



# FIRST 5

## NAPA COUNTY

**MEETING ADDRESS: 1303 JEFFERSON ST #100A NAPA CA 94559**

**AGENDA**  
**December 9, 2024**  
**3:00 PM-5:00 PM**

<b>Agenda Item</b>	<b>Facilitator</b>	
1) Call to Order	M. Koenig	
2) Public Comment	M. Koenig	
3) Mission and Vision Moment	M. Grupe	
<b>First 5 Napa County Vision</b>		
Napa County is a strong and healthy community because families can set down roots, grow, and thrive.		
<b>First 5 Napa County Mission</b>		
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>October 28, 2024</i>	M. Koenig	<b>*ACTION</b>
5) Commission Business	M. Koenig	
a) Welcome, Marlena Garcia, new First 5 Commissioner		
b) Welcome, Jesse Ramer, new First 5 Staff		
c) Nomination and possible vote of approval to fill the current vacant "member at large" seat on the Executive Committee		<b>*ACTION</b>



# FIRST 5

## NAPA COUNTY

6) Presentation: Cope program updates from FY24 and presentation of RSG/Home Visiting contract plan for remainder of FY25	M. Chavez, Cope Programs Director	
7) Review and possible approval of updated FY25 RSG/Home Visiting Contract with Cope in the amount of \$75,000.	A.Walker	<b>*ACTION</b>
8) Review and possible approval of Resolution 2024-03 which updates the Commissioner Duties & Responsibilities document as recommended by the Ad Hoc Committee	A.Walker	<b>*ACTION</b>
9) Review and possible approval of Resolution 2024-04 which updates the Commission Bylaws as recommended from the Ad Hoc Committee	A.Walker	<b>*ACTION</b>
10) Review and possible approval of Within Collaborative contract of up to \$72,450 for First 5 Napa Network reenergizing contract	A.Walker	<b>*ACTION</b>
11) Items for next commission meeting <ul style="list-style-type: none"><li>• Q2 Financials</li><li>• Mid-year program reports</li></ul>	M. Koenig	
13) Announcements	M. Koenig	

Next Commission Meeting: January 27, 2025 from 3-5PM



**\*\*UPDATED MEETING DETAILS\*\***  
**October 28, 2024 3:00 PM-5:00 PM**

MEETING IN PERSON ADDRESS: 1303 Jefferson Street, Suite 100A

**Commission Meeting Minutes**

1. Call to Order: 3:01 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	<input type="checkbox"/> Marlena Garcia-absent

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) Kelsey Petithomme shared insight into a recent collaboration between Nap County SELPA and ParentsCAN. The event hosted sessions that provided education and support for families of young children with disabilities and was well-attend by the public.

4. Approval of Commission Minutes, J. Cisneros

a) Minutes for September 2024

a. (Motion 1<sup>st</sup> by JO, 2<sup>nd</sup> by MK)

JC	VR	TP	JO	KP	JG	MK	JY	MG
Y	X	A	1 <sup>st</sup>	Y	Absent	2 <sup>nd</sup>	Y	Absent

5. Commission Business

- a) Welcome, Marlena Garcia—out for jury duty, December will be first meeting in attendance
- b) Political Activities Reminder

6. Compliance Item- Presentation of 4<sup>th</sup> Quarter Financials

- a) Tracy Schulze Napa County Auditor Controller presented detailed report of FY24 4<sup>th</sup> Quarter Financials for Commission approval

(Motion 1<sup>st</sup> by JO, 2<sup>nd</sup> by JY)

JC	VR	TP	JO	KP	JG	MK	JY	MG
Y	Y	Y	1 <sup>st</sup>	Y	Absent	Y	2 <sup>nd</sup>	Absent

7. Compliance Item- Presentation and approval of FY 2023-204 Annual Audit

- a) Tracy Schulze Napa County Auditor Controller presented detailed report of FY24 Annual Audit for Commission approval

(Motion 1<sup>st</sup> by TP, 2<sup>nd</sup> by KP)

JC	VR	TP	JO	KP	JG	MK	JY	MG
Y	Y	1 <sup>st</sup>	Y	2 <sup>nd</sup>	Absent	Y	Y	Absent

8. Compliance Item- Presentation and approval of FY25 1<sup>ST</sup> Quarter Financials

- a) Tracy Schulze Napa County Auditor Controller presented detailed report of FY25 1<sup>st</sup> Quarter Financials for Commission approval

(Motion 1<sup>st</sup> by JY, 2<sup>nd</sup> by JO)

JC	VR	TP	JO	KP	JG	MK	JY	MG
Y	Y	Y	2 <sup>nd</sup>	Y	Absent	Y	1 <sup>ST</sup>	Absent

9. Compliance Item- Presentation and approval of FY 2023-204 First 5 Napa County Annual Report

- a) Ashley Walker shared overview of the annual report to be submitted to the state on behalf of Napa County First 5 for Commission approval

(Motion 1<sup>st</sup> by MK, 2<sup>nd</sup> by TP)

JC	VR	TP	JO	KP	JG	MK	JY	MG
Y	Y	2 <sup>ND</sup>	Y	Y	Absent	1 <sup>ST</sup>	Y	Absent

10. Review and possible approval of Amendment #1 to MOU 605-25 with CRC, reflecting an increase of \$7,099.28 from HUB funds through the IMPACT Legacy Grant

- a) Discussion from Commission amended the proposed amendment to include that CRC submit the 2025 fiscal year report to the Commission in July, 2025.

(Motion 1<sup>st</sup> by JO, 2<sup>nd</sup> by JY)

JC	VR	TP	JO	KP	JG	MK	JY	MG
Y	Y	Y	1st	Y	Absent	Y	2 <sup>nd</sup>	Absent

11. Review and possible approval of Resolution No. 2024-02; updates the regular time of the Executive Committee meetings from 10:00am to 9:00am, keeping them on the second Monday of each month

(Motion 1<sup>st</sup> by KP, 2<sup>nd</sup> by VR)

JC	VR	TP	JO	KP	JG	MK	JY	MG
Y	2 <sup>nd</sup>	Y	Y	1 <sup>st</sup>	Absent	Y	Y	Absent

12. Items for next Commission Meeting, J.Cisneros

- COPE contract
- Ad Hoc Committee Report
- ExComm Election

13. Announcements

- a) No November Commission Meeting
- b) Volunteer needed for next Mission Moment share-out
- c) First 5 will have a children’s craft booth at Napa’s Dia de los Muertos community event, Saturday Nov 2<sup>nd</sup> 3-6pm

Adjourn: 5 :01 pm. \_\_\_\_\_

Juan Cisneros, Chair

ATTEST:

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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; 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

# READY, SET, GROW!



**FIRST 5**  
NAPA COUNTY



**Cope**  
FAMILY CENTER



# LAST YEAR

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FY23-24

# Trainings and Collaboration (FY23-24)

## Trainings (providers trained)

Ages and Stages Questionnaire (21)

Touchpoints (16)

Neuro-sequential model of reflective supervision (6)

Perinatal Mental Health with Postpartum Support International (4)

Infant-Parent Mental Health Fellowship (2)

## Collaboratives: Meetings (attendance)

Ready, Set, Grow!: 4 (68)

Infant Parent Mental Health: 2 (21)

System Navigation: 13 (57)

