for disability related modifications or accommodations, aids or services, including assistive listening devices and interpreters, may be made to the office of the Clerk of the Napa County Board of Supervisors no less than 72 hours prior to the meeting date by contacting (707) 253- 4580 or (707) 253-6088 (TDD). All materials relating to an agenda item which are provided to a majority or all of the members of the Commission by Commission members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at the time of such distribution, Materials distributed to a majority or all of the members of the Commission at the meeting will be available for public inspection at the public meeting if prepared by the members of the Commission or Commission staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 7924.110, 7927.500, 7928.300, 7924.510, 7927.605, 7927.410, or 7926.205.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE COMMISSION

ON A MATTER NOT ON THE AGENDA may do so under the Public Comment portion of this agenda. Give your name, address, and your comments or questions. As required by the Government Code, no action or discussion will be undertaken on any item raised during the Public Comment period.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE COMMISSION

ON A MATTER ON THE AGENDA may do so after receiving recognition from the Chair at the time the item is considered. Introduce yourself, representing what organization (if any), and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion.

Time limitations shall be 3 minutes and/or at the discretion of the Commission Chairperson.



****UPDATED MEETING DETAILS****
October 27, 2025 3:00 PM-5:00 PM

MEETING IN PERSON ADDRESS: 1303 Jefferson Street, Suite 100A

Commission Meeting Minutes

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

<input checked="" type="checkbox"/> Juan Cisneros	<input type="checkbox"/> Jennifer Ocon-absent	<input checked="" type="checkbox"/> Monica Koenig
<input checked="" type="checkbox"/> Torence Powell	<input checked="" type="checkbox"/> Joelle Gallagher	<input checked="" type="checkbox"/> Jennifer Yasumoto
<input checked="" type="checkbox"/> Kelsey Petithomme	<input type="checkbox"/> Vanessa Rubio-absent	<input checked="" type="checkbox"/> Marlena Garcia

Staff present:

<input checked="" type="checkbox"/> Ashley Walker	
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2. Public Comment

None

3. Approval of Commission Minutes, J. Cisneros

- a) Minutes for September 25, 2025

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

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

4. Commission Business

- a) Review and possible approval of Resolution 2025-02, updating the meeting times and locations for 2026 commission and ExComm meetings
- b) Announcement of Executive Committee elections at December commission meeting
- c) Reminder: there is not a commission meeting in November

5. Compliance Item: Presentation and Approval FY 2024-2025 Annual Audit *Napa County Auditor Controller Staff Presentation*

- a) Staff Review
- b) *Open Public Hearing*
- c) *Receive Testimony*
- d) *Close Public Hearing*
- e) *Approval FY 2024-2025 Annual Audit*

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

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

6. Presentation and possible acceptance of 1ST Quarter Financials FY 25-26

(Motion 1st by KP., 2nd by TP)

JC	VR	TP	JO	KP	JG	MK	JY	MG
Y	Absent	2 ND	Absent	1 ST	Y	Y	Y	2 nd

7. Review and possible approval of the attached Budget Amendment to the current FY2025-26 budget-- which will update the budget to reflect the Safe Seats grant and increases appropriations offset by the donation of the same amount

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

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

8. Compliance Item: Presentation and Approval of FY 2024-2025 First 5 Napa County Annual Report

- a) Staff Review
- b) *Open Public Hearing*
- c) *Receive Testimony*
- d) *Close Public Hearing*
- e) *Approval FY 2024-2025 Annual Audit*

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

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

9. Executive Director Report:

- Office move in final stages of completion, we will be completed moved out October 31st!
- Belonging Through Books program has completed three sessions so far
- Safe Seats program continuing strong momentum- 300 seats have gone out!

10. Items for next Commission Meeting, J. Cisneros

- Deferred Compensation, 401k retirement accounts mandate
- Potential RFP review for new strategic plan creation
- Bylaws review for ExComm elections

11. Announcements

- a) BOS approve MSA funds for emergency support of food security, the Community foundation will be gathering donations from the community in support of the unified effort.

- b) Next Commission Meeting: December 8, 2025 from 3-5PM

Adjourn: 4 :07 pm. _____

Juan Cisneros, Chair

ATTEST:

Ashley Walker, Secretary

Commissioners Voting Key

JC = Juan Cisneros; TP= Torrence Powell; VR = Vanessa Rubio
JO = Jennifer Ocon; JY= Jennifer Yasumoto; KP = Kelsey Petithomme;
JG = Joelle Gallagher; MK= Monica Koenig; MG= Marlena Garcia

Notations under Vote: A = Abstained; C = Conflict; I = ineligible to vote (not sworn in)
Y= Vote in Approval; N= Vote Against
Absent = Commissioner Absent
X= arrived after or left before vote



First 5 Napa County Children and Families Commission

Resolution No. 2025-3

Authorizing and Establishing the “Match” under the 401(a) Retirement Savings Plan for 2026

Whereas, the First 5 Napa County Children and Families Commission wishes to continue to participate in the 401(a) Retirement Savings Plan for 2026; and

Whereas, Section 4.02(1) of the Plan requires the Commission to adopt a resolution authorizing and establishing the “Match” under the Plan; and

Whereas, the Commission wishes to authorize and establish the “Match” in this resolution.

