



FIRST 5

NAPA COUNTY

MEETING ADDRESS: 1303 Jefferson Street, Suite 100A, Napa CA 94559

AGENDA
September 23, 2024
3:00 PM-5:00 PM

Agenda Item	Facilitator	
1) Call to Order	J. Cisneros	
2) Public Comment	J. Cisneros	
3) Mission and Vision Moment	J. Ocon	
First 5 Napa County Vision Napa County is a strong and healthy community because families can set down roots, grow, and thrive.		
First 5 Napa County 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.		
4) Approval of Commission Meeting Notes <i>August 26, 2024</i>	J. Cisneros	ACTION
5) Commission Business a) Review and possible approval of 2025 Commission Meeting Schedule b) Review and possible approval of 2025 Executive Committee Meeting Schedule	J. Cisneros	ACTION



FIRST 5

NAPA COUNTY

6) Presentation: FY24 Program Evaluation for Florecer, Rainbow Kits, and Rainbow Family League	A. Walker & I. Avina	
7) Review and possible approval of a new name for program "Rainbow Family League"	A. Walker	ACTION
8) Review and possible approval of newly proposed job description "Development & Communications Manager" for full-time staff role	A. Walker	ACTION
9) Review and possible approval of Resolution No. 2024-1; authorizing and establishing the "Match" under the 401(a) retirement Savings Plan for 2025 for the Executive Director.	J. Cisneros	ACTION
10) Review and possible approval of contract 599-25, Rebecca Webster consultant for grant writing services, not to exceed \$6,300.	J. Cisneros	ACTION
11) Review applicants for vacant commission seat, and vote on recommendation to be shared with County Board of Supervisors for final appointment.	J. Cisneros	ACTION
12) Items for next commission meeting a. Requesting a volunteer to present our next Mission Moment	J. Cisneros	
13) Announcements	J. Cisneros	

Next Commission Meeting: October 28, 2024 from 3-5PM



****UPDATED MEETING DETAILS****
August 26, 2024 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 checked="" type="checkbox"/> Jennifer Ocon	<input checked="" type="checkbox"/> Monica Koenig
<input checked="" type="checkbox"/> Torence Powell	<input type="checkbox"/> Joelle Gallagher- absent	<input checked="" type="checkbox"/> Jennifer Yasumoto
<input checked="" type="checkbox"/> Kelsey Petithomme	<input checked="" type="checkbox"/> Vanessa Rubio	

Staff present:

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

1. No public comments.

3. Mission and Vision Moment

a) Alicia Garcia joined to share about the launch of CMONV first Imagination Station at the county’s self-sufficiency office. This project was made possible in part by a grant from First 5 Napa County.

4. Approval of Commission Minutes, J. Cisneros

a) Minutes for June 2024

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

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

5. Commission Business

a.) Reminder that applications for our vacant commission seat are available online through the county website. The role will be posted for a minimum of 30 days before we review.

6. Presentation

a) Review of brown Act Requirements from F5 council Betsy Strauss

7. Presentation

a) Overview of Executive Director First 90 Days plan and priorities by Ashley Walker

8. Commissioner Duties and Responsibilities document

a) To be reviewed by Adhoc committee; volunteers include TP, KP, and VR.

9. Review and possible approval of the following contracts

A.) Contract 501-25 Community Resources for Children for local quality counts implementation

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

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

B.) MOU 589-25 (Del Norte County) IMPACT Legacy related county reimbursements following First 5 Napa County’s responsibilities as Fiscal Lead Agency for Hub Region 1

C.) MOU 590-25 (Humboldt County) IMPACT Legacy related county reimbursements following First 5 Napa County’s responsibilities as Fiscal Lead Agency for Hub Region 1

- D.)** MOU 591-25 (Sonoma County) IMPACT Legacy related county reimbursements following First 5 Napa County’s responsibilities as Fiscal Lead Agency for Hub Region 1
- E.)** MOU 592-25 (Mendocino County) IMPACT Legacy related county reimbursements following First 5 Napa County’s responsibilities as Fiscal Lead Agency for Hub Region 1
- F.)** MOU 593-25 (Solano County) IMPACT Legacy related county reimbursements following First 5 Napa County’s responsibilities as Fiscal Lead Agency for Hub Region 1
- G.)** MOU 594-25 (Marin) IMPACT Legacy related county reimbursements following First 5 Napa County’s responsibilities as Fiscal Lead Agency for Hub Region 1
- H.)** MOU 595-25 (Lake County) IMPACT Legacy related county reimbursements following First 5 Napa County’s responsibilities as Fiscal Lead Agency for Hub Region 1

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

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

- I.)** MOU 597-25 (Solano County Office of Education) IMPACT Legacy related capacity building reimbursements following First 5 Napa County’s responsibilities as Fiscal Lead Agency for Hub Region 1
- J.)** MOU 605-25 (Community Resources for Children) IMPACT Legacy related capacity building reimbursements following First 5 Napa County’s responsibilities as Fiscal Lead Agency for Hub Region 1

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

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

10. Items for next Commission Meeting, J.Cisneros

- Program Evaluation
- Mission moment
- 2025 Commission Schedule
- Review Commissioner Applications

11. Announcements

- a) Friday September 20th Ribbon Cutting ceremony for Napa Valley College Housing
- b) UpValley Family Center Back To School event 4:30-7:30 Friday August 30th
- c) Next Meeting 9/23

Adjourn: 4 :49 pm. _____

Juan Cisneros, Chair

ATTEST:

Ashley Walker, Secretary

Commissioners Voting Key

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

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



FIRST 5 NAPA COUNTY

NAPA COUNTY CHILDREN AND FAMILIES COMMISSION

Notice of Regular Meeting Schedule for 2025

Notice is hereby given that First 5 Napa County Children and Families Commission will meet on the following dates at 3:00 PM to 5:00 PM; Address: 1303 Jefferson St. Suite 100A Napa CA. 94559

Meetings are open to the public.