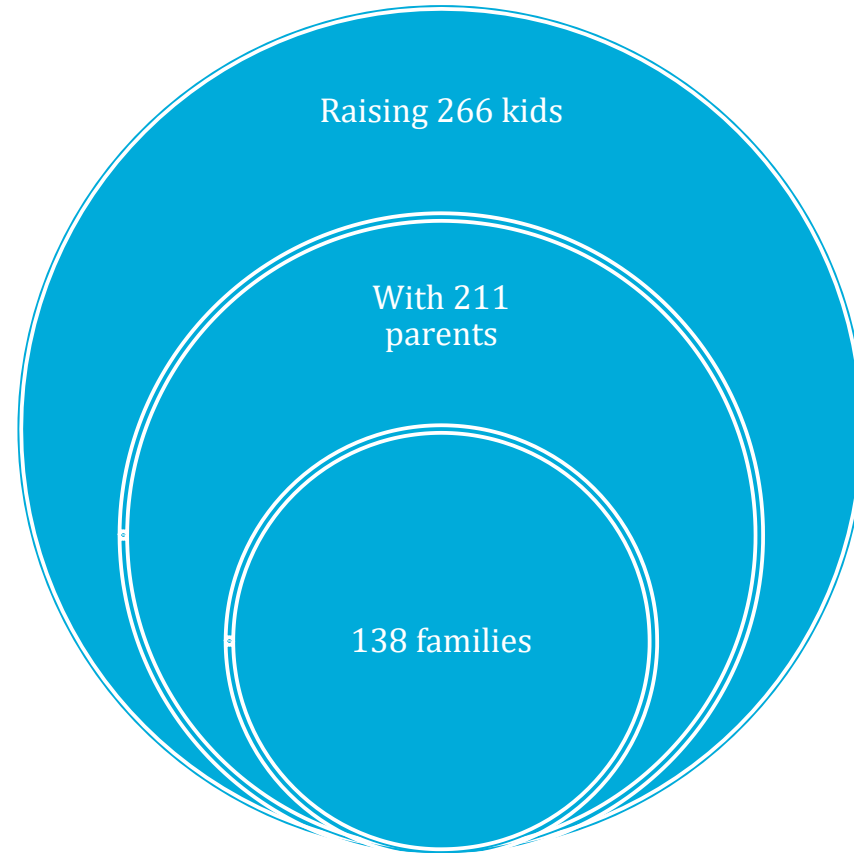
Screening: 5 (15)

Steering: 8 (48)





# RSG! Early Childhood Coordinator connected with...



# FY23-24 Demographics: Parents and Children in the Household

(Percentages exclude those who declined to state demographic information)

- Of the 165 children ages 0-5 years:
  - 3% Prenatal
  - 56% 0-2 years
  - 41% 3-5 years
- 67% of families were below the US federal poverty line (\$31,200)
  - 100% were below the HUD sustainable income level for a family of 4
- 85% of household members were Hispanic/Latino(a)
- 12% of household members lived outside of the city of Napa
- 73 % are renters and 10% have unstable housing (are homeless, or have temporary housing)

# Services Provided by Early Childhood Coordinator (FY23-24)

## Services provided to 138 parents

673 contacts for outreach and follow up

347 referrals provided

18 developmental and depression screenings

5 newborn behavioral observations

36 other services of material goods or drop-in support

## Top Referral Targets

Cope Family Center 133

Community Resources for Children 26

Expressions of Hope 19

Napa County Self Sufficiency 14

WIC 10

And 145 additional referrals to 48 agencies



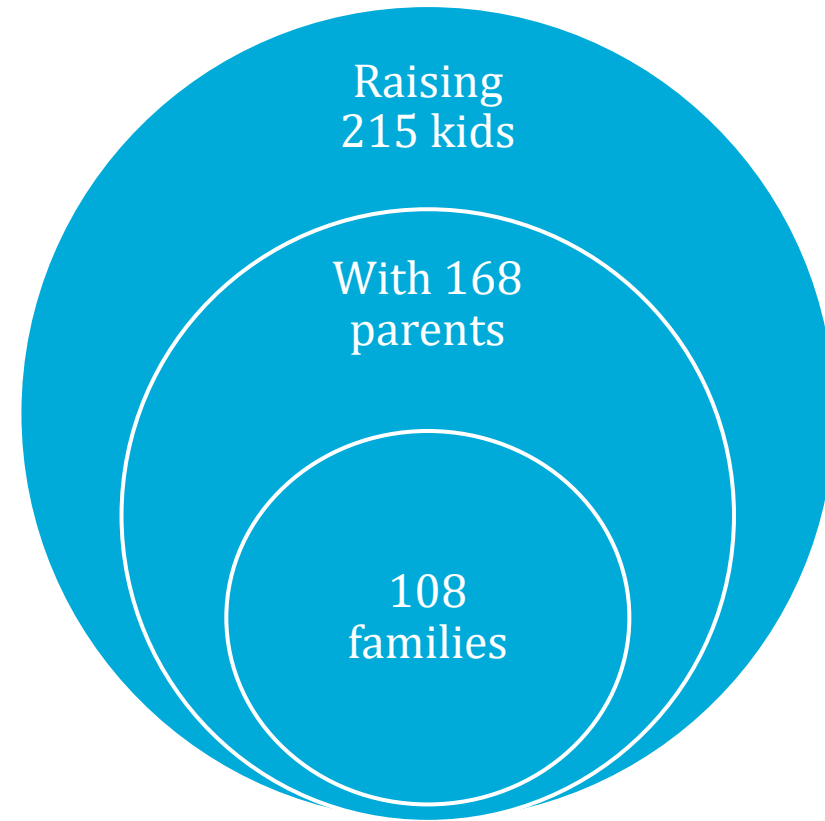
## Client Story (FY23-24)

# THIS YEAR SO FAR

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FY24-25, Q1 & Q2

# RSG! Early Childhood Coordinator connected with...



# FY24-25 YTD Demographics: Parents and Children in the Household

(Percentages exclude those who declined to state demographic information)

- Of the 143 children ages 0-5 years:
  - 64% 0-2 years
  - 36% 3-5 years
  - 2 received services prenatally and were born during this reporting period
- 78% of families were below the US federal poverty line (\$31,200)
  - 100% were below the HUD sustainable income level for a family of 4
- 74% of household members were Hispanic/Latino(a)
- 14% of household members lived outside of the city of Napa
- 69% are renters and 11% are homeless, or have temporary housing



# Services Provided by Early Childhood Coordinator (FY24-25)

## Services Provided to 108 Parents

416 contacts for outreach and follow up

235 referrals provided

44 developmental, depression, and family environment screenings

3 newborn behavioral observations

18 other services of material goods or drop-in support

## Top Community Referral Targets

Cope Family Center 72

Community Resources for Children 37

Expressions of Hope 25

Providence Queen of the Valley 13

Public Health Home Visiting 6

And 82 additional referrals to 30 agencies



# Client Story (FY24-25)



# COMING UP...

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FY 24-25, Q3 & Q4

## Goals for Q3 & Q4

- Unite Us data system pilot implementation continues
- Update referral flow for connecting families to early childhood services as new providers/services are implemented in 2025
- Boost countywide capacity to expertly facilitate a range of mental health and child development screeners through training and targeted outreach to community professionals
  - 15 professionals will complete ASQ certification training
  - 10 professionals will complete advanced training to increase skills and gain additional screening certifications

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1-2 screening tools will be adopted and piloted throughout Napa County

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100 families with young children will be connected to appropriate and accessible mental health resources in FY24-25

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2 mental health professionals will receive financial support to participate in the IPMH Fellowship Program

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8 IPMH Fellows will participate in a Community of Practice

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4 staff from Collaborative partner agencies will engage in training focused on evidence-based home visiting and peer support group frameworks