Now, therefore, be it hereby resolved by the Board of the First 5 Napa County Children and Families Commission as follows:

1. A “match” is hereby authorized under the 401(a) Retirement Savings Plan for 2026 on behalf of the Executive Director of the Commission.
2. The amount of the “match” is established at up to \$4,000.00.

Passed and adopted by the following vote of the Children and Families Commission of Napa County on December 8, 2025:

AYES: _____

NOES: _____

ABSENT: _____

ATTEST:

Juan Cisneros
Commission Chair

Name:
Commission Secretary

Date: _____

DATE: _____



First 5 Napa County Children and Families Commission

Resolution No. 2025-4

Authorizing and Establishing the “Match” under the 401(a) Retirement Savings Plan for 2026

Whereas, the First 5 Napa County Children and Families Commission wishes to establish and participate in the 401(a) Retirement Savings Plan for 2026; and

Whereas, Section 4.02(1) of the Plan requires the Commission to adopt a resolution authorizing and establishing the “Match” under the Plan; and

Whereas, the Commission wishes to authorize and establish the “Match” in this resolution.

Now, therefore, be it hereby resolved by the Board of the First 5 Napa County Children and Families Commission as follows:

1. A “match” is hereby authorized under the 401(a) Retirement Savings Plan for 2026 on behalf of the Jesse Ramer and Katherine Van Tresse.
2. The amount of the “match” is established at up to \$1,200 per person.

Passed and adopted by the following vote of the Children and Families Commission of Napa County on December 8, 2025:

AYES: _____

NOES: _____

ABSENT: _____

ATTEST:

Juan Cisneros
Commission Chair

Name:
Commission Secretary

Date: _____

DATE: _____



First 5 Napa County Children and Families Commission

Resolution No. 2025-5

A RESOLUTION OF THE FIRST 5 NAPA COUNTY CHILDREN AND FAMILIES COMMISSION UPDATING THE COMMISSION BYLAWS TO ESTABLISH TWO-YEAR OFFICER TERMS AND REVISING THE MEMBERSHIP OF THE EXECUTIVE COMMITTEE

WHEREAS, the First 5 Napa County Children and Families Commission (“Commission”) is responsible for adopting and maintaining bylaws that guide its governance, structure, and operations; and

WHEREAS, the Commission periodically reviews its bylaws to ensure consistency with current practices, organizational needs, and best governance standards; and

WHEREAS, the Commission has determined that extending officer terms from one year to two years will promote leadership continuity, organizational stability, and greater effectiveness in carrying out the strategic direction of First 5 Napa County; and

WHEREAS, the Commission also seeks to update the composition of its Executive Committee to reflect current membership and to ensure alignment with the Commission’s leadership structure and governance needs; and

WHEREAS, the Commission has reviewed and discussed the proposed amendments to the bylaws, including:

1. **Amending Article 3, Section A-1, A-2** to establish **two-year terms** for the offices of Chair, Vice-Chair, and any additional officers identified in the bylaws; and
2. **Updating Article 3, Section C** to revise the **membership of the Executive Committee**, specifying which officers and/or commissioners shall serve on the Committee.

NOW, THEREFORE, BE IT RESOLVED that the First 5 Napa County Children and Families Commission hereby adopts the amendments to its bylaws as presented and attached hereto as *Exhibit A (updates highlighted in yellow)*.

BE IT FURTHER RESOLVED that the amended bylaws shall take effect immediately upon adoption, and that officer terms and Executive Committee membership shall transition according to the implementation approach outlined during Commission deliberation and recorded in the meeting minutes.



PASSED AND ADOPTED by the First 5 Napa County Children and Families Commission on this 8 day of December, 2025, by the following vote:

- **Ayes:**
- **Noes:**
- **Absent:**
- **Abstain:**

APPROVED:

Chair, First 5 Napa County Children and Families Commission

ATTEST:_____

Executive Director / Commission Clerk:_____



Bylaws

Amended December 9, 2024

Proposed Amendments for 12/8/25 highlighted

1. Purpose and Intent:

The Commission's intent is to facilitate **the** creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development. It is further the intent to integrate the Commission's planning and programs with existing service delivery systems for children from prenatal to age five and their families. The Commission centers Napa county's children and families who have been historically underrepresented, and those who are most proximate to and harmed by systemic racism and its impacts when making decisions and setting direction. The Commission commits to being anti-racist and working to dismantle systemic injustices to ensure access to resources and opportunities necessary for all children and families to thrive in Napa County.

