

Commission Meeting Minutes 1040 Main Street, Suite 206, Napa October 24, 2016

1.	Call to Or	der: 3:00pm.	The fo	llowing	were	present:
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	Michele Gru	ре	Howard Himes
□ Laura Keller	🔀 Andi Knowlt	on	Molly Nelson
Stephanie Paravicini	Debbie Pera	lez	Brad Wagenknecht
Staff present:			
Sally Sheehan-Brown		Sarah Barry	
Emily Darlington		Michelle Lay	ymon
Michelle Burhorn			
Also present:			
Jennifer Henn and Jennifer Palme	er, Live Healthy	Mechele Small	Haggard
Napa County			
Tracy Schulze Auditor/Controller	•		

2. Public Comment

A. No public comment.

- 3. Presentation by Live Healthy Napa County (LHNC) Jennifer Henn and Jennifer Palmer
 - A. Commissioners, staff, and guests introduced themselves.
- 4. Approve Minutes of Meeting
 - A. September 26, 2016 Meeting Minutes

1. Motion 1 st : BW	Motion 2 nd : HH
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^{**}Brad left at 4:00pm

^{**}Andi left at 4:40pm

5. Staff Reports

- A. Executive Director, Sally Sheehan-Brown
 - 1. Commission Update
 - (a) Sally updated on the Family Strengthening training in November registration is now full.
 - (b) Sally reported that the new First 5 website will go live in 3 weeks.

B. Quality Counts, Emily Darlington

- 1. Update
 - (a) Emily reported that the QC brochure and logo have been translated to Spanish.
 - (b) The NCOE CSPP Coordinator and the Bilingual Coach at CRC are both hired and have attended 2 team meetings so far.
 - (c) Outreach continues as well as a focus on developing plans with those who are now signed up to participate.
 - (d) Beginning planning regarding coordination of engagement with alternative sites.

C. NVELI Program Officer, Michelle Laymon

- 1. Update of year 3 presentation to NVV
 - (a) Michelle reported that she and First 5 staff presented the Year 3 Report to NVV. The presentation included Sarah's program evaluation as well as Sally reporting on the landscape of early learning and funds brought to Napa County.
 - (b) Michelle reported that she is working with ASR on a transition plan for NVELI. ASR will be presenting in December to NVV.

D. Evaluation and Contract Manager, Sarah Barry

- 1. Review and approve 2015-2016 Annual Report to First 5 CA
 - (a) Sarah reviewed the AR2 narrative and AR3 sections of the Annual Report.
 - (b) Emily reviewed the AR1 and AR1/AR2 Summary Report.

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E. Legal Counsel, Betsy Strauss

1. Review and possible approval of revision of Commission bylaws

Motion 1 st : LK	Motion 2 nd : SP

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2. Review and possible approval of commission structure and roles document

Motion 1 st : DP	Motion 2 nd : AK
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- 3. Review of process for new legal counsel
 - (a) Michele reported that Betsy provided a job description for legal counsel and the Commission discussed considerations as the committee (Brad, Debbie, and Molly) moves forward.
 - (b) The next step will be for the committee to meet to look at options. They will bring their findings back to the full Commission.
- 4. Review of ED transition process and speaking points
 - (a) The Commission reviewed the document that Betsy prepared.
 - (b) Michele reported the information she has gathered regarding the process from similar counties who have gone through this process recently.
 - (c) Sally reported she will leave First 5 as of April 1, 2017.
 - (d) Michele distributed a F5 Succession Planning document developed by the Executive Committee. The document includes a timeline from now until Sally's last day.
 - (e) The Commission agreed with the timeline and agreed that the Personnel Committee can do first few tasks on the timeline to get started.
 - (f) It was agreed that Commissioners or staff should disclose if they will be applying for the ED position.
 - (g) If people in the community have questions, there needs to be a common message. The Commission agreed that the message should be: The Commission is working on the job announcement materials and they can check back later.
- F. Financial, Tracy Schulze
 - 1. Review and accept Financial Audit for the fiscal year ended June 30, 3016
 - (a) Tracy reported the audit went well and distributed copies.

Motion 1 st : BW	Motion 2 nd : MN
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2. Review and approve financial reports for the first quarter 2016-2017

(a) Tracy distributed first quarter financials.

Motion 1 st : HH	Motion 2 nd : BW

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- 3. Review of draft 5-year budget projections
 - (a) Postponed to the November meeting.
- 6. Committee Updates
 - A. Executive Committee
 - 1. Agenda for Mini Retreat November 14th
 - (a) Mechele Small Haggard reviewed the agenda with the Commission.
 - 2. Timeline of ED transition plan
 - (a) Timeline was reviewed under agenda item 5E4.
 - 3. Approve change in Executive Committee membership
 - (a) Stephanie reported she will be stepping down from the Executive Committee. Laura announced she can fill the vacancy.

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Motion 1 st : DP	Motion 2 nd : HH

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- 7. Commissioner Announcements/Commission Directives/Next Steps for Staff
 - A. No announcements.
- 8. Agenda for next meeting and Mini Retreat November 14, 2016
 - A. Location: River Terrace Inn at 8:30am.
- 9. Adjourn at 4:55pm.

Michele Grupe, Chair
ATTEST:
Emily Darlington
Secretary of the Commission

Commissioners Voting Key

EG = Elba Gonzalez-Mares; MG = Michele Grupe; HH = Howard Himes; LK = Laura Keller;
AK = Andrea Knowlton; MN = Molly Nelson; SP = Stephanie Paravicini; DP = Debbie Peralez;
BW = Brad Wagenknecht

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