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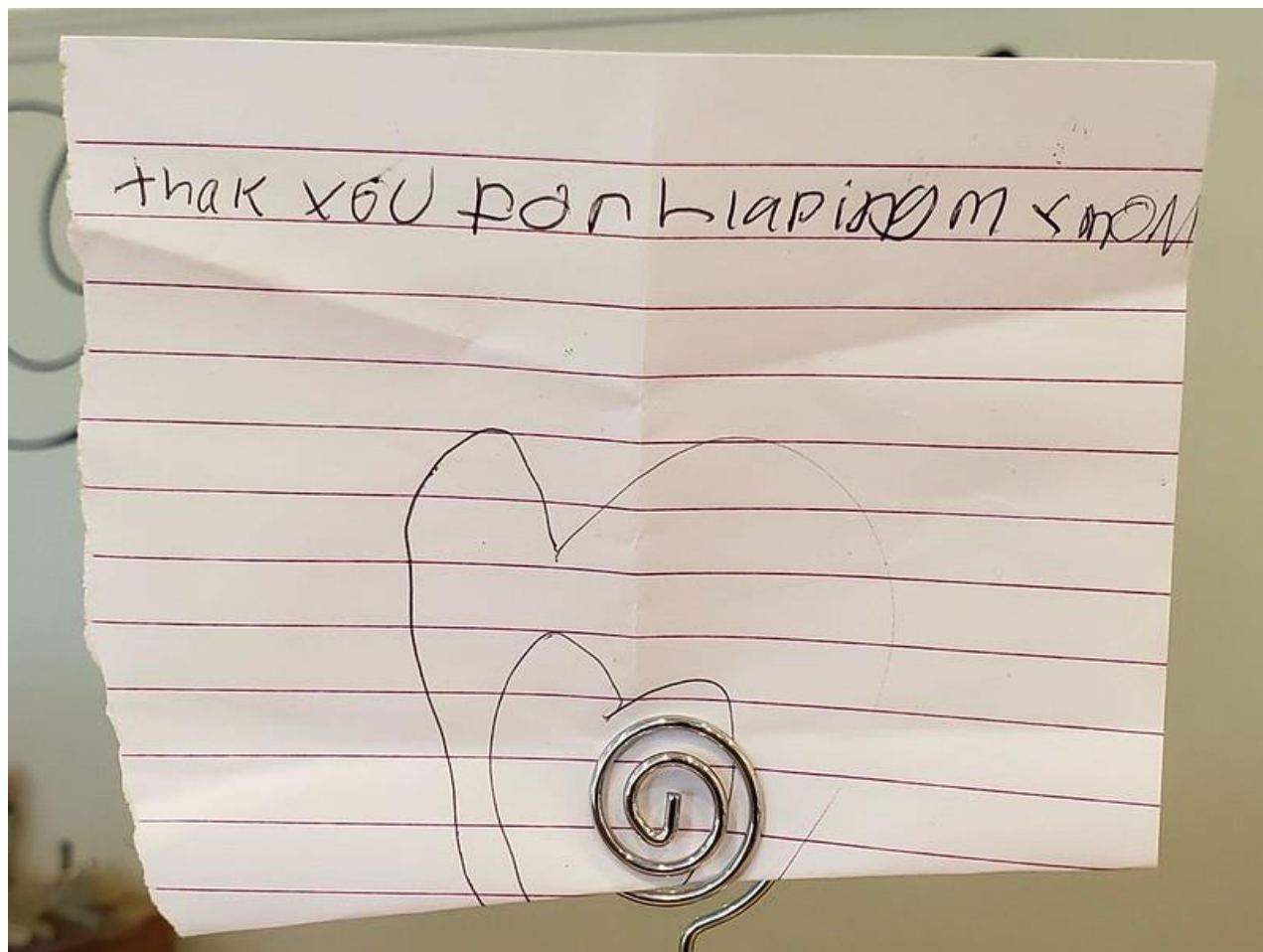
Goals for Q3 & Q4  
(continued)

# Collaborative Partners

- First 5
- Child Start
- Community Resources for Children
- Napa County Public Health
- Cope Family Center
- Kaiser Permanente
- Napa County Office of Education/NIP
- Ole Health
- ParentsCAN
- The Parent Circle (MomSquad Napa Valley)
- Partnership Health Plan
- Providence/Queen of the Valley
- Up Valley Family Centers
- North Bay Regional Center

# QUESTIONS?





**THANK  
YOU!**

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**FIRST 5 NAPA COUNTY CHILDREN AND FAMILIES COMMISSION**

**AGREEMENT #584-25**

**THIS AGREEMENT** is made and entered into as of this December 9, 2024 by and between First 5 Napa County Children and Families Commission, hereinafter referred to as "COMMISSION", and, **Cope Family Center** whose business address is **707 Randolph Street, Napa, CA 94559** hereinafter referred to as "CONTRACTOR";

**RECITALS**

**WHEREAS**, on May 29, 2018, the COMMISSION adopted the 2017-2022 Community Plan revision (hereafter "Plan") in accordance with the Children and Families Act of 1998 (Health and Safety Code section 130100 et seq.) (hereafter "Act"), and

**WHEREAS**, the First 5 Napa County Family Support and Home Visitation Collaborative's Infant-Parent Mental Health Support Project, **Ready, Set Grow!** carries out the purposes and goals of the COMMISSION's Community Plan; and

**WHEREAS**, effective July 1, 2019, the COMMISSION approved the expenditure of Napa County Children and Families Act trust fund monies to assist with the funding of the project to advance the purposes of the Plan, and, accordingly, as permitted by law, the COMMISSION declared its intent to fund the project; and

**WHEREAS**, the COMMISSION solicited proposals for Year 3 of **Ready, Set, Grow!**; and

**WHEREAS**, CONTRACTOR has submitted a proposal in response to COMMISSION's FY 2024-2025 Funding Application (hereafter "RFA"), attached hereto as Exhibit A (hereafter referred to as the Scope of Work) and Exhibit B, (Modification or revisions of application) if applicable and attached hereto, incorporated by reference herein, requesting funding for a project described therein to further the goals of the Plan; and

**WHEREAS**, COMMISSION has budgeted the expenditure of, and CONTRACTOR is willing to accept and utilize COMMISSION trust fund monies for such purpose under the terms and conditions set forth herein.

**TERMS**

**NOW, THEREFORE**, in consideration of the mutual promises of COMMISSION and CONTRACTOR contained herein, COMMISSION and CONTRACTOR agree as follows:

- 1. Term of the Agreement** The term of this Agreement shall commence on December 9, 2024 and shall expire on June 30, 2025, except that the obligations of CONTRACTOR to COMMISSION under Paragraph 3 (Use of Funds, Return of Surplus), Paragraph 7 (Return of Funds), Paragraph 8 (Reporting), and Paragraph 9 (Maintenance, Inspection, and Retention of Records) shall survive the expiration date, and Paragraphs 13 (Insurance) and 14 (Indemnification) shall





continue in full force and effect after said expiration date as to any liability for acts and omissions occurring during the term of this Agreement.

**2. Payment of Funds** by COMMISSION to CONTRACTOR; Limitation on COMMISSION Participation and Payments.

(a) COMMISSION authorizes and directs the Napa County Auditor-Controller to issue and deliver to CONTRACTOR payments according to the following schedule:

Payment Schedule	Date
Payment #1 (50% of \$75000) = \$37500	February 2024
Final Payment (50% of \$75000) = \$37500	June 2025

The above payments shall be COMMISSION warrants drawn on those COMMISSION trust fund monies previously budgeted for this purpose in the COMMISSION’s fiscal year 2024-2025 budget.

(b) No action or representation by COMMISSION has been made, or shall be construed by CONTRACTOR as evidence that COMMISSION shall provide any monies for the support of the ongoing activities of CONTRACTOR other than the project or for support of the project in any amount in excess of the amount specified in subparagraph (a) above.

(c) The COMMISSION makes the payments described in this paragraph with funds received from the First 5 California Children and Families Commission. The funds received by the First 5 California Children and Families Commission are controlled in part by the State legislature. It is possible that during the term of this Agreement, the COMMISSION will not receive sufficient funding from the First 5 California Children and Families Commission to make each of the payments required by this paragraph. CONTRACTOR acknowledges and agrees that the COMMISSION may reduce the payments made pursuant to this paragraph proportionately to the proportionate reduction of funds received by the COMMISSION from the First 5 California Children and Families Commission.

**3. Use of Funds by CONTRACTOR, Return of Surplus.** CONTRACTOR shall use all funds conveyed to CONTRACTOR by COMMISSION under this Agreement for the sole purpose of the project set forth in the Scope of Work (Exhibit A) and Exhibit B, (Modification or revisions of proposal) if applicable and prior to the end of the Agreement period under the supervision and subject to the approval of the Napa County Family Support and Home Visitation Collaborative. If CONTRACTOR wishes to use funds for a different purpose, CONTRACTOR shall submit a written explanation of the modification for review, approval, or disapproval by the Executive Director. CONTRACTOR agrees to repay COMMISSION any funds that are not spent prior to the end of the Agreement period.

**4. Acknowledgement of Funds.** The monies provided by COMMISSION are funded by taxpayer dollars. It is important that the public know the organizations that are receiving funding from the COMMISSION. Therefore, CONTRACTOR shall acknowledge the funding of the project in statements or printed materials relating to the project. All printed materials shall contain the following information in a type size and style appropriate to the materials:

*Made possible by funding provided by the  
First 5 Napa County Children and Families Commission*



**5. Supplantation of Funds.** Consistent with the intent of the Act, CONTRACTOR shall use no monies awarded for this project to supplant federal, state, county or other monies available to CONTRACTOR for any purpose. Activities funded through the Act shall be new or enhancements to existing activities.