2. Powers and Duties

The powers and duties of the Commission shall include, but are not limited to, the following:

- (a) Perform any and all duties imposed on them collectively or individually by law or by these Bylaws;
- (b) Prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the commission;
- (c) Supervise the work of all officers, advisory committees, and the Executive Director serving the Commission to assure that their duties are performed properly;
- (d) Meet at such times and places as required by these Bylaws;
- (e) Approve the annual strategic plan for the support and improvement of early childhood development within the county, after conducting at least one public hearing on the proposed county strategic plan;
- (f) On at least an annual basis, review the county strategic plan and revise as necessary and appropriate after conducting a public hearing to consider proposed revisions;
- (g) Submit the county strategic plan and any revisions to it to the State Commission;
- (h) Approve an annual budget;
- (i) Prepare and adopt an annual audit and report pursuant to Health and Safety Code Section 130150 (b) and conduct public hearings;
- (j) Elect the Officers of the Commission;



Bylaws

Amended December 9, 2024

Proposed Amendments for 12/8/25 highlighted

- (k) Apply for those grants determined to be consistent with the purpose and intent of the Commission from a person, corporation, foundation, or other entity, or from the state or an agency or political subdivision thereof, or from the federal government or any agency instrumentality thereof, in furtherance of a program of early childhood development;
- (l) Enter into such contracts as necessary or appropriate to carry out the provisions and purposes of the Children and Families First Act;
- (m) Conduct at least one public hearing on each annual report prepared by the State Commission pursuant to Health and Safety Code Section 130150 (b);
- (n) Consider the State Commission's findings and research and apply them to the county strategic plan as deemed appropriate;
- (o) Solicit technical assistance from the State Commission as deemed necessary and appropriate;
- (p) Provide input to the State Commission regarding guidelines and other matters as the Commission deems necessary and appropriate;

3. Officers

A. Chairperson and Vice-Chairperson.

1. **Time of Election.** At its first meeting each calendar year, upon the completion of a full two-year term, the Commission shall elect a Chairperson and Vice-Chairperson from among the members.
2. **Term.** Each Chairperson and Vice-Chairperson who is elected shall serve until their successor is elected and assumes the office of Chairperson or Vice-Chairperson. In no event shall the Chairperson or Vice-Chairperson serve more than two terms in that office. Each "term" is defined by two calendar years.
3. **Duties of the Chairperson and Vice-Chairperson.** The Chairperson of the Commission or, in their absence, the Vice-Chairperson, shall act as the presiding officer of the Commission and in that capacity shall preserve order and decorum, decide questions of order subject to being overruled by a two-thirds vote of the Commission, and perform such other duties as are required by law. The Chairperson shall in addition have all the rights and duties enjoyed by any other member.



Bylaws

Amended December 9, 2024

Proposed Amendments for 12/8/25 highlighted

- 4. Participation of the Chairperson.** The Chairperson of the Commission, or in their absence the Vice-Chairperson, may make or second any motion and present and discuss any matter on the agenda in the same manner as any other member without having to step down from the Chair.
- B. Secretary.** The Commission shall appoint a Secretary, who need not be a member of the Commission.
- C. Executive Committee.** There shall be an Executive Committee composed of no more than four commissioners (to remain under the quorum number). The Executive Committee is composed of the Chairperson, the Vice-Chairperson, the immediate past Chairperson. A member-at-large, and/or a treasurer is appointed by the Chairperson. In the event that a single Commissioner fills more than one of these positions, then the Chairperson shall appoint two members-at-large. The immediate past chairperson may choose to roll off of the Executive Committee after the new chair completes their first term.

4 Meetings of the Commission

- A. Date of Regular Meetings.** The day of the Regular meetings of the Commission shall be established by resolution. All dates of regular meetings of the Commission shall be shown on a calendar which the Commission shall adopt at its first meeting each calendar year. Notwithstanding any of the foregoing, any regular meeting of the Commission may be canceled by majority vote of the Commission or, at any time, by the Chairperson (or in his or her absence, the Vice-Chairperson) or the Secretary for lack of business or by the Secretary for lack of a quorum.
- B. Time of Regular Meetings.** The time of the Regular meetings of the Commission shall be established by resolution and shall continue until all agenda business is, concluded unless adjourned earlier on motion of the Commission for any reason or by the Secretary for lack of a quorum.
- C. Location of Regular Meetings.** The location of regular meetings of the Commission shall be established by resolution.
- D. Emergency and Special Meetings.** Emergency or special meetings shall be called in conformance with the provisions of the Brown Act (Government Code section 54950 and following) and may be canceled in the same manner as provided in these Bylaws for cancellation of regular meetings.



Bylaws

Amended December 9, 2024

Proposed Amendments for 12/8/25 highlighted

- E. **Conduct of Meetings.** All meetings of the Commission shall be conducted in conformance with the provisions of the Brown Act (Government Code section 54950 and following).

5. Agendas

- A. **Posting.** The Secretary shall prepare, post, and otherwise give notice of the agenda for each meeting of the Commission in accordance with the requirements of the Brown Act.

- B. **Inclusion on Agenda Required for Discussion or Action.** No matter may be considered or acted upon unless it is included on the posted agenda or a supplemental agenda.

- C. **Supplemental Agenda.** A supplemental agenda will be prepared and considered by the Commission only under the following conditions:

1. **Emergencies.** Upon a determination by the Commission that an emergency situation exists, as defined in Section 54956.5 of the Government Code.
2. **Need Arising after Posting.** Upon a determination by a two-thirds vote of the Commission, or, if less than two-thirds of the potential votes are present, a unanimous vote of those members present, that there is a need to take immediate action and the need to take action came to the attention of the Commission subsequent to the regular agenda being posted.
3. **Recently Continued Item.** The item was properly posted for a prior meeting of the Commission occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

- D. The Secretary shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet to any individual that requests it. The Secretary shall comply with all other mailing requirements found in the Brown Act.

