



Napa County Children and Families Commission

November 27, 2017

3:00 p.m. – 5:00 p.m.

Cope Family Center, 707 Randolph St., Napa, First Floor Classroom (enter on Randolph)

Please read: November agenda; October minutes

Please bring: Hard or electronic copy of agenda

Call to Order and Roll Call, D. Peralez

Public Comment, D. Peralez

1. Approval of Commission Minutes (October 23, 2017), D. Peralez ACTION

2. Executive Director Update, J. Gallagher

A. Recap of F5 Statewide Summit

3. PUBLIC HEARING: 2016-2017 Annual Report to First 5-CA
D. Peralez

- A. Staff Report, S. Barry
 - B. Open Public Hearing
 - C. Receive Testimony
 - D. Close Public Hearing
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4. Review and Approve 2016-2017 Annual Report to First 5-CA ACTION
D. Peralez

5. Deferred Compensation, D. Peralez ACTION

- A. Discussion and possible action: Commission authorizes Chair to send a letter from the Commission to the Napa County Deferred Compensation Board stating intent **to match up to \$8,000** for First 5 Napa County's ED 401(a) for 2018 (includes \$4k for 2017 and \$4k for 2018)
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6. Corrections to Personnel Policies

- A.** Overtime and Management Leave/page 4/paragraph 2: "The Executive Director will have five (5) days of management leave **credited at the beginning of each fiscal year**, and shall be **used or forfeited by June 30** of
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the year in which it was credited.” Per County Policy, leave banks are refreshed **at the start of every calendar year**. Re-write policy to read: “The Executive Director will have five (5) days of management leave **credited at the beginning of each calendar year and shall be used during the calendar year in which it is credited.**”

- B. Time Off Benefits/page 5: **During the first pay period of the fiscal year**, full time employees who have been working for the Commission for at least six months shall be granted 16 hours or personal leave in lieu of Admissions Day and Columbus Day holidays.” Per County Policy, leave banks are refreshed **at the start of every calendar year**. Re-write to read: “**During the first pay period of the calendar year**, full time employees who have been working for the Commission for at least six months shall be granted 16 hours or personal leave in lieu of Admissions Day and Columbus Day holidays.”

ACTION

7. System Design Next Steps, J. Gallagher & L. Keller

- A. Discuss next steps for system development to include: training partner agencies to implement design theory and utilize empathic interviewing; engagement of consultant

8. Items for December 18 meeting

9. Announcements

*ExCom recommendations to Commission