



## Commission Meeting Minutes

*Cope Family Center*  
*707 Randolph Street, Napa*  
**July 22, 2019**  
**3:30pm – 5:00pm**

Call to Order: 3:34pm. The following were present:

<input type="checkbox"/> Elba Gonzalez-Mares	<input checked="" type="checkbox"/> Michele Grupe	<input checked="" type="checkbox"/> Laura Keller
<input type="checkbox"/> VACANT	<input checked="" type="checkbox"/> Kecia Lind	<input checked="" type="checkbox"/> Jennifer Ocon
<input checked="" type="checkbox"/> Jennifer Palmer	<input type="checkbox"/> Debbie Peralez	<input checked="" type="checkbox"/> Brad Wagenknecht

Staff present:

<input checked="" type="checkbox"/> Joelle Gallagher	<input checked="" type="checkbox"/> Anne Sutkowi-Hemstreet
<input checked="" type="checkbox"/> Emily Darlington	

Also present:

Tobias Weare	
--------------	--

Public Comment

- A. Tobias Weare from the State Council Office visited and handed out pamphlets on CalAble and Stay Safe programs.

1. Approval of Commission Minutes, L. Keller

June 24, 2019 (Motion 1st by JO, 2nd by KL).

EG	MG	LK	KL	JO	JP	DP	BW
X						X	X

\*\*Brad arrived 3:43pm.

2. First 5 Napa Network Update, MG/JP/JG

- A. Joelle reported that there are 2 workshops planned for Cohort 1, July 26<sup>th</sup> and August 6<sup>th</sup>. The Commission Retreat is in the planning stages and the agenda is being developed.
- B. Joelle also reported that Adene is helping look at how the F5NN can align with other initiatives going on in the county (e.g., Resilient Napa).

- C. Joelle mentioned that the Rainbow Action Network had a debrief session regarding the Rainbow Flag initiative.
- D. Michele reported that the Design Team looking at inequity in the wine industry participated in Dia de la Familia. The group interviewed people who attended the event, asking them questions about their “Napa Story.” The responses are being compiled and Michele will send data to Anne.
- E. Jennifer reported that the next step for the Design Team looking at relationships with law enforcement will be the network mapping workshop.

3. Executive Committee Report, L. Keller

- A. Review and possible approval of Personnel Policies, Compensation, Benefits: “Each employee shall receive a cash allowance, ‘in lieu of benefits.’ **Part time employees shall receive the allowance on a pro rata basis.” (new language in red)** (Motion 1st by JP, 2nd by BW).

EG	MG	LK	KL	JO	JP	DP	BW
X						X	

4. Contracts Approval, L. Keller

- A. Review and possible approval of Professional Services contract with Camaleo, LLC for the amount of \$5,000 for website development. (Motion 1st by JO, 2nd by BW).
  - 1. Joelle reviewed the process and plan for the website development.
  - 2. Launch will be September/October.

EG	MG	LK	KL	JO	JP	DP	BW
X						X	

- B. Review and possible approval of FY 19-20 Prop 10 Funding Contract with Community Resources for Children for the amount of \$60,000 to implement Quality Counts. (Motion 1st by MG, 2nd by KL).

EG	MG	LK	KL	JO	JP	DP	BW
X						X	

- C. Review and possible approval of FY 19-20 IMPACT Funding Contract with Community Resources for Children for the amount of \$119,725 to implement Quality Counts. (Motion 1st by MG, 2nd by JP).

EG	MG	LK	KL	JO	JP	DP	BW
X						X	

- D. Review and possible approval of FY 18-19 California Department of Education Quality Counts California QRIS Block Grant Funding Contract with Community Resources for Children for the amount of \$36,906 to implement Quality Counts. (Motion 1st by JP, 2nd by JO).

EG	MG	LK	KL	JO	JP	DP	BW
X						X	

- E. Review and possible approval of Professional Services contract with Kris Hele Consulting for the amount of \$3,300 for data analysis for the First 5 Napa Network. (Motion 1st by MG, 2nd by JP).

EG	MG	LK	KL	JO	JP	DP	BW
X						X	

- F. Review and possible approval of Professional Services contract with Kumu for the amount of (not to exceed) \$2,000 for network/connection mapping for the First 5 Napa Network. (Motion 1st by BW, 2nd by JP).

EG	MG	LK	KL	JO	JP	DP	BW
X						X	

5. Policy/Advocacy Updates and Discussion, L. Keller

A. Protecting Immigrant and Marginalized Families

1. Census 2020 0-5 Strategic Plan

- A. Joelle reported that the First 5 Association has asked counties to complete a strategic plan for reaching the 0-5 population for the Census. A template was developed for counties to use and a subcommittee of the Complete Count Committee will work on the plan.

2. Public Charge

- A. No updates.

3. Federal Poverty Level

- A. Joelle reported that she wrote a letter to the editor regarding the Federal Poverty Level.

4. Local Tobacco Control Policies

- A. Anne reported that the Tobacco Free Napa Coalition is addressing smoke-free multi-unit housing and a tobacco retail program. The group is looking at how to change local policies.

5. Other

- A. No other items.

6. Items for August 26 Meeting

A. Cohort 2 location contracts

7. Announcements
  - A. No announcements.
  
8. CLOSED Executive Session
  - A. Executive Director Performance Review

Adjourn 5:00pm

---

Laura Keller, Vice Chair

ATTEST:

---

Emily Darlington

**Commissioners Voting Key**

EG = Elba Gonzalez-Mares; MG = Michele Grupe; LK = Laura Keller;  
KL = Kecia Lind; JO = Jennifer Ocon; JP = Jennifer Palmer;  
DP = Debbie Peralez; BW = Brad Wagenknecht

Notations under Vote: N = No; X = Excused; A = Abstained; C = Conflict; I = ineligible to vote (not sworn in)