6. Conduct of Meetings

- A. **Order of Business.** The regular order of business of the Commission shall be:

1. Call to order.



Bylaws

Amended December 9, 2024

Proposed Amendments for 12/8/25 highlighted

2. Approval of the minutes of the previous meeting.
 3. Agenda of the Commission.
 4. Adjournment.
- B. Parliamentary Procedure.** Unless otherwise provided by these Bylaws, all proceedings before the Commission shall be conducted in accordance with and pursuant to the parliamentary procedure prescribed in “Robert’s Rules of Order.” If strict compliance with the procedures described therein hinder the efficient functioning of the Commission on a particular item of business, the Chairperson, with the consent of the Commission, may suspend the Rules for that particular item of business.
- C. Preservation of Order.** The Chairperson shall preserve order at all public hearings and shall decide business questions of order subject to being overruled by a two-thirds vote of the Commission. Persons who become disruptive or abusive may be ejected from the hearing.
- D. Recording of Meetings.** Any meeting of the Commission, other than a closed session permitted under the Brown Act, may be recorded by any person, unless the Commission determines that such recording could constitute a disruption of the proceedings.
7. **Resolution.** All resolutions of the Commission shall be adopted by the Commission and attested to by the Secretary.
8. **Presentations to the Commission**
- A. **Identification of Speaker.** Any person desiring to address the Commission shall, when recognized by the Chairperson, give their name.
 - B. **Limitations on Time.** The Chairperson may, in the interest of facilitating the business of the Commission, set in advance of the presentation of testimony reasonable time limits for oral presentations. Persons may be required to submit written testimony in lieu of oral testimony if the Chairperson determines that a reasonable opportunity for oral presentations has been provided, and in such a case, the hearing will be continued to a later date to allow a reasonable time for such submittals to occur.



Bylaws

Amended December 9, 2024

Proposed Amendments for 12/8/25 highlighted

- C. **No Testimony after Close of Hearing.** No testimony shall be accepted after the close of the public hearing, except that Legal Counsel may be consulted on legal issues without reopening the public hearing.

9. Effect of Failure to Comply with Bylaws

Failure to comply with any of these Bylaws shall invalidate an action only if it prejudices the substantial rights of the person alleging the error or if invalidation is required by statute. Persons alleging procedural error shall have the burden of proof as to whether the error occurred and whether the error has prejudiced the person's substantial rights.

10. Recordation of Commission Actions

All official actions or decisions by the Commission shall be entered in the minutes of the Commission. The vote or votes of each member on every question shall be recorded.

11. Voting and Quorum

- A. **Roll Call Vote.** A roll call vote may be required in voting upon any motion of the Commission at the discretion of the Chairperson.
- B. **Quorum.** A quorum for the transaction of business shall exist only as long as a majority of the members of the Commission are present.
- C. **Voting Affected by Conflict of Interest.** As a general rule, no member with a conflict of interest as defined by the Political Reform Act (Government Code sections 81000 and following) shall participate in any discussion or voting. The Commission may adopt procedures to minimize the perception of bias even when a Commissioner does not have a disqualifying conflict of interest pursuant to the Political Reform Act.

12. Budget

The annual budget shall appropriate all funds for expenditure.

13. Independent Public Entity



Bylaws

Amended December 9, 2024

Proposed Amendments for 12/8/25 highlighted

As provided in Health and Safety Code §130140.1(a), the Commission is an independent public entity separate from the County of Napa, as defined by Section 53050 of the Government Code.

14. Changes to Bylaws

The provisions of these Bylaws may be altered, amended, or repealed only by resolution of the Commission.

15. Subcommittees

The Commission may establish, by resolution, one or more subcommittees to facilitate the goals and purposes of the Commission.



MOU 597-26
Solano County Office of Education
2025-2026 IMPACT Legacy HUB Allocation
07/01/2025 – 06/30/2026

MEMORANDUM OF UNDERSTANDING between First 5 Napa County Children and Families Commission & Solano County Office of Education

This MEMORANDUM OF UNDERSTANDING (hereinafter “MOU”), is made and entered into this December 8, 2025 (the “Effective Date”), is by and between the First 5 Napa County Children and Families Commission (the “Commission”) and Solano County Office of Education (“Solano COE”). The purpose of this MOU is to establish the roles and responsibilities of the parties in the implementation and expenditure of the IMPACT Legacy grant for Region 1 for HUB Regional Capacity Building.

The Commission Roles and Responsibilities:

The Commission is the Fiscal Lead Agency for the IMPACT Legacy grant for Region 1. The Commission will reimburse Solano COE for all necessary, reasonable, and justifiable expenses that are in accordance with the IMPACT Legacy grant for HUB Regional Capacity Building. The Commission as the fiscal lead agency will collect invoices from the regional HUB and each county within the region and submit as a single invoice to First 5 California (F5CA) utilizing the F5CA Reporting Portal on a quarterly basis. The Commission will not distribute funds to Solano COE until F5CA has reviewed and approved the invoice and payment has been released from F5CA. Once the Commission receives the invoice payment, the Commission will reimburse Solano COE for the approved amounts.