**6. Changes in Condition.** CONTRACTOR shall provide immediate written notice to COMMISSION if significant changes or events occur during the term of this Agreement, which could potentially affect the progress or outcome of the project, including, but not limited to changes in CONTRACTOR’s management personnel, loss of funding, or revocation of CONTRACTOR’s tax-exempt status. Payments by COMMISSION under this Agreement may be discontinued, modified, or withheld at the discretion of COMMISSION pursuant to a change in law or a material adverse change in CONTRACTOR’s condition.

**7. Return of Funds.** If CONTRACTOR fails to fulfill in a timely and proper manner CONTRACTOR's obligations under this Agreement or otherwise breaches this Agreement, or fails to complete the project in a timely fashion, CONTRACTOR shall, upon written demand by COMMISSION, return to COMMISSION all funds provided hereunder. If CONTRACTOR uses any portion of the funds provided under this Agreement for a purpose other than the project, CONTRACTOR shall, upon written demand by COMMISSION, return to COMMISSION the portion of such funds used for a purpose other than the project. CONTRACTOR shall return funds under this paragraph within thirty (30) days of receipt by CONTRACTOR of written demand therefore from COMMISSION and shall include any interest earned thereon by CONTRACTOR. Return of funds under this paragraph shall be in addition to any other remedies available to COMMISSION by law.

**8. Reporting.** CONTRACTOR shall submit to COMMISSION program reports summarizing all activities of CONTRACTOR up to such dates pertaining to progress of the Project as follows:

Reports	Date
Contract period ends	June 30, 2025
Final program report due	August 2025

Each program report shall include fiscal information of the COMMISSION trust fund monies on the report form provided by the COMMISSION. In addition, each program report shall include a fiscal statement of COMMISSION trust fund monies and how it is used for program expenses.

**9. Maintenance, Inspection, and Retention of Records.** CONTRACTOR shall separately keep and maintain financial and statistical records, which fairly reflect the activities of CONTRACTOR pertaining to the project and the actual costs thereof. Upon reasonable request by COMMISSION, CONTRACTOR shall make available for inspection and audit by representatives of COMMISSION all books, financial records, program information and other records pertaining to the overall operations of CONTRACTOR in relation to the project, and shall allow such representatives to review and inspect CONTRACTOR's facilities and program operations relating to the project. Except where longer retention is required by any federal or state law, CONTRACTOR shall maintain all required records for no less than five years after COMMISSION makes the final payment required hereunder, all obligations of CONTRACTOR under this Agreement have been fulfilled, and all pending matters are closed, whichever is later.

**10. Licensing and Credentials.** CONTRACTOR shall provide and effect all required governmental or professional licenses and credentials for itself, its facilities and for its employees and all other persons engaged in work in conjunction with the project.



**11. Independent Contractor.** CONTRACTOR shall perform this Agreement as an independent contractor and CONTRACTOR and the officers, agents, employees, and contractors of CONTRACTOR are not, and shall not be deemed, COMMISSION employees for any purpose, including workers' compensation. CONTRACTOR shall, at its own risk and expense, determine the method and manner by which the obligations of CONTRACTOR to COMMISSION under this Agreement shall be performed; provided, however, that COMMISSION may monitor the progress of the activities of CONTRACTOR and its officers, employees, agents and contractors in relation to completion of the Project. CONTRACTOR and its officers, employees, agents and contractors shall be entitled to none of the benefits accorded to a COMMISSION employee. COMMISSION shall not deduct or withhold any amounts whatsoever from the compensation paid to CONTRACTOR, including, but not limited to amounts required to be withheld for state and federal taxes. As between CONTRACTOR and COMMISSION, CONTRACTOR alone shall be responsible for all such payments.

**12. No Assignments or Subcontracts.** A consideration of this Agreement is the community reputation and special expertise, resources, and service program of CONTRACTOR. For this reason, CONTRACTOR shall not assign any interest in this Agreement for any purpose other than fulfillment of the Project, or subcontract any of the obligations CONTRACTOR is to perform hereunder without the prior written consent of COMMISSION.

**13. Insurance.** CONTRACTOR shall obtain and maintain in full force and effect throughout the term of this Agreement, and thereafter as to matters occurring during the term of this Agreement, the following insurance coverage:

- (a) 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 coverage upon request by COMMISSION.
- (b) General Liability Insurance. CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement a general liability insurance policy (personal injury and property damage) of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence, issued by a company duly and legally licensed to transact business in the State of California, covering liability for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of CONTRACTOR or any officer, agent, or employee of CONTRACTOR under this Agreement.
- (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 (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.

**14. Indemnification.** CONTRACTOR shall defend, indemnify and hold harmless COMMISSION, its officers, agents and employees from any claim, loss or liability including, without limitation, those for personal injury (including death) or damage to property, arising out of or connected with any aspect of the performance by CONTRACTOR, or its officers, agents, or employees, of activities required of CONTRACTOR under this Agreement or arising out of or connected with the Project subsequent to the date first above written.

**15. Non-Discrimination Clause.**

- (a) During the performance of this Agreement, CONTRACTOR and officers, employees, agents, and contractors shall not deny the benefits thereof to any person on the basis of religion, color, ethnic group identification, sex, marital status, sexual preference, age, or physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of religion, color, ethnic group identification, sex, marital status, sexual preference, age, or physical or mental disability. CONTRACTOR shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
- (b) CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), the regulations promulgated there under (Title 2, California Code of Regulations, section 7285.0, et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (sections 11135-11139.5) and any State or local regulations adopted to implement any of the foregoing.

**16. 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 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.

**COMMISSION**  
Ashley Walker  
Executive Director  
1303 Jefferson Street #100A  
Napa, CA 94559

**CONTRACTOR**  
COPE Family Center  
  
707 Randolph Street  
Napa, CA 94559



**17. Third Party Beneficiaries.** Nothing contained in this Agreement shall be construed to create any rights in third parties and the parties do not intend to create such rights.

**18. Attorney’s Fees.** In the event that either party commences legal action of any kind or character either to enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney’s fees incurred in connection with such action.

**19. Amendment/Modification.** Except as specifically provided in Exhibit C if applicable and herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties.

**20. Interpretation.** The headings used herein are for reference. The terms of the Agreement are set out in the text under the headings. This Agreement shall be governed by the laws of the State of California. The venue for any state action hereunder shall be in the Superior Court of California, County of Napa, and a unified court. The venue for any federal action shall be in the district court for the Northern District of California.

**21. No Waiver.** Waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

**22. Severability.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

**23. Entirety of Contract.** This Agreement constitutes the entire agreement between the parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

**IN WITNESS WHEREOF,** the duly authorized representatives of the parties to this Agreement has executed it as of the date first above written.

First 5 NAPA COUNTY CHILDREN AND FAMILIES  
COMMISSION

Community Resources for Children

By \_\_\_\_\_  
Juan Cisneros, Chairperson  
"COMMISSION"

By \_\_\_\_\_  
Agency Director<sup>1</sup>

<sup>1</sup> Agency Director signature only is acceptable by First 5 Napa County Children and Families Commission.



**APPROVAL AS TO FORM**

By \_\_\_\_\_  
Betsy Strauss, Commission Counsel

By \_\_\_\_\_  
Chairperson of the Board of Directors<sup>2</sup>

By \_\_\_\_\_

ATTEST:  
Secretary to the Commission

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<sup>2</sup> Space for two signatures' is provided if required by agency board.