Meeting Date	Additional Information
Monday, January 27, 2025	
Monday, February 24, 2025	
Monday, March 24, 2025	
Monday, April 28, 2025	
Monday, May 19, 2025	
Monday, June 23, 2025	
July 2025	Per Resolution 2021-2 July Commission meetings have been eliminated
Monday, August 25, 2025	
Monday, September 22, 2025	
Monday, October 27, 2025	
Monday, December 8, 2025	Per Resolution #2 Nov/Dec Meetings will be combined

For additional information please contact:

First 5 Napa County Children and Families Commission at (707) 257-1410

NAPA COUNTY CHILDREN AND FAMILIES COMMISSION

Notice of Executive Committee Meeting Schedule for 2025

Notice is hereby given that First 5 Napa County Children and Families Commission's Executive Committee will meet on the following dates. Address: 1303 Jefferson St. Suite 100A Napa CA. 94559

Meetings are open to the public.

Meeting Date	Additional Information
January 13, 2025 - 9-10AM	
February 10, 2025 - 9-10AM	
March 10, 2025 - 9-10AM	
April 14, 2025 - 9-10AM	
May 12, 2025 - 9-10AM	
June 9, 2025 - 9-10AM	
July 2025	Per Resolution 2021-2 July Commission meetings have been eliminated
August 11, 2025 - 9-10AM	
September 8, 2025 - 9-10AM	
October 13, 2025 - 9-10AM	
November 17, 2025 - 9-10AM	Per Resolution #2 Nov/Dec Meetings will be combined

For additional information please contact:

First 5 Napa County Children and Families Commission at (707) 257-1410

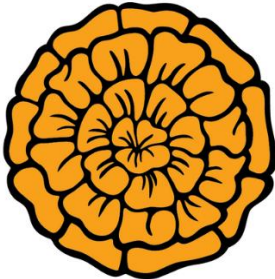
Programs Evaluation



FY 23-24

Convene and Mobilize a multisector network of leaders and organization to meet the needs of young children, their families and the providers who serve them.

Expected Outcome
Leaders and organizations are collaborating more across sectors to meet and advocate for the needs of young children, their families and the providers who serve them.



FLORECER

✿ blooming leaders ✿

04.08.2024

Florencer- Program Evaluation: Participants Overview (2023-2024)



Total Participants

Mentors: 10

Mentees: 20

Previous Year (2022-2023) Participants

Mentors: 7 **Mentees:** 9

Participant Demographics

High School Juniors and Seniors

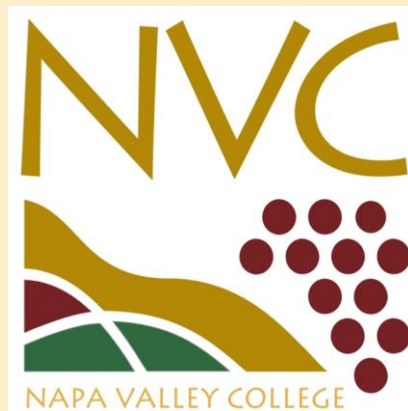
Participating Schools: Napa High School, New Tech High School, Vintage High School, Camille Creek Academy, American Canyon High School

Group Convenings

- Orientation Meetings for Mentors and Mentees
- 1 Site Visit Day
- 6 Florencer Dinners

Additional Engagement Activities

- Shadowing at Mentor Sites
- Reflective Journaling
- Regular Phone/Zoom Calls



Florencer- Mentors Selection

BIPOC/Latine Mentors Immigrant voices Know quality Represent a variety of ECE paths

Owner Private Preschool (Outdoor School)

Owner Private Preschool

Preschool Physical Therapist

Preschool Speech Language Pathologist

Manager of Parent and Caregiver Engagement Programs

Family Child Care Home

Center Director

Early Childhood Special Education Teacher (NVUSD)

Family Support Specialist (COPE)

Program Coordinator



Feedback Summary

Feedback gathered
through:
Group discussion
Pre-Post Program
Survey
Program attributes
activity

It was helpful to meet EC professionals that looked like me and shared similar lived experience **89% of Participants responded very or extremely helpful**