Solano COE Roles and Responsibilities:

Solano COE is the Regional HUB Lead for Region 1. The Commission shall reimburse Solano COE in response to invoices submitted by Solano COE in accordance with the invoicing timeline. Invoices must include details setting forth actual expenditures and proof of each expenditure in the form of receipt, agenda, bill, or otherwise. All expenditures submitted for reimbursement must be in alignment with the IMPACT Legacy grant from First 5 California and expense categories approved and adopted by the HUB membership.

Expense Categories:

Regional Coordination	\$37,253.51
Quality Improvement	\$125,080
Data collection and reporting	\$135,000
Indirect costs	\$28,841.34
TOTAL	\$326,174.85

Term of MOU:

The term of this MOU shall be from July 1, 2025 through June 30, 2026.



MOU 597-26
Solano County Office of Education
2025-2026 IMPACT Legacy HUB Allocation
07/01/2025 – 06/30/2026

MEMORANDUM OF UNDERSTANDING between First 5 Napa County Children and Families Commission & Solano County Office of Education

Payment:

In no event shall the Commission be obligated to pay more than the total sum of \$326,174.85 under the terms and conditions of this MOU, unless amended by both parties.

Termination for Cause:

Reimbursement pursuant to the terms of this MOU are contingent on the continued appropriation of funds to the Commission by the appropriating agency(ies). Should the Commission not receive, or otherwise receive a reduction of, appropriated funds from any federal, state, or local governmental agency, the Commission, in its sole discretion, shall have the option to terminate this MOU at any time by giving Solano COE thirty (30) days prior written notice.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed as of the date and year first above written.

COMMISSION

Solano County Office of Education

Ashley Walker, Executive Director
First 5 Napa County Children and
Families Commission

Michelle Henson, Deputy
Superintendent
Solano County Office of Education

Juan Cisneros, COMMISSION Chair
First 5 Napa County Children and
Families Commission



This MEMORANDUM OF UNDERSTANDION (hereinafter “MOU”), is made and entered into this December 8, 2025 (the “Effective Date”), is by and between the First 5 Napa County Children and Families Commission (the “Commission”) and Community Resources for Children (“CRC”). The purpose of this MOU is to establish the roles and responsibilities of the parties in the implementation and expenditure of the IMPACT Legacy grant HUB funds for Region 1.

CRC Roles and Responsibilities:

CRC agrees to support the quality improvement of Early Learning and Care (ELC) settings in their communities by undertaking the following responsibilities:

- Outreach and engagement: conduct outreach to and engage with participating sites within the community.
- Incentives: provide incentives to participating sites to encourage and sustain engagement
- Professional development support: facilitate and support professional development opportunities for ELC providers, including organizing and offering training sessions, coaching, and access to relevant resources.
- Community Education: offer and promote community education opportunities to raise awareness and engagement in the IMPACT Legacy program.
- Collaboration: attend HUB lead and partner meetings to ensure alignment and cooperation with regional initiatives.
- Budget tracking: monitor the local HUB Budget and submit requests for reimbursement quarterly.

Term of MOU:

The term of this MOU shall be from July 1, 2025 through June 30, 2026.

Payment:

In no event shall the Commission be obligated to pay more than the total sum of \$15,635 under the terms and conditions of this MOU, unless amended by both parties.

Termination for Cause:

Reimbursement pursuant to the terms of this MOU are contingent on the continued appropriation of funds to the Commission by the appropriating agency(ies). Should the Commission not receive, or otherwise receive a reduction of, appropriated funds from any federal, state, or local governmental agency, the Commission, in its sole discretion, shall have the option to terminate this MOU at any time by giving CRC thirty (30) days prior written notice.



IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed as of the date and year first above written.

COMMISSION

CRC

Ashley Walker, Executive Director
First 5 Napa County Children and
Families Commission

Erika Lubensky, Executive Director
Community Resources for Children

Juan Cisneros, COMMISSION Chair
First 5 Napa County Children and
Families Commission



2024 - 2025 Annual Report

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LETTER FROM OUR EXECUTIVE DIRECTOR

Dear Friends, Partners, and Supporters,

Each year, as we prepare this annual report, I'm reminded of the extraordinary power of community and the vital role we all play in supporting the well-being of Napa County's youngest children and their families.

As Executive Director of First 5 Napa County, I'm proud to be part of a team that remains focused on equity, early investment, and community partnerships. Our mission is clear: to help every child in Napa County get the best possible start in life. We know that the earliest years, prenatal to age five, are a time of incredible growth, potential, and vulnerability. The systems we build today must reflect the urgency of this moment in a child's life.

This year, in the face of continued social and political challenges impacting families across our region, First 5 Napa County remained focused on real, responsive solutions. Two new programs exemplify that commitment:

Napa County Imagination Library

By providing a free, high-quality book each month to every child from birth to age five, this program supports early literacy and fosters a lifelong love of learning starting in the home and built through the joy of reading together. We are proud to launch this program in partnership with the NCOE Foundation and many other community partners.

Safe Seats

This new initiative helps ensure that every child can travel safely by providing families with car seats that meet the age and weight requirements for their child. It's a simple but powerful way to offer peace of mind to parents and caregivers. We are grateful to The Rachel and Eric Jones Foundation for making this program possible.