**2. Pre-Award Risk Assessment (Attachment B)**

<p><b>Organization Name:</b> COPE FAMILY CENTER  <b>Address:</b> 707 RANDOLPH STREET, NAPA CA 94559  <b>Phone:</b> 707-252-1123  <b>Email:</b> cchakerian@copefamilycenter.org  <b>Fax:</b> 707-256-3175  <b>Incorporated in:</b> NAPA, 1972  <b>Number of Employees:</b> 24  <b>Name of CEO:</b> MICHELE GRUPE  <b>URL:</b> www.copefamilycenter.org  <b>Date:</b> 11/4/2022  <b>Fiscal year dates (month and year):</b>                  July 1, 2022 – June 30, 2023</p>	<p><b>Type of organization:</b></p> <p><input type="checkbox"/> US Government Entity</p> <p><input type="checkbox"/> US entity that did not expend \$750,000 or more in US federal funds in the latest fiscal year</p> <p><input type="checkbox"/> For profit organization</p> <p><input checked="" type="checkbox"/> <b>Non-profit organization</b></p> <p><input type="checkbox"/> University</p> <p><input type="checkbox"/> Foundation</p>
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<b>Napa County Health and Human Services Agency Attachment B: Pre-Award Risk Assessment</b>	<b>Yes</b>	<b>No</b>
Have you completed an annual audit in accordance with Uniform Guidance Single Audit requirements a single audit?		N/A NO
Have your annual financial statements been audited by an independent audit firm?	YES	
Does your organization have a financial management system that records the source and application of funds for award-supported activities?	YES	
Are all cash disbursements within the organization fully documented with evidence of receipt of goods or performance of services?	YES	
Does organization have an effective system or procedure to control paid time charged to awarded funds?	YES	
Does organization have an effective system or procedure for authorization and approval of:		
Capital equipment expenditures?	YES	
Travel expenditures?	YES	
Vendor and subcontractor expenditures?	YES	
Is Government property inventory maintained that identifies purchase date, cost, vendor, description, serial number, location, and ultimate disposition data?	YES	

**2. Pre-Award Risk Assessment (Attachment B)**

Do you have written policies that address:		
Pay Rates and Benefits?	YES	
Time and Attendance?	YES	
Leave?	YES	
Discrimination?	YES	
Privacy and confidentiality?	YES	
Conflicts of Interest?	YES	
Purchasing?	YES	
Record retention?	YES	
Petty Cash?	YES	
Accounts Payable?	YES	
Accounts Receivable?	YES	
IT?	YES	
Credit cards?	YES	
Do you subcontract to perform duties under this contract?		NO
Does your organization have appropriate insurance documents?	YES	
Has there been a change in your senior management team in the past year?		NO
Have any key program staff started with the organization in the past year?		NO
Has your agency been placed on a corrective action plan within the past 12 months by any agency?		NO



### 3. Proposal Cover Sheet (Attachment C)

Agency Name: COPE FAMILY CENTER (LEAD)	
Address: 707 Randolph Street Napa CA 94559	Phone: 707-252-1123
	Fax: 707-256-3175
	Web: www.copefamilycenter.org
Contact Person: Caryl Chakerian	Contact Phone: 707-252-1123
	Contact E-mail: cchakerian@copefamilycenter.org
	Contact Fax: 707-256-3175
Project Title/Service: Infant-Parent/Maternal Mental Health: <i>Ready, Set, Grow! Napa (RSG!)</i>	
Sub-contractors (if applicable): Child Start, Community Resources for Children, MomSquad Napa Valley, Napa County Office of Education, Napa County Public Health, OLE Health, ParentsCAN, Partnership Health Plan and UpValley Family Centers.	
Amount of Funding Request: \$120,000 x 3 years  <i>Respectfully, if funding permits, full cost of this phase of program is \$205,400.</i>	Total Amount Requested: \$120,000 x 3 years = \$360,000
Matching Funds: \$75,000 - pending	In-Kind Amount: \$12,503 Cash Amount: \$75,000 Total Amount of Matching Funds: \$87,503
Authorization: <i>I declare under penalty of perjury under the laws of the State of California that the information provided in this Proposal is true and correct.</i>	
Signature of Authorized Agency Official:	Title:  Executive Director
Printed Name of Authorized Agency Official:  Michele Grupe	Date:  11/4/2022



#### 4. Executive Summary

707 Randolph Street  
Napa, CA 94559

PH 707.252.1123

FAX 707.256.3175

[hello@copefamilycenter.org](mailto:hello@copefamilycenter.org)  
[www.copefamilycenter.org](http://www.copefamilycenter.org)

The First 5 Napa Family Support and Home Visiting (FSHV) Collaborative’s Infant-Parent Mental Health Support Project, *Ready, Set, Grow! Napa (RSG!)*, will enhance and expand prevention and early intervention mental health services across Napa County for families with children 0-5 by addressing gaps in screening capacity, navigating barriers to resource access, and increasing the range of mental health supports for parents with young children. Over the past year and half, the FSHV Collaborative has laid the groundwork for *our next phase of work*, as outlined in this application. Building on multiple countywide programs, *RSG!* will boost our collective capacity to:

1. Provide **evidence-based mental health screenings** for parents and children through evidence-based certification training for professionals and implementation of additional child and adult mental health screeners.
2. Successfully **connect isolated families with young children to screening and services** with the addition of an *RSG!* Navigator housed at Cope Family Center.
3. Create **new pathways to infant-parent mental health** through a range of science-driven interventions, including evidence-based home visiting, parent education and coaching, therapeutic services with Napa Infant-Parent Mental Health Fellows, and expanded prevention and early intervention programs at partner sites.

With multi-year Napa County PEI support, to complement investments by First 5 Napa and CA, the Collaborative, consisting of Cope, Child Start, Community Resources for Children, MomSquad Napa Valley, Napa County Office of Education, Napa County Public Health, OLE Health, ParentsCAN, Partnership Health Plan and UpValley Family Centers, will ensure that all Napa County families with young children have access to the screening, information, services and specialized mental health support they need to overcome the impacts of trauma and thrive.

We project the future phases of this project to carry into 2025 and are happy to answer questions about the Collaborative’s plans for upcoming activities to better understand this request.

Maria Chavez, Program Director  
Cope Family Center

## 5. Program Narrative & Logic Model

The First 5 Napa Family Support and Home Visiting (FSHV) Collaborative's Infant-Parent Mental Health Support (IPMH) Project, *Ready, Set, Grow! Napa*, (*RSG! Napa*) will enhance and expand prevention and early intervention mental health services across Napa County for families with children 0-5. Building on multiple countywide programs, ***RSG! Napa will boost our countywide capacity to provide evidence-based mental health screenings, increase the number of families with young children who are successfully connected to screening and services, and create new pathways to infant-parent mental health through a range of science-driven interventions.***

*RSG! Napa will directly address state and local PEI priorities, including childhood trauma prevention and early intervention; culturally competent and linguistically appropriate prevention and intervention; early identification/mental health screening; in-home early intervention services for children and families; and, services and supports for children and families prenatal through high school.*

The negative impact of highly traumatic and relationally impoverished experiences, particularly when occurring during the first few years of life, can be enduring. Conversely, relationally rich contexts at any point in a child's life, especially in the early years, may serve as a buffer. From either perspective, the potential for prevention and early intervention to address risk, reduce future morbidity, and enhance the lives of children is unmistakable.<sup>1</sup>

Over the last year, the FSHV Collaborative has leveraged First 5 California funding to engage in an extensive planning process to better coordinate evidence-based home visiting programs across the County, facilitate cross-agency learning and identify gaps in resources and supports, all with the goal of creating a seamless, highly effective system for ensuring that all children have

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<sup>1</sup> EP Hambrick, et al. Beyond the ACE score: Examining relationships between timing of developmental adversity, relational health and We developmental outcomes in children. Archives of Psychiatric Nursing, Volume 33, Issue 3, June 2019.

## 5. Program Narrative & Logic Model

consistent, patterned, nurturing experiences with caregivers. Through their collaborative work, FSHV partners have identified three key issues that must be addressed to create a comprehensive, countywide approach to IPMH:

**Gaps in Screening Capacity:** Across Napa County, primary care, public health, child welfare, family strengthening, and early childhood professionals have engaged in certification trainings to be able to administer evidence-based mental health and childhood development screeners.

Collectively, FSHV Collaborative members administer a range of screeners, including the Ages & Stages Questionnaires (ASQ-3, ASQ-SE2) for children and the Edinburgh Maternal Depression Screen, Healthy Families Parenting Index (HFPI), Strengths and Difficulties Questionnaire (SDQ), Patient Health Questionnaire (PHQ-9), General Anxiety Disorder (GAD-7), Relationship Assessment Tool, 4Ps Plus, the Adverse Childhood Experiences (ACEs) Questionnaire and the Depression, Anxiety and Stress Subscales (DASS-21) for adults to better understand families' mental health needs. However, there are still wide gaps in the availability of screeners in communities outside of the City of Napa, and in overall consistency across providers in how the screeners are administered and applied. More training opportunities are needed to certify additional community professionals, to expand the range of child-focused screeners available in the County, and to increase professionals' skills and knowledge.