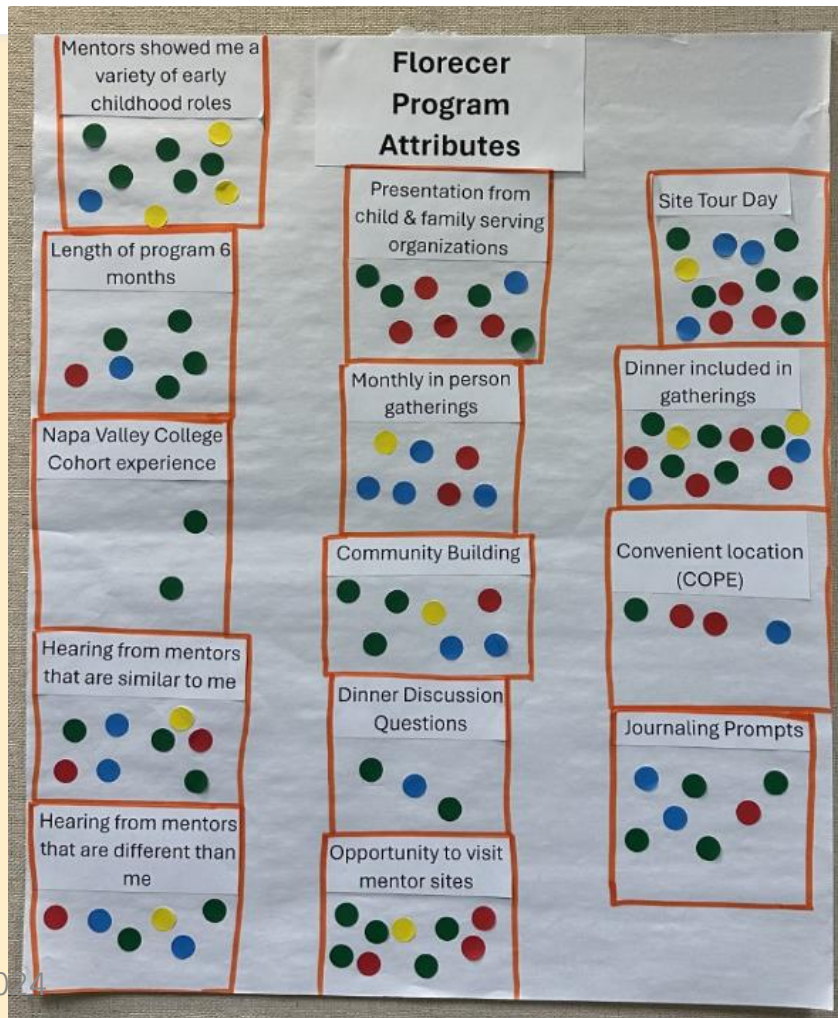
The mentorship network helped me understand career opportunities in the early childhood field **89% of Participants responded very or extremely helpful**

It was helpful to have hands on experiences at mentor sites and see presentations from community organizations **89% of Participants responded very or extremely helpful**

The mentorship network helped me connect with resources **89% of Participants responded very or extremely helpful**

The mentorship network helped me feel part of a community **92% of Participants responded very or extremely helpful**

Feedback Summary: Program attributes mentors and mentees enjoyed the most:



- Site Tour Day
- Presentations for Child & Family serving Organizations
- Mentors showed me a variety of early childhood roles

Feedback Summary- Mentees

I grew to love working with children and enjoyed being around kids at my internship.

I enjoyed every part of florecer program its was overall a great experience and got to learn a lot about child care and grew to love being around kids, and also gained appreciation for all child care workers .

I liked the journaling part of this experience, it helped me think on a deeper level of what I did and what impacts I made for myself and the kids

Some take aways from this experience where being able to observe kids getting assessed and some what seeing what a day in their life would look like.

Feedback Summary - Mentors

There are unique challenges the next generation is facing regarding their career paths and how they view the importance of meeting their own goals and contributing to the well being of others as a whole

it's so wonderful and important to expose the younger generations to what options are out there in this field, they have so much to offer

The importance of networking, the importance of mentoring youth interested in potentially working in the field, the connections to the community and resources that are available to the community to help families that we work with.

Helping people discover the wonderful world of Child Development and that there is more to this field.

Rainbow Kits



Build Capacity

Approach

Build the capacity of individuals and organizations to center and meet the needs of young children, their families and the providers who serve them.

Expected Outcome (one of three)

Leaders and organizations have greater capacity to center the needs of young children their families and their providers, and to take a systems-based approach to meet those needs

Rainbow Kits-Prototype Rainbow Explorador Program Review

Participants:

41 from (16 Napa, Sonoma, Humboldt County)

- 10 Rainbow Explorador Napa
- 10 Rainbow Explorador Sonoma
- 10 Rainbow Explorador Humboldt

Total 30 Kits

Training Convenings:

4 - part series training

- Week 1 Identity (infant-preschool development)
- Week 2 Diverse Families
- Week 3 Celebrating Differences
- Week 4 Providers as Advocates



Rainbow Kits-

What is one thing you started doing because of the Rainbow Kit and/or Training?

Being mindful about how I addressed the children and their families.

I am more mindful of pronouns, using "they," and am more analytical of books and the stereotypes they might perpetuate. I like the idea of changing pronouns and such in books and will do that from time to time.

As the Director I am re-thinking the wording and policies in our Parent Handbook and will be making changes to update

What is one thing you stopped doing because of the Rainbow Kit and/or Training?

I won't use "boys and girls!" to get attention of the group of children anymore

I have stopped automatically offering gender stereotype toys to children.

**Saying "you guys"
Father's Day ties
Mother's Day gifts
became family gifts**

Feedback Summary

Summarize your journey through this four-part training series in a single word-Describe tu experiencia en esta serie de entrenamiento de cuatro partes usando una palabra



Feedback Survey Overview

Participants: 9 of 16 early childhood education professionals (56%) from Napa County

Focus: Knowledge and comfort using Rainbow Kit Materials

Key Takeaways:

- **High Comfort & Knowledge:** Books, Multicultural Crayons, Gender Inclusive Magnets, Safe Space Signage
- **Low Comfort & High Support Needs:** Allyship Materials

Material	Information Needed	Comfortable Using	Need More Support
Books	100% (5/5)	80% (4/5)	20% (1/5)
Rainbow Silk Scarves	40% (2/5)	20% (1/5)	80% (4/5)
My Family Builders Happy Family Card Game	80% (4/5)	60% (3/5)	60% (3/5)
Emotion Rainbow Peg Dolls	60% (3/5)	80% (4/5)	60% (3/5)
Craft Supplies	80% (4/5)	60% (3/5)	60% (3/5)
Multicultural Crayons and/or Markers	100% (5/5)	60% (3/5)	60% (3/5)
Gender Inclusive Language Magnets (English and Spanish)	100% (5/5)	100% (5/5)	20% (1/5)
Safe Space Signage (English and Spanish)	100% (5/5)	100% (5/5)	20% (1/5)
Pride Progress Rainbow Flag	60% (3/5)	60% (3/5)	100% (5/5)
Wearable Allyship Buttons for Educators	20% (1/5)	60% (3/5)	40% (2/5)

Increased Capacity and Access to Resources

Rainbow Explorador Provider Survey, Spring 2024

Survey Participants: 16 early childhood education professionals from Napa County

Respondents: 9

Area	Yes (%)	No (%)	Don't Know (%)	No Response (%)
Children	100% (9/9)	0%	0%	44% (7/16)
Families	100% (9/9)	0%	0%	44% (7/16)
Early Learning Providers	100% (9/9)	0%	0%	44% (7/16)
High-Quality Inclusive Care				
Response	Yes (%)	No (%)	Don't Know (%)	No Response (%)
Helped Offer High-Quality Inclusive Care	89% (8/9)	0%	11% (1/9)	44% (7/16)

- **100%** of respondents felt the training and kits increased their capacity to center the needs of children, families, and early learning providers.
- **89%** felt the training helped in offering high-quality inclusive care.

Rainbow Family League



Build the Capacity of Individuals and organizations to center and meet the needs of young children, their families, and the providers who serve them.

Family Strengthening

Approach

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.

Rainbow Family League Program Review

Participants: 27 families

12 Actively Participated in all 6-months

Family locations: City of Napa, American Canyon - Dad represented family in practice sessions

2021-22 **22 families** participants 7-11 families actively participating in all 6 months
2022-2023 **23 families** participants 10 families actively participating in all 6 months

Group Convenings:

4 Virtual Meetings (Nov-March)
2 In Person Meeting (Oct and April)

Topics:

- Self and Family Identity
- Recognizing Similarities and Differences
- Understanding Unfairness
- Understanding advocacy and allyship

Additional participant time:

7 Equipment bags delivered to 27 participants
405 Diverse and inclusive children's books distributed to all 27 families



Feedback Summary:

Rainbow Family League (RFL) - Reported Growth and Improvement

Post Survey: Spring 2024

Participants: 12 parents/caregivers

Outcome Area	Transformative Growth (%)	Some Growth (%)	No Growth (%)	No Response (%)
Support my child/ren's comfort with people from diverse backgrounds	25% (3/12)	25% (3/12)	0%	50% (6/12)
Support my child/ren's empathy to the experience of people from diverse backgrounds	33% (4/12)	17% (2/12)	0%	50% (6/12)
Support my child/ren to recognize and describe unfairness, discrimination, or bias	17% (2/12)	33% (4/12)	0%	50% (6/12)
Support my child/ren to stand up for THEMSELF in the face of unfairness, discrimination, or bias	25% (3/12)	25% (3/12)	0%	50% (6/12)
Support my child/ren to stand up for OTHERS in the face of unfairness, discrimination, or bias	25% (3/12)	25% (3/12)	0%	50% (6/12)

Key Insights

Transformative Growth and Improvement: Significant positive feedback in empathy and standing up for others.

Reported Growth and Improvement in Conversations about DEI

RFL Post Survey: Spring 2024

Participants: 12

Key Insights

- **High Planning and Interest:** 33% of participants plan to continue or increase conversations about DEI.
- **Transformative and Some Growth:** 43% Notable growth reported in conversations with children and in the community.

Outcome Area	Plan to Do This (%)	Transformative Growth (%)	Some Growth (%)	No Growth (%)	No Response (%)
Conversations with my children about race, diversity, inclusion, and intersectionality	33% (4/12)	33% (4/12)	17% (2/12)	0%	50% (6/12)
Conversations with other grown-ups (e.g., spouse/partner, parents, friends) about race, diversity, inclusion, and intersectionality	33% (4/12)	17% (2/12)	33% (4/12)	0%	50% (6/12)
Conversations in my community about race, diversity, inclusion, and intersectionality	42% (5/12)	17% (2/12)	33% (4/12)	0%	50% (6/12)

Feedback Summary

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.

I very much valued the content you provided. I hope so many more families take advantage of this program so that we can be a more accepting community. Not sure how this would be facilitated but maybe choose books based on participants children's ages and if there is a wide range of ages, talk about the books in the break out groups based on ages. There were a couple of concepts that were introduced that my children were not quite ready for or didn't understand.

The program has support my confidence I am able to have conversations with my 3 year old that I never imagined being able to talk about until a later stage.

I am confident talking with family but broaching with community members is harder - while I try to speak up when what I hear is wrong, sometimes I don't have the bandwidth to engage

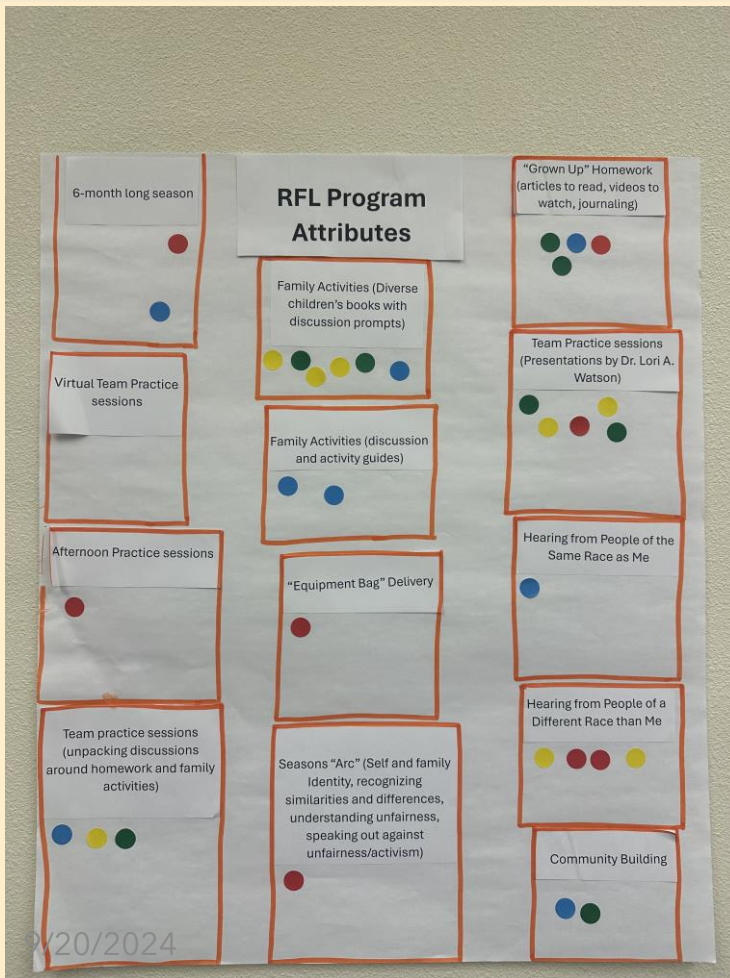
having a safe space to talk about different topics. I really did enjoy that. I never would have thought myself sharing stories that I've only shared with family members, or not even everybody is aware of that. To me, bringing those to the table really did help not only share my perspective or share my truth but also helped me heal certain traumas that I experienced with these while we were talking about different topics. It did help myself heal that but also to have the courage to continue doing what I'm doing, but also learn.

I wasn't able to join the zoom calls due to my work schedule. But I have gained so much from the lessons provided. It was easy to follow along. This was a topic I didn't know how to approach before, now I know and feel confident in talking about it with my kids and nephews. I really hope this program gets more recognition, the impact it will have on the next generation is exactly what our community needs. Thank you for the opportunity. I have shared some books with my sons teachers.

I really do appreciate that I took this opportunity not only as a parent but also as a learner myself of signing up for RFL

Rainbow Family League Program Attributes

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.



- Family Activities (Diverse children's books with discussion prompts)
- Team Practice Session (Presentation by Dr. Lori A Watson)
- Hearing from people of a different race than me

Enhancing Recruitment and Marketing for Rainbow Family League (RFL)

Key Findings:

Need for Clear Program Representation: Current program name does not accurately reflect the program's objectives.

Targeted Outreach: Focus on three specific schools for improved engagement

Approaches Cohort 4:	Program Rebranding	Targeted School Outreach	Engagement Strategies	Feedback and Improvement
	<p>New Name: Revise the program name to better reflect its focus on supporting children's understanding of race, diversity, inclusion, and intersectionality.</p> <p>Brand Messaging: Develop clear messaging that highlights the program's impact and benefits for families and children.</p>	<p>Schools: Focus recruitment efforts on McPherson, Napa Junction, and Browns Valley Elementary Schools.</p> <p>Direct Outreach:</p> <ul style="list-style-type: none">•TK-Kinder Teachers: Collaborate with transitional kindergarten and kindergarten teachers to introduce the program and its benefits to parents.•Principals: Partner with school principals to gain support and facilitate communication with families.	<p>In Person Sessions Flyers and Digital Communication: Distribute flyers and use digital platforms (emails, school websites) to reach families.</p>	<p>Ongoing Evaluation: Collect feedback from new participants to continuously refine the program.</p> <p>Adjust Strategies: Adapt marketing and outreach strategies based on feedback and participation rates.</p>



Job Title: Development & Communications Manager

Status: Full-Time/Salaried/Exempt

Reports to: Executive Director

Supervises: N/A

SUMMARY:

The Development & Communications Manager handles the planning and implementation of communication and fundraising strategies for First 5 Napa County. The Development & Communications Manager will work closely with the Executive Director and other staff to ensure that the organization meets the needs of the children and families in the community, and that the organization's strategies are effectively communicated to the community. The Development & Communications Manager builds and manages brand identity and all aspects of marketing and communications for the organization. Additional responsibilities include coordination of external communications, stewarding community connections and relationships on behalf of First 5, sourcing donations, and establishing diversified revenue streams to support long-term organization sustainability.

ABOUT FIRST 5 NAPA COUNTY:

OUR VISION

Napa County is a strong and healthy community because families can set down roots, grow, and thrive.

OUR 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.

OUR STORY

In November 1998, California voters passed a statewide ballot initiative to add a tax on tobacco products, with funds 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 0-5 in Napa County enter school health and ready to learn. Since its inception, First 5 Napa County has invested more than \$22 million in the community.

We accomplish our work by building the capacity of the community to use authentic collaborative relationships and human-centered design to create the family and community environments necessary for the optimal health and development of young children.

First 5 Napa is centering equity in all of our work and embracing the values of marginalized communities (e.g., immigrant, Latine, Black, LGBTQ) to heal the many issues that face Napa County's children and families.

RESPONSIBILITIES:

Use Human Centered Design approach to develop strategies that meet the needs of children and families in the community, with primary focus on the following workstreams:

40%-Marketing & Communications:

- Oversee the organization's social media activity and promote relevant updates and communications regularly
- Create monthly newsletters to First 5 Napa Network and other community partners
- Coordinate other communication strategies for First 5 Napa County to strengthen efforts and expand reach and engagement across diverse audiences
- Develop PR strategy to ensure organization's programs are reaching desired community members
- Utilize Canva or other design software to draft flyers, social media posts, and other materials.
- Strengthen the organization's storytelling culture that embraces new and creative ways to tell First 5 Napa's story and impact, ensuring compliance with ethical storytelling principles.
- Ensure response to crises or challenging situations is handled quickly and professionally.

30%- Community Relations:

- Develop and maintain relationships with community partners
- Coordinate and take part in outreach and tabling events
- Support the work of the First Five Napa Network by organizing network events, supporting logistics, and facilitation of event spaces. Must be detailed oriented



30%- Development

- Support organizational long-term sustainability by leading fundraising campaign strategy and content development that seeks to close the gap of prop 10 funds year over year.
- Ensure alignment with community-centric fundraising principles.
- Actively build relationships with new, existing, and past donors and seek new funding from a variety of sources.
- Manage a portfolio of major gifts prospects and donors.
- Provide strategic assistance to the Executive Director in stewarding and cultivating major donors
- Lead the comprehensive, timely, and innovative stewardship of all gifts
- Oversee the development of grant proposals and grant/contract reporting
- Oversee the management of the donor database, database functions and reports.

This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty.

QUALIFICATIONS:

- Three years of professional work in a nonprofit or public sector, marketing, public relations, community organizing, or related field required
- At least two years of education in public health, psychology, early childhood education, child development, communications, marketing, public administration or other related fields. Bachelor's degree preferred.
- Knowledge/experience with First 5 and/or early childhood issues is preferred
- Possesses some knowledge and experience in diversity, equity, and inclusion work.
- Experience in community engagement and relationship building
- Familiarity with Napa County context, ideally with established relationships to potential donors
- Proven understanding of donor relationships and/or working on a nonprofit development team strongly preferred
- Positive professional attitude with sensitivity towards confidential donor and financial information.
- Have policy interest or knowledge about developing/collaborating with partners on new possible funding streams
- Experience using social media to engage stakeholders, including caregivers, community leaders, and/or community-based organizations.



- Experienced IBM/compatible PC in a Windows environment.
- Experienced in using Microsoft Word, PowerPoint and Excel, and fluent in social media (Facebook, Instagram, LinkedIn) required.
- Outstanding communication and interpersonal skills; i.e., telephone skills, writing and listening.
- Strong organizational and time management skills.
- Able to work independently and in a team environment.
- Bilingual preferred; at a minimum, the ability to understand and to make one-self understood to all Spanish speaking individuals.
- Possess a valid California driver's license with automobile insurance and have a personal vehicle available for errands.

BENEFITS:

1. Salary range: \$61,523 - \$92,283. dependent on experience
2. Stipends for health, dental, vision, car and phone use
3. Hybrid work environment, flexible work schedule
4. Opportunity to work with a dedicated and passionate team
5. Chance to make a difference in the lives of children and families

First 5 Napa County is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

First 5 Napa centers equity in all our work and embraces the values of marginalized communities (e.g., immigrant, Latine, Black, LGBTQ) to heal the many issues that face Napa County's children and families.

Applicants are invited to send their resume and cover letter to Admin@first5napa.org. **Priority application review will begin October 28th, with rolling review until role is filled.**



First 5 Napa County Children and Families Commission

Resolution No. 2024-1

**Authorizing and Establishing the “Match” under the
401(a) Retirement Savings Plan for 2025**

Whereas, the First 5 Napa County Children and Families Commission wishes to continue to participate in the 401(a) Retirement Savings Plan for 2025; 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 2025 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 September 23, 2024:

AYES: _____

NOES: _____

ABSENT: _____

ATTEST:

Juan Cisneros
Commission Chair

Name:
Commission Secretary

Date: _____

_____ Date:



NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #599-25

Consultant Services Agreement

This Agreement is made and entered into this September 23, 2024, by and between the First 5 Napa County Children and Families Commission, a political subdivision of the State of California (hereinafter referred to as "COMMISSION"), and Rebecca Webster, an individual hereinafter referred to as "CONSULTANT".

Recitals

WHEREAS, COMMISSION has contracted with CONSULTANT to obtain specialized consulting services including researching funding opportunities for First 5 Napa County and the various programs and initiatives supported or sponsored by First 5 Napa County, as outlined in the strategic plan; and

WHEREAS, CONSULTANT is willing and is qualified to provide such specialized services to the COMMISSION under terms and conditions set forth herein;

Terms

NOW, THEREFORE, said Commission and said Consultant for the considerations hereinafter set forth, mutually agree as follows:

1. **SCOPE OF WORK.** CONSULTANT shall perform consulting services as described on the Scope of Work "Exhibit A" attached to this Contract and as requested by the Executive Director. In the event services requested by the Executive Director are not included on the attached Scope of Work, CONSULTANT shall prepare an amended Scope of Work that sets forth the tasks that will be undertaken and an estimate of the time required to complete the tasks. Consultant shall begin work pursuant to the amended Scope of Work after it has been approved by the Executive Director.
2. **COMPENSATION.** COMMISSION shall pay CONSULTANT as compensation in full, not to exceed \$6,300 for consulting services; at the rate of \$90.00 per hour. CONSULTANT shall submit itemized statements for work satisfactorily performed. COMMISSION shall make any payment due within thirty (30) days after submittal of the invoice by CONSULTANT
3. **TERM.** The term of this Agreement shall begin September 23, 2024, and end June 30, 2025 or the completion of the work contemplated by this Agreement, whichever is earlier, unless terminated earlier as provided herein.
4. **NOTICES.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified



NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #599-25

mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

To: Commission

Juan Cisneros
Commission
Chair

First 5 Children and Families Commission
1303 Jefferson St. Suite 100A
Napa, CA 94559

To: Consultant

Rebecca Webster

4403 Rockwood Ave
Napa CA 94558

5. **AMENDMENT OF SCOPE OF WORK.** Commission shall have the right to amend the Scope of Work within the Agreement by written notification to the Consultant. In such event, the compensation and time of performance shall be subject to renegotiation upon written demand of either party to the Agreement. Failure of the Consultant to secure Commission's written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the contract price or time due, whether by way of compensation, restitution, quantum merit, etc. for work done without the appropriate Commission authorization.

6. **COMMISSION'S RIGHT TO TERMINATE/SUSPEND CONTRACT.** At any time and for any or no reason, Commission shall have the right to terminate this Agreement, take possession of the Consultant's work, e.g., studies, preliminary drawings, computations, specifications, etc., insofar as they are complete and acceptable to the Commission and use the same, and pay the Consultant any sum due and owing for work satisfactorily performed prior to the termination of the Agreement. Notwithstanding the above, Consultant shall not be relieved from liability to Commission for damages sustained by virtue of any breach of this Agreement by Consultant, whether or not the Agreement was terminated for convenience or cause, and Commission may withhold payments not yet made to Consultant for the purpose of setoff until such time as the exact amount of damages due Commission from Consultant is determined. If Commission terminates this contract for reasons other than performance prior to the completion of the consulting engagement, Commission shall compensate Consultant what is due for work already performed and any outstanding expenses



NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #599-25

at the time of termination.

7. **CORRECTION OF WORK.** The performance of services or acceptance of information furnished by Consultant shall not relieve the Consultant from obligation to correct any inaccurate or incomplete work subsequently discovered and all such work shall be remedied by the Consultant on demand without cost to the Commission.
8. **DELAYS AND EXTENSIONS.** Time is of the essence concerning performance of this Agreement; however, the Consultant will be granted time extensions for delays beyond the Consultant's control. Time extensions will be equal to the length of the delay or as otherwise agreed upon between the Consultant and the Commission.
9. **RECORDS OF PERFORMANCE.** Consultant shall maintain adequate records of contract performance costs, expenses, etc., and make these records available for inspection, audit, and copying by the Commission during the agreement period and for a period of three (3) years from the date of final payment.
10. **SUBCONTRACTING.** Some of the services covered by this contract shall be subcontracted to others as deemed necessary to complete the project and assigned by CONSULTANT and after approval by the COMMISSION Executive Director.
11. **INDEMNIFICATION.** To the full extent permitted by law, CONSULTANT shall indemnify, hold harmless, release and defend COMMISSION, its officers, employees and agents from and against any and all actions, claims, demands, damages, disability, losses, expenses including attorney's fees and other defense costs and liabilities of any nature that may be asserted by any person or entity including CONSULTANT, in whole or in part, arising out of CONSULTANT's activities hereunder, including the activities of other persons employed or utilized by CONSULTANT in the performance of this Agreement (including design defects and regardless of COMMISSION's approval, use or acceptance of the work or work product hereunder) excepting liabilities due to the sole negligence or willful misconduct of COMMISSION. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for CONSULTANT under Worker's Compensation, disability or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by CONSULTANT and shall continue to bind the parties after termination/completion of this Agreement.
12. **INSURANCE.** Without limiting CONSULTANT's indemnification provided herein, CONSULTANT shall take out and maintain, throughout the period of this Agreement, the following policies of insurance placed with insurers with a current A.M. Best's rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of CONSULTANT, its agents, employees or subcontractors:
 - A. **Errors and Omissions Insurance.** CONSULTANT shall obtain and maintain in full force and effect during the term of this Agreement an Errors and Omissions policy of not less than Five Hundred Thousand Dollars (\$500,000) combined single limit per occurrence, issued by a company duly and legally licensed to transact business in the State of California.



NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #599-25

- B. Workers' Compensation Insurance. CONTRACTOR shall provide, to the extent required by law, workers' compensation insurance in the performance of any of CONTRACTOR's duties under this Agreement; including but not limited to, workers' compensation and disability, and shall provide COMMISSION with certification of all such coverages upon request by COMMISSION.
 - C. Comprehensive Automobile Liability Insurance. CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement, a comprehensive automobile liability insurance policy (bodily injury and property damage) on owned, hired, leased and non-owned vehicles used in conjunction with CONTRACTOR's business activities under this Agreement of not less than Three Hundred Thousand Dollars (\$300,000) combined single limit per occurrence.
 - D. Proof of Insurance. All insurance coverages referenced in subparagraphs A, B, and C, above shall be evidenced by a Certificate of Coverage which shall be filed with the Secretary of the COMMISSION prior to the date hereof, shall name COMMISSION, its officers, employees, and agents as additional insureds, shall be kept current during the term of this Agreement and shall provide that COMMISSION shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, or other termination. If the foregoing insurance requirements are satisfied in whole or in part by qualified self- insurance, certification thereof shall be provided to COMMISSION showing the limits of the self-insurance.
 - E. Deductibles/Retentions. Any deductibles or self-insured retentions shall be declared to, and be approved by, COMMISSION. At the option of and upon request by COMMISSION, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects COMMISSION, its officers, employees and agents or CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.
13. **STANDARD OF CARE.** COMMISSION relies upon the professional ability of CONSULTANT and representations regarding the type of work to be performed as a material inducement to entering into this Agreement. CONSULTANT shall perform the professional services hereunder in accordance with the highest professional standards
14. **CONFLICT OF INTEREST.** CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed.



NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #599-25

- 15. STATEMENT OF ECONOMIC INTEREST.** If COMMISSION determines CONSULTANT comes within the definition of CONSULTANT under the Political Reform Act (Government Code §87100), CONSULTANT shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with the Clerk of the COMMISSION of Napa disclosing CONSULTANT and/or such other person's financial interests.
- 16. MERGER.** This Agreement shall constitute the entire Agreement between the parties and shall supersede any previous agreements, whether verbal or written, concerning the same subject matter. No modification of this Agreement shall be effective unless and until evidence by a writing is signed by both parties.
- 17. DEFAULT.** If CONSULTANT should fail to perform any of his obligations hereunder, within the time and in the manner herein provided or otherwise violate any of the terms of this Agreement, COMMISSION may terminate this Agreement by giving CONSULTANT written notice of such termination, stating the reason for such termination. In such event, CONSULTANT shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total fees specified in the agreement as the services satisfactorily rendered hereunder by CONSULTANT bear to the total services otherwise required to be performed for such total fee; provided, however, that the COMMISSION may withhold payments not yet made to CONSULTANT for the purpose of setoff until such time as the exact amount of damages due COMMISSION from CONSULTANT is determined.
- 18. ATTORNEY FEES, APPLICABLE LAW AND FORUM.** In the event either party brings an action or proceeding for damages arising out of the other's performance under this Agreement or to establish the right or remedy of either party, the prevailing party shall be entitled to recover reasonable attorney fees and costs as part of such action or proceeding, whether or not such action or proceeding is prosecuted to judgment. This Agreement shall be construed and interpreted according to California law, and any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Napa.
- 19. INDEPENDENT CONTRACTOR.** The parties intend that CONSULTANT, in performing the services specified herein, shall act as an independent contractor and shall have control of the work and the manner in which it is performed. CONSULTANT is not to be considered an agent or employee of the COMMISSION and is not entitled to participate in any pension plan, insurance, bonus or similar benefits COMMISSION provides its employees. In the event COMMISSION exercises its right to terminate this Agreement, CONSULTANT expressly agrees that he/she shall have neither recourse nor right of appeal under rules, regulations, ordinances or laws applicable to employees.



NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #599-25

20. **TAXES.** CONSULTANT agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. CONSULTANT agrees to indemnify and hold the COMMISSION harmless from any liability which it may incur to the United States or to the State of California as a consequence of CONSULTANT's failure to pay, when due, all such taxes and obligations.
21. **EMPLOYMENT PRACTICES.** CONSULTANT shall not discriminate in its performance under the Agreement either directly or indirectly on the grounds of race, color, religion, sex, age, national origin, or other prohibited grounds in its employment practices, and shall take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, or other prohibited grounds.
22. **COMPLIANCE WITH LAW.**
- A. CONSULTANT shall study and comply with all applicable federal, state and local laws, rules and regulations affecting the CONSULTANT and his/her work hereunder and shall ensure that all subcontractors do the same.
 - B. CONSULTANT agrees to abide by the requirements of the Immigration and Control Reform Act pertaining to assuring that all newly-hired employees of CONSULTANT performing any services under this Agreement have a legal right to work in the United States of America, that all required documentation of such right to work is inspected, and that INS Form 1-9 (as it may be amended from time to time) is completed and on file for each employee. CONSULTANT shall make the required documentation available upon request to COMMISSION for inspection.
23. **TITLE TO DOCUMENTS.** Title to all plans, estimates, reports, manuscripts, drawings, descriptions and other final work products compiled by the Consultant under the Agreement, including the unlimited license to use the same for completion and maintenance of the project described in this Agreement, shall be vested in the Commission, none of which shall be used in any manner whatsoever, by any person, firm, corporation, or agency without the expressed written consent of the Commission. Basic notes and sketches, charts, computations, and other data prepared or obtained under the Agreement shall be made available, upon request, to the Commission without restriction or limitations on their use. Consultant may retain copies of the above-described information but agrees not to disclose or discuss any information gathered, discussed or generated in any way through this Agreement without the written permission of Commission during the term of this Agreement or until ninety (90) days after receipt of final payment from Commission.



**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT
#599-25**

24. INTERPRETATION. Notwithstanding the fact that one or more provisions of this Agreement may have been drafted by one of the parties to this Agreement, such provisions shall be interpreted as though they were a product of a joint drafting effort, and no provisions shall be interpreted against a party on the ground that said party was solely or primarily responsible for drafting the language to be interpreted

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written

NAPA COUNTY CHILDREN AND
FAMILIES COMMISSION

CONSULTANT
Rebecca Webster

By _____
Juan Cisnero
"COMMISSION"

By _____

APPROVED AS TO FORM

By _____
Betsy Strauss, COMMISSION Counsel

Attest:
Secretary of Commission

By _____

Exhibit A

Compensation and Scope of Services

SCOPE OF WORK: Rebecca Webster (CONSULTANT) shall perform consulting services as described on the Scope of Work “Exhibit A” below and as requested by the First 5 Napa County Executive Director.

COMPENSATION: The CONSULTANT services are offered at a rate of \$90.00 per hour in full, not to exceed \$6,300. CONSULTANT shall submit itemized statements for work satisfactorily performed.

TERM: The term of these services shall begin September 23, 2024, and end June 30, 2025, or the completion of the work contemplated by this scope of service.

At rate of \$90 per hour, contractor shall perform and/or provide the following services:

1. Research funding opportunities for First 5 Napa County and the various programs and initiatives supported or sponsored by First 5 Napa County, as outlined in the strategic plan.
2. Once approved to pursue a grant funding opportunity by the First 5 Napa County Executive Director, develop and prepare grant proposal applications aligned with strategic priorities. This may include engagement of community partners.
3. In partnership with First 5 Napa County staff, prepare and submit required reports, presentations, and communication with funders.
4. Work with evaluators to prepare impact and outcomes reports of grant-funded initiatives as required by funders.
5. Only as requested by the First 5 Napa County Executive Director, perform other related activities that increase grant funding for the organization.