These programs join other longstanding offerings such as Belonging Through Books (formerly Rainbow Family League), Florecer, and StoryWalk as valuable components to our community engagement portfolio. All our work reflects a commitment to listening to families, addressing barriers to access, and investing in programs that create real impact.

Looking ahead, we remain deeply committed to collaboration. At a time when so many families are stretched thin and our social fabric is tested, we believe that community-led, inclusive solutions are the way forward. We will continue to advocate, innovate, and partner with others to ensure that our youngest children, and the families who care for them, receive the support they need and deserve.

Thank you for being part of this journey. Whether you are a parent, educator, policymaker, healthcare provider, or advocate, your role matters. We are grateful for your partnership and look forward to another year of meaningful work together.



**ASHLEY
WALKER**

Executive Director
First 5 Napa County

ABOUT FIRST 5 NAPA

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 on programs, advocacy, and initiatives that support children 0-5 years old, their families, and the providers who serve them.

THE DECLINE OF PROP. 10 REVENUE:

A Growing Challenge for First 5's Work

Over the past decade, **prop. 10 revenue has steadily declined**—and this trend is accelerating. As smoking rates have decreased (a public health success we applaud), so too has the revenue generated from tobacco taxes. Newer tobacco alternatives, like vaping products, are not taxed at the same levels, and state policy shifts have diverted some of the revenue to other priorities.



FOR FIRST 5 NAPA COUNTY, THIS DECLINE HAS REAL CONSEQUENCES.



Each year, we rely on prop. 10 funds to support vital programs and services, such as developmental screenings, parent support, early literacy, mental health services, and safety initiatives. As these funds shrink, **our ability to invest in what works—and respond to new and growing needs—is compromised.**



Now, more than ever, we need the support of our community. Philanthropic investment, public-private partnerships, and community advocacy are all critical to ensure we don't lose ground, and that we can continue to build a strong foundation for our county's youngest residents.



Together, we can protect and grow the legacy of prop. 10 and ensure that all children in Napa County, regardless of their background or circumstances, have the opportunity to thrive.

2024-2025 IMPACT

by the Numbers & Demographics

IN 24-25
FIRST 5 NAPA SERVED



676
INDIVIDUALS

This is a 10% increase when compared to FY 23-24.



49

Children birth to 35 months



122

Children age 3 to 6



64

Children over age 6



235

Total Children



226

Primary Caregivers



32

Community Members



183

Service Providers



183

free children's book were distributed to families in American Canyon and Napa at the summer Meet Me in the Streets event and at Cope Kids Day.



80%

of the providers supported by IMPACT grant coaching have implemented research-based practices in the work they do with children.

PARTICIPANT LANGUAGES

29%

Spanish

39%

English

1%

Other

32%

Unknown

2024-2025 PROGRAM RECAP HIGHLIGHTS

BELONGING THROUGH BOOKS

Formerly "Rainbow Family League"

First 5 Napa County is committed to strengthening our community, parents, and caregivers with a lens of equity, respect, and social inclusion so that ALL our children are happy, healthy, and grow up with a sense of belonging.

Belonging Through Books is a program that aims to help families have conversations about race, racism, gender, LGBTQ inclusion, and diversity in a developmentally appropriate way. The 2024-25 season is accomplished in partnership with Dr. Lori A Watson of Race Work and Napa Valley Unified School District.



96%

Parents and Caregivers reported that their **knowledge about race, diversity, inclusion and intersectionality increased** as a result of attending the workshops (96% of survey respondents).

92%

They also indicated an **increase in comfort and confidence** talking about race, diversity, inclusion and intersectionality with children (92% of survey respondents).

72%

Of the 47 participants who came to more than one presentation, 72% **reported having more conversations with children about race, diversity, inclusion and intersectionality** since attending our BTB workshop.

FLORECER

Floreceer means "to bloom" in Spanish



Floreceer is a youth mentorship program first developed through First 5 Napa County's First 5 Napa Network (F5NN) in 2022 to diversify and support Napa County's early childhood workforce.

This program established a mentorship network for youth to connect with career professionals in a variety of early childhood specialties, allowing them to explore future career paths.

At the final meeting in April, students/mentees were asked about their future plans. Some highlights of their responses include:

68%

of the students reported that they found having hands-on experience with childcare providers helpful in shaping their career aspirations.

41%

planned to have a job in early childhood education

2024-2025 PROGRAM RECAP HIGHLIGHTS

RAINBOW KITS

Rainbow Kits provide early childhood education settings with tools and support to create learning spaces that are welcoming to all children, families, and providers.



10
students

In the 2024-25 year, First 5 Napa County provided the Safe Spaces training to ten students as part of the Child and Families Studies course at Napa Valley College.

90%
of students

At the conclusion of the program, 90% of students **would like** to continue using the materials

PARTICIPANT TESTIMONIALS

"I look forward to using the lesson plans. I think it may be difficult to come up with age-appropriate inclusive curriculum. This is a great tool."

"I am looking forward to using the books in the kit. I am excited because I didn't have books like this in my classes growing up."

COMMUNITY OUTREACH & ENGAGEMENT

In addition to our longstanding programs, in 2024-25 First 5 Napa supported a few unique projects in the area of outreach and engagement that focused on bringing capacity and a system focus to leaders and organizations.

DOULA TRAININGS IN SPANISH

First 5 Napa County staff partnered with community organizations to support efforts to train Spanish speaking individuals interested in becoming doulas. First 5 Napa Staff helped with outreach and registration for the first Doula cohort, and are currently exploring ways to support a second cohort in the future.

FAMILY PREPAREDNESS TRAININGS

First 5 Napa County staff was able to work with the One Napa Valley Initiative to train staff at First 5 and other partner family resource centers. The training was intended for providers to share information with families about "Know Your Rights", "Family Preparedness Plans" and "Public Charge".

LITERACY PROGRAMS OUTREACH

First 5 Napa County continued its support of the annual StoryWalk® in partnership with Napa County Regional Park and Open Space District, Napa Bookmine, The City of American Canyon, The American Canyon Community and Parks Foundation, Skyline Park, and Napa Printing. The StoryWalk® is an annual outdoor installation that places pages from a bilingual children's book throughout four regional parks around Napa County. This offering provides a free activity for families over the summer break that combines literacy and outdoor exploration.





LOOKING AHEAD TO 2025-26

NAPA COUNTY IMAGINATION LIBRARY

First 5 Napa County, Napa County Office of Education and NCOE Foundation are helping bring the excitement of reading into more homes of local Napa County families through Dolly Parton’s Imagination Library program.

The free monthly Napa County Imagination Library book gifting program is available to all children under 5 years old residing in Napa County; families are encouraged to sign up online. The free books are high-quality, age appropriate, and available in English or bilingual English/Spanish.

Visit napaimaginationlibrary.org to register. For questions, email books@first5napa.org.



READ THE ARTICLE IN THE NAPA VALLEY REGISTER ABOUT THE PROGRAM’S LAUNCH [HERE](#).





LOOKING AHEAD TO 2025-26

NAPA COUNTY SAFE SEATS PROGRAM

The Safe Seats program is made possible thanks to the Rachel and Eric Jones Foundation and is carried out through partnerships with local nonprofits, family resource centers, and public agencies. Safe Seat partners represent some of our region’s largest and most well-established providers of prenatal care and support services for children aged 0 – 5. Our goal is to ensure that all families in need of the free car seat resource are aware of the program and can easily access this valuable, free benefit.



The strength and vibrancy of a community is evident in how well we take care of our kids and those neighbors most vulnerable. We are proud to help launch this public health effort with the support of local partners on the ground who know the community’s needs best.

ERIC JONES,
RACHEL AND ERIC JONES FOUNDATION

**AT THE END OF THE
2025 CALENDAR YEAR,
FIRST 5 NAPA COUNTY
HAS DISTRIBUTED OVER**

A blue icon of a car seat.

**500
CAR SEATS**

with momentum
continuing into 2026!



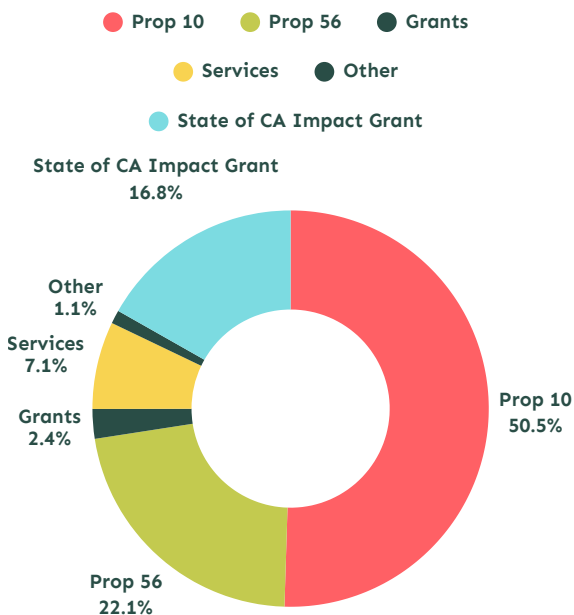
We are so grateful for First 5 and The Rachel and Eric Jones Foundation for helping us get car seats to farmworker families in our community. This partnership made such a big difference — by working together, we were able to remove barriers and make sure parents had what they needed to keep their little ones safe on the road. Thank you for your amazing support and for caring so deeply about the wellbeing of farmworkers in our community!

JULIA PALOS
FARMWORKER ADVOCATE
SILVERADO FARMING COMPANY

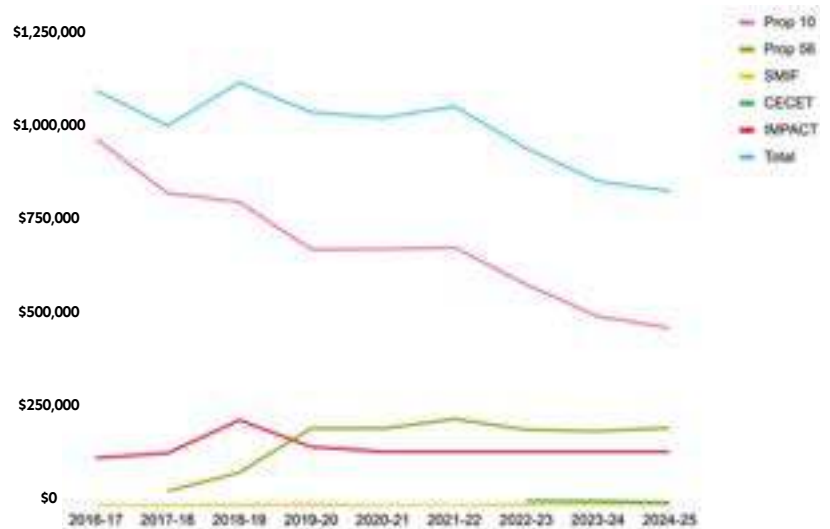


FINANCIAL SNAPSHOT

24-25 % OF REVENUE SOURCES



REVENUE SOURCES OVER TIME



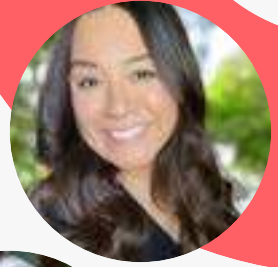
Since its passage in 1998, Proposition 10 has been the cornerstone of funding for First 5 programs across California. By placing a tax on tobacco products, Prop. 10 created a dedicated revenue stream to support early childhood development—helping children prenatal through age five grow up healthy, safe, and ready to learn.

However, the sustainability of this funding is under serious threat.

First 5 Napa County is taking strategic steps to adapt to this challenge. We are strengthening partnerships to leverage other funding sources, prioritizing equity and impact in every investment we make, and advocating at the local and state levels for long-term, sustainable funding for early childhood.

But we cannot do this alone. Now, more than ever, we need the support of our community. Together, we can protect and grow the legacy of Prop. 10 and ensure that all children in Napa County, regardless of their background or circumstances, have the opportunity to thrive.

OUR COMMISSION



LETTER FROM THE CHAIR OF THE COMMISSION FIRST 5 NAPA COUNTY ANNUAL REPORT

DEAR FRIENDS,

It is a privilege to serve as Chair of the First 5 Napa County Commission and to share with you the progress and promise of the past year.

At First 5 Napa County, we are driven by a deep and unwavering commitment: to ensure that every child in our community, prenatal through age five, has the best possible start in life. This mission continues to guide us, especially in times of social and political uncertainty, when families are navigating greater challenges than ever before.

Over the past year, we've strengthened our work by listening closely to the voices of families and providers, and by responding with programs and partnerships that address their real and pressing needs. We know that no single organization can do this work alone. Our success depends on collaboration with families, early childhood educators, healthcare providers, community-based organizations, and leaders across every sector. Together, we are building a Napa County where children are cherished, supported, and set on a path to thrive.

As we look to the year ahead, we do so with hope and determination. First 5 Napa County remains committed to advocacy, innovation, and deep community partnership.

In these uncertain times, we draw strength from our shared vision and the resilience of our youngest residents and their families.

On behalf of the Commission, thank you for standing with us in this vital work. Your support, insight, and dedication make all the difference.

With Gratitude,

Juan Cisneros
Chair of the Commission



JUAN CISNEROS
Chair of the Commission



THANK YOU TO OUR LOCAL SUPPORTERS

Bill Harper
C-Line Express
Community Projects
Lewis Cellars
Napa Valley Give!Guide
The Rachel & Eric Jones Foundation

 facebook.com/First5Napa/

 instagram.com/first5napa/

WHERE TO FIND US

Website: first5napa.org

NEWSLETTER



DONATE





Highlights and Notable Outcomes from a Productive 2025!

1. We welcomed new teammates, moved to a new more affordable office location to minimize overhead and created a revamped team structure to maximize our impact! *The overall breadth and depth of our programming is **at a record level and growing**.*
2. We distributed **more than 500 car seats** thanks to The Rachel and Eric Jones Foundation's support of Safe Seats Napa County.
3. We launched the *Napa County Imagination Library* with NCOE Foundation, and **more than 1300 Napa County kids** now receive free, monthly books in the mail (more than 1-in-5 Napa County kids!)
4. We helped bring **StoryWalk® outdoor children's reading** to regional parks throughout Napa County this summer along with Napa County Regional Park and Open Space District and with support from Lewis Cellars.
5. We helped strengthen knowledge of local immigrant rights and organizational readiness via partnership with **Napa Valley Together**.
6. We assisted a 9-organization coalition improving maternal health and perinatal care via a local **Doula training program**.
7. We brought families together and joined in conversations about race, racism, gender, LGBTQ inclusion and diversity in a developmentally appropriate way with our **Belonging Through Books** series, with support from Napa's *Community Projects*.
8. We improved how we tell our story and visually represent First 5 Napa County with **a new logo, digital newsletter, and website refresh**.
9. We established a 501c3 fiscal agent and expanded our community outreach via the CanDo Napa Valley **Give!Guide**.
10. We helped keep *early childhood learning and care* at the forefront via First 5 California's **IMPACT Legacy program** in Napa County and as IMPACT's regional fiscal lead for eight other organizations.