**Barriers to Access:** Unfortunately, it is much easier to identify families in need than it is to connect them to the programs and resources that can help. Parents and caregivers who are already overwhelmed by the difficult tasks of making ends meet, managing their own anxiety or depression and attempting to respond to their young children's needs are hard pressed to overcome the knowledge, cultural, language, geographic, income and scheduling barriers that often get in the way of accessing resources. Without a centralized, cross-agency system for

## 5. Program Narrative & Logic Model

coordinating referrals, assessing individual needs, and connecting families to appropriate and accessible services, many parents and caregivers give up and never get the help they need.

**Limited Pathways to Mental Health:** A “one size fits all” intervention is not appropriate for addressing IPMH; multiple program evaluations have found that flexible, tailored, resource-oriented intervention programs that are multi-faceted and use a variety of methods to engage parents provide the best results.<sup>2</sup> In Napa County, it is critical that we develop and deliver multi-level mental health supports that fit families’ cultural backgrounds, needs, learning styles, willingness and preferences in locations that are easily accessible and family-friendly.

**To address these critical needs, RSG! Napa will boost countywide capacity to expertly facilitate a range of mental health and child development screeners** through training and targeted outreach to community professionals; create a centralized intake and navigation point for all families with children 0-5 who are seeking mental health support; and expand multi-level mental health interventions for parents and young children. All Napa County families with young children will be welcomed to services, although outreach will target low-income, Latino, isolated caregivers and children. Program services will be delivered bilingually by accredited, cross-trained and culturally competent providers and coordinated by the new *RSG! Napa* Navigator (*RSG! Navigator*, or Early Childhood Coordinator). Cope Family Center will recruit, hire, and equip a bilingual family strengthening professional who will serve as the *RSG! Navigator* (Early Childhood Coordinator) for the Family Support and Home Visitation Collaborative, supporting the accomplishment of three key strategies for this second phase of the project:

**Implementation Strategy 1: Increase Countywide Capacity for Behavioral Health and Developmental Screenings for Young Children.** First 5 Napa, with the support of the *RSG!*

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<sup>2</sup> H Stolper, etal. How to Support Parents of Infants and Young Children in Mental Health Care: A Narrative Review. *Frontiers in Psychology*, November 16, 2021.

## 5. Program Narrative & Logic Model

Navigator will continue to map existing screening and service resources across the County, identify gaps, create targeted training recruitment strategies and work with Collaborative partners to research, select and adopt additional screening tools that fill specific needs in the County.

- *ASQ Training for Family Strengthening & Early Childhood Professionals:* Two staff from FSHV Collaborative agencies will complete an ASQ Train-the-Trainer program and engage partner staff, especially those that reach into American Canyon, Calistoga, Angwin and Pope Valley and those who work directly with children in childcare settings, in training to become ASQ-3 and ASQ-SE2 certified, and to gain skills to help families use their learnings to improve their interactions with their children. **To support full implementation** of the ASQs across the County, *Ready, Set, Grow! Napa* will provide Collaborative partners access to the ASQ Online data system to support data management, online questionnaire completion, and reporting.
- *Advanced Training for Early Childhood Experts.* Home visitors, mental health clinicians, pediatricians, family strengthening staff and childcare providers who have reached proficiency in administering the ASQ-3, ASQ-SE2, Edinburgh or other evidence-based screeners will be provided advanced training and peer learning opportunities to gain certification in additional screeners, and to increase their abilities to use screening data along with their years of training and experience to build relationships with families and to gain deep insights into the wellbeing and mental health of parents and young children.
- *Adoption of Additional Mental Health Screeners:* Working alongside Napa County Public Health staff, the *RSG! Navigator* (Early Childhood Coordinator) will review the full menu of child and parent-focused screeners currently being used across the County; determine gaps and areas for expansion; research appropriate, culturally competent, and effective screening tools using the *Birth to 5: Watch Me*

## 5. Program Narrative & Logic Model

*Thrive!* database<sup>3</sup>; and recommend adoption of additional tools that will help the Collaborative to better identify families in need of mental health support.

### **Implementation Strategy 2: Improve Systems Navigation for Families with Children Ages**

**0-5.** To best leverage available resources and increase family engagement, the *RSG!* Navigator (Early Childhood Coordinator) will field all referrals from primary care providers, public health nurses, child welfare professionals, family support organizations and early childhood educators. Through a series of conversations, the *RSG!* Navigator and families will determine screening and service needs and then connect families to the right organization(s) and navigate barriers to access. The *RSG!* Navigator (Early Childhood Coordinator) will track all referral, screening, and follow-up data to ensure that families have their needs met.

### **Implementation Strategy 3: Expand Infant-Parent Mental Health Interventions for**

**Families with Children Ages 0-5.** To meet child and caregiver needs at every level, the Collaborative has adopted a two-generation approach that provides a full continuum of interventions that create multiple pathways to mental health, including:

- *Parents As Teachers (PAT) Home Visiting* serves parents with children aged prenatal to kindergarten entry, pairing each family with a Family Support Specialist for three to five years. PAT serves both adults and children with in-person and COVID-inspired virtual visits, with each family receiving 4-10 hours of service each month, including health checks, screenings, goal setting, problem solving, and monthly social gatherings to build communication skills and a social network. PAT Home Visiting is currently partially funded with Napa County PEI dollars.
- *Evidence-Based Coaching Tools* will help to better meet needs identified through child and adult screeners. Currently, Cope and Public Health Home Visitors offer a variety of IPMH

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<sup>3</sup> US Administration for Children & Families, Office of Early Childhood Development. Birth to 5: Watch Me Thrive!, <https://www.acf.hhs.gov/archive/eod/child-health-development/watch-me-thrive>

## 5. Program Narrative & Logic Model

coaching tools and frameworks to families during their one-on-one, family-led work. *RSG! Napa* intends to adopt 1-2 additional evidence-based parent coaching tools that will be used as part of all Home Visiting programs. For example, *Baby Cues* is an innovative intervention tool that help parents and other caregivers be more “tuned in” to their infant and young child’s needs by learning to understand and respond to their behavioral cues. Another tool under consideration is the *Newborn Behavioral Observations (NBO)* system, a relationship-based tool that offers individualized information to parents about their baby's communication strategies and overall development, with a view to strengthening the parent-infant relationship.

- *Triple P*® *Positive Parenting Program, Levels 4 and 5*, serves our highest need parents, helping to reduce the probability of children’s exposure to ACEs by engaging a multi-level range of delivery systems in an educational approach to parenting interventions. Triple P Levels 4 and 5 is delivered by Cope Family Center through group experiences, one-on-one consultations and tailored discussion groups and is currently partially funded with Napa County PEI dollars.
- *Family Therapy with IPMH Fellows* will target families in need of intensive therapeutic support. Of the 70 IPMH Fellows program graduates from Napa, 20-25 work in Napa County, but only a small handful of Fellows serve young children and their families. To boost Fellows’ capacity to work with young children and their families, First 5 Napa will establish an IPMH Fellows Community of Practice that will support these professionals to identify and address issues that have limited their abilities to serve young children, such as navigating insurance systems (including access to COVID services), forming case conferencing groups, delivering services via telehealth or in group settings, etc., and increase opportunities for peer collaboration. In addition, the FSHV Collaborative will leverage funding from First 5 Napa to provide financial resources to behavioral health providers to apply for the IPMH Fellowship.



## 5. Program Narrative & Logic Model

- *Capacity Building to Increase Behavioral Health Services:* FSHV Collaborative partners are strongly aligned in their collective desire to increase their organizational capacity to deliver evidence-based prevention and early intervention mental health services to young children and their families. *RSG! Napa*, partners will engage in peer-to-peer and expert-led training to enhance, expand, or adopt home visiting programs and peer support frameworks. All training will be coordinated by the *RSG! Navigator* (Early Childhood Coordinator).

**I.2 Service Delivery Adaptations for COVID-19 Conditions.** FSHV Collaborative members have adapted program strategies to meet the unique challenges of the pandemic. First, to support families' wellbeing and remove barriers to participation, some families are provided flex funds through Cope's CalWORKs contract. COVID-adjusted virtual program delivery and remote services have increased enrollment for families in outlying areas by 28% as travel and childcare issues became moot. All parent participants are now screened for mental health concerns using 4Ps Plus, SDQ and/or DASS-21 screeners. Finally, the Collaborative has worked alongside the Child Abuse Prevention Council to launch a bilingual community outreach campaign focused on the Protective Factors that will engage parents through social media, radio, newspaper, and physical locations. Combined, all these different engagement strategies will continue to support families' full participation in services.

**I.3 Unique, Creative, Non-Duplicative Services.** The First 5 Napa FSHV Collaborative's mission is to promote data sharing, referrals, program development, and unified messaging among the agencies that support parents and caregivers in Napa County. The *RSG! Napa* program exemplifies the Collaborative's work to develop and deliver unique, creative, non-duplicative services by continually identifying and addressing gaps in resources and supports, encouraging referrals between programs, coordinating efforts to develop, fund and implement a

## 5. Program Narrative & Logic Model

variety of family support and home visiting programs, offering consistent and reliable information to parents and caregivers on children's physical health, development, behavior, safety, learning, and emotional wellbeing.

**II. EVALUATION & REPORTING:** As shown in the attached Logic Model, regular analysis of data/reports/assessments are used by Collaborative members to ensure model fidelity and evaluate program delivery and outcomes, guide individual program design and frequency of staff interactions for the benefit of our families. Comprehensive, evidence-based program reports are shared regularly with investing partners and agencies and follow RFP expectations.

**III. IMPLEMENTATION TIMELINE:** Cope is a reliable partner delivering evidence-based programs, having demonstrated results in alignment with the PEI Strategies identified in SB1004. With a history of successfully scaling programs, our team is poised to implement the expanded service projections as of April 3, 2023.

**IV. BUDGET AND BUDGET NARRATIVE:** Costs are based on current actuals for staffing and operating expenses allocated to this program. Source documents include **Board Approved Operating Budget**, audited financials, current year Income Statement and Balance Sheet.

**A1a. Personnel Costs:** *Program Director* manages the strategic growth of the program in partnership with Collaborative. *Program Manager* oversees activities related to the project. *Systems Navigator (Early Childhood Coordinator)* manages a directory of services by Collaborative partners, connects parents and referring agencies to services, and coordinates training. *Family Support Specialists provide direct home visiting services to clients.* *Finance and Data staff* manage duties related to fiscal oversight and data collection and evaluation. **A1b. Employee Benefits** are averaged at 30% and are in alignment with allowable benefits listed in RFP.

**A2. Operating Expenditures:** Shared costs include facility, mortgage, technology, postage/copying, office/program supplies, utilities, and equipment. To provide necessary

## 5. Program Narrative & Logic Model

resources for service delivery to families, program specific expenses include ASQ/ASQ-SE kits, ASQ/ASQ-SE online platform, training costs for screenings.

**A3. Subcontractor/Professional Fees:** Two scholarships for IPMH Fellowship Program; compensation for a minimum of eight Infant/Parent Mental Health Fellows to establish a Community of Practice and identify sustainable brief interventions to complement the family counseling and brief interventions currently offered. Funds will be used for delivery of new interventions; **funding for 25 Newborn Behavioral Observations** by providers and four bi-lingual peer support groups **offered by collaborative partners**.

**A5. Indirect/Administrative Overhead:** Administrative Overhead includes mortgage, utilities, technology, professional fees, and administrative staff. Administrative percentage is derived by dividing the organization's management/fundraising expenses by the program expenses and is 22%. Cope will match the difference (7%) for this project.

**B. REVENUES/Leveraged Costs:** First 5 Napa has invested \$100,000 in the planning phase of this multi-year project, while the Collaborative partners leveraged their funding to cover staff time for planning meetings and training. The established Infant/Parent Mental Health services offered by the partners (home visiting, brief interventions, screenings) provide a substantial investment from diverse funding. In addition to the planned Implementation Grant from First 5 CA, the First 5 Napa Commission has committed funds to the development of this application and will request a multi-year investment in the program on the December 5<sup>th</sup> Commission agenda as a match to the PEI funds. If additional funds not secured, *RSG! Napa* will be scaled back to match the \$120,000 maximum request. In-kind support includes 7% administrative costs from Cope. Cope's long-term sustainability and relationships with funders illustrates our readiness to implement the program.

5. Program Narrative & Logic Model

<b>Total Proposed Program Budget</b>	<b>Max</b>	<b>Annual Budget</b>
<b>1. Personnel (list classifications, credentials, and FTEs)</b>		
a. Salaries, Wages		
Systems Navigator (Early Childhood Coordinator)	1 FTE	\$62,000
Program Director	0.1 FTE	\$10,000
FRC Program Manager	0.05 FTE	\$4,000
Data Manager	0.15 FTE	\$9,000
Home Visiting Program Manager	0.05 FTE	\$4,000
Family Support Specialists	1 FTE	\$60,000
Finance Staff	0.05 FTE	\$2,500
b. Benefits and Taxes @ 30%		\$45,450
<b>c. Total Personnel Expenditures</b>		<b>\$196,950</b>
<b>2. Operating Expenditures</b>		
a. Shared Facility Cost & Operating Expenses		\$5,000
<b>c. Total Operating Expenses</b>		<b>\$5,000</b>
<b>3. Subcontracts/Professional Services (list all subcontracts)</b>		
Brief Intervention Groups		\$5,000
Screening Committee Stipend(s)		\$5,000
IPMH Committee Stipends		\$5,000
IPMH Fellows Community of Practice & Touchpoints		\$19,000
Newborn Behavioral Observations		\$5,000
Napa - Infant/Parent Mental Health Fellowship		\$18,400
<b>a. Total Subcontracts</b>		<b>\$57,400</b>
<b>4. Subtotal Proposed Program Budget</b>		<b>\$259,350</b>
<b>5. Indirect/Administrative Overhead Attributable to the Project/Program</b>		
<b>a. Total Indirect/Administrative Overhead (15% maximum)</b>	<b>15%</b>	<b>\$38,900</b>
<b>6. TOTAL PROPOSED PROGRAM BUDGET</b>		<b>\$298,250</b>
<b>B. REVENUES (list/itemize by fund source)</b>		
First 5 Napa County - pending		\$75,000
<b>1. Total Revenue</b>		<b>\$75,000</b>
<b>C. TOTAL FUNDS REQUESTED</b>		<b>\$175,000</b>
D. Total In-Kind Contributions		\$48,250



**Napa County Family Support and Home Visitation Collaborative: FY 24-25 Infant-Parent Mental Health Support Prevention Program LOGIC MODEL**

Year 3 of the First 5 Napa County FSHV Collaborative’s Infant-Parent Mental Health Support (IMPH) Project, *Ready, Set, Grow! (RSG!)*, will enhance and expand prevention and early intervention mental health services and supports across Napa County for families with children 0-5. Building on multiple countywide programs and initiatives *RSG!* will grow our countywide capacity to provide evidence-based mental health screenings, increase the number of families with young children who are successfully connected to needed screening and services, and create new pathways to infant parent mental health through a range of science-driven interventions.

Needs	Activities	Outputs	Outcomes	Impact
<p>Robust mental health and child development screening is not readily available to families with young children in the communities where they live.</p>	<p><b>Training &amp; Capacity Building for Screening</b>  Ages and Stages Questionnaire (ASQ-3 and ASQ-SE@) certification training for family strengthening, primary care and early childhood professionals with a focus on those who serve outlying areas.  Expanded access to the ASQ Online data systems for all Collaborative partners to support data management, online questionnaire completion and reporting.  Advanced training and peer learning opportunities for early childhood professionals who hold certifications in ASQs and other evidence-based screening tools  <b>Robust Screening Tools</b>  Research, adopt and build countywide implementation capacity around additional screening tools that will create a comprehensive screening program to identify parents and children with mental health needs.</p>	<p>15 professionals will complete ASQ certification training  <b>A minimum of 3 additional partner agencies will gain access to the ASQ Online data system (total of 6).</b>    10 professionals will complete advanced training to increase skills and gain additional screening certifications.    1-2 screening tools will be adopted and piloted throughout Napa County.</p>	<p>80% of professionals who participate in training will achieve certification or improve their skills to administer mental health or child development screening tools    25% more young children and their caregivers will be screened for mental health and developmental concerns</p>	<p>Early identification of mental health issues in caregivers and children will allow our communities to intervene earlier in order to prevent trauma and buffer its impact on children’s development and mental health.</p>
<p>Families with young children are not able to connect with the mental resources and services they need to thrive.</p>	<p><b>Service Navigation</b>  RSG! Navigator will coordinate referrals for mental health services for young children and their caregivers, assess family needs and connect them to the appropriate and accessible resources.</p>	<p>100 families with young children will be connected to appropriate and accessible mental health resources.</p>	<p>25% of families referred to the RSG! Navigator will participate in mental health services.</p>	<p>Effective systems navigation will lead to high levels of parent child-engagement in mental health supports.</p>
<p>Mental health support for young children and caregivers must be multifaceted in order to meet families’ specific needs, willingness to engage and preferences.</p>	<p><b>Expanded Pathways to Mental Health</b>  Enhance and expand existing evidence-based Home Visitation and Triple P Levels 4/5 mental health interventions with the addition of new evidence-based parent coaching tools, the engagement of IPMH Fellows in providing family counseling through a Community of Practice and financial resources, and extensive training to support partners’ work to enhance, expand or adopt home visiting programs and peer support frameworks.</p>	<p>2 mental health professionals will receive financial support to participate in the IPMH Fellowship Program  8 IPMH Fellows will participate in a Community of Practice  4 staff from Collaborative partner agencies will engage in training focused on evidence-based home visiting and peer support group frameworks</p>	<p><b>80% of mental health professionals who participate in IPMH Fellowship Program and/or receive training focused on evidence-based home visiting/peer support group frameworks will achieve certification or improve their skills to administer mental health screening tools</b></p>	<p>Young children will have consistent, nurturing relationships with their caregivers that promote optimal mental health and development.</p>

## 5. Program Narrative & Logic Model (Continued)

### **V. DOCUMENTATION OF QUALIFICATIONS:** The First 5 Napa Family Support and Home Visiting

Collaborative has quickly established effective, efficient, and successful systems for mapping resources, communication, sharing information and data and leveraging resources. Having completed its planning objectives, the Collaborative intends to apply for a second First 5 California grant to support implementation of the priorities and strategies described herein, in addition to First 5 Napa funding.

Cope Family Center brings extensive experience operating as lead agency in numerous countywide collaboratives and has received full support from Collaborative members to lead the *Ready, Set, Grow! Napa* initiative. Cope staff delivering frontline services have all earned a minimum BA level degree in applicable skills pertinent to their duties and participate in extensive training for the evidence-based programs.

Additionally, they receive over 40 hours of training annually on topics including DEI, subsidy program guidelines, and leadership development. Cope devotes extraordinary time and attention to staff training and retention in recognition that the heart of our mission lies in the staff delivering services, resulting in a low turnover rate. Cope uses data-driven decision-making. Goals and outcomes (fiscal and programmatic) are tracked through an annual review of our multi-year business plan, with revisions made based on evaluation results, community needs and funding projections.

With a foundation of healthy reserves, our goal each year is passing a balanced budget that aligns with our values of integrity and sustainability and moves us toward the successful achievement of our strategic goals set for meeting our clients' needs. This requires vigilant tracking of our financial status, offering the opportunity to pivot when opportunities for growth present themselves as well as when disasters strike. Reserves are used for several purposes: capital for innovative growth of services, capital improvements to our facility, and organizational sustainability in the event of a disaster or economic downturn. To inform the PEI judging panel of our qualifications, we have attached the following:

- FY21.22 Reviewed Financials
- Key Staff Qualifications
- Cope Organizational Chart
- Cope Board of Directors list
- *RSG!* Partner List

## 6. Cope Family Center References

**Dr. Kristie Brandt, CNM, MSN, DNP**

Parent-Infant & Child Institute Director

P.O. Box 2555, Napa, CA 94558

707-227-8900

[dr.kristiebrandt@sbcglobal.net](mailto:dr.kristiebrandt@sbcglobal.net)

Credentials:

IMH-E® I(IV-C) Infant Mental Health Mentor - Clinical

CA-CIFECMH Endorsed Infant-Family & Early Childhood Mental Health Specialist &

Reflective Mentor

Director of the University of California Davis CPE Infant-Parent Mental Health Fellowship Program, Napa, CA

Assistant Clinical Professor of Pediatrics VF, UC Davis School of Medicine

NBO Trainer Brazelton Institute Division of Developmental Medicine, Boston Children's Hospital, Boston, MA

**Dr. Joseph Carrillo, MD**

**Harvest Pediatrics**

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**Cope “Parents As Teachers” Program, Parent Graduate:**

**Ashley Milbride Crocker**

2212 Berks St.

Napa, CA 94558

Phone: 415-858-5460

Email: [ashmill22@gmail.com](mailto:ashmill22@gmail.com)

## **7. Other Information**

(e.g., awards, letters of recommendation, MOUs, or sample reports).

We have included attachments at the bottom of this document.



**8. Acceptance, and 9. Disclosures**

Cope Family Center accepts the County's standard PSA; and is willing and able to meet the County's insurance requirements, found in the Attachment H: Professional Services Agreement, Section 2.7.

We have NO significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or a verification of no responsive incidents.



**Napa County Family Support and Home Visitation Collaborative: FY 24-25 Infant-Parent Mental Health Support Prevention Program LOGIC MODEL**

Year 3 of the First 5 Napa County FSHV Collaborative’s Infant-Parent Mental Health Support (IMPH) Project, *Ready, Set, Grow! (RSG!)*, will enhance and expand prevention and early intervention mental health services and supports across Napa County for families with children 0-5. Building on multiple countywide programs and initiatives *RSG!* will grow our countywide capacity to provide evidence-based mental health screenings, increase the number of families with young children who are successfully connected to needed screening and services, and create new pathways to infant parent mental health through a range of science-driven interventions.

Needs	Activities	Outputs	Outcomes	Impact
<p>Robust mental health and child development screening is not readily available to families with young children in the communities where they live.</p>	<p><b>Training &amp; Capacity Building for Screening</b>  Ages and Stages Questionnaire (ASQ-3 and ASQ- SE@) certification training for family strengthening, primary care and early childhood professionals with a focus on those who serve outlying areas.  Expanded access to the ASQ Online data systems for all Collaborative partners to support data management, online questionnaire completion and reporting.  Advanced training and peer learning opportunities for early childhood professionals who hold certifications in ASQs and other evidence-based screening tools  <b>Robust Screening Tools</b>  Research, adopt and build countywide implementation capacity around additional screening tools that will create a comprehensive screening program to identify parents and children with mental health needs.</p>	<p>15 professionals will complete ASQ certification training  A minimum of 3 additional partner agencies will gain access to the ASQ Online data system (total of 6).  10 professionals will complete advanced training to increase skills and gain additional screening certifications.  1-2 screening tools will be adopted and piloted throughout Napa County.</p>	<p>80% of professionals who participate in training will achieve certification or improve their skills to administer mental health or child development screening tools  25% more young children and their caregivers will be screened for mental health and developmental concerns</p>	<p>Early identification of mental health issues in caregivers and children will allow our communities to intervene earlier in order to prevent trauma and buffer its impact on children’s development and mental health.</p>
<p>Families with young children are not able to connect with the mental resources and services they need to thrive.</p>	<p><b>Service Navigation</b>  RSG! Navigator will coordinate referrals for mental health services for young children and their caregivers, assess family needs and connect them to the appropriate and accessible resources.</p>	<p>100 families with young children will be connected to appropriate and accessible mental health resources.</p>	<p>25% of families referred to the RSG! Navigator will participate in mental health services.</p>	<p>Effective systems navigation will lead to high levels of parent child-engagement in mental health supports.</p>
<p>Mental health support for young children and caregivers must be multifaceted in order to meet families’ specific needs, willingness to engage and preferences.</p>	<p><b>Expanded Pathways to Mental Health</b>  Enhance and expand existing evidence-based Home Visitation and Triple P Levels 4/5 mental health interventions with the addition of new evidence-based parent coaching tools, the engagement of IPMH Fellows in providing family counseling through a Community of Practice and financial resources, and extensive training to support partners’ work to enhance, expand or adopt home visiting programs and peer support frameworks.</p>	<p>2 mental health professionals will receive financial support to participate in the IPMH Fellowship Program  8 IPMH Fellows will participate in a Community of Practice  4 staff from Collaborative partner agencies will engage in training focused on evidence-based home visