



****UPDATED MEETING DETAILS****
December 8, 2025 3:00 PM-5:00 PM

MEETING IN PERSON ADDRESS: 439 Devlin Road Napa CA 94558

Commission Meeting Minutes

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

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

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 October 27, 2025

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

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

4. Commission Business

- a) Review and possible approval of Resolution 2025-03, affirming the continuation of annual \$4,00 retirement match for the Executive Director

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

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

- b) Review and possible approval of Resolution 2025-04, establishing a retirement match for the Manager, External Relations & Operations and the Program Coordinator at \$1,200 annually per person

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

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

- c) Review and possible approval of Resolution 2025-05, amending the bylaws to update executive committee terms and committee composition

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

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

- d) Announcement of Executive Committee elections at January commission meeting; open floor for nominations

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

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

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

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

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

7. Review, discussion, and possible vote of acceptance on the FY2024-25 visual annual report document

(Motion 1st by KP, 2nd by JY)

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

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.

- Move to approve the RFP and move to contract as outlined with Lan 9 Consulting
 - a. (Motion 1st by JO, 2nd by MK)

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

9. Executive Director Report:

- a) End of year wrap up, pausing to celebrate all we've accomplished (Top 10 highlights document attached)
- b) Hiring process for Community Stewards is under way

10. Items for next Commission Meeting, J. Cisneros

- Officer elections
- Other business as it arises

11. Announcements

- a) Napa ELC grand opening event at NCOE this weekend
- b) UpValley toy distribution event this weekend
- c) Next commission meeting will be held at ParentsCAN

- d) Next Commission Meeting: Jan 26, 2026 from 3-5PM

Adjourn: 4 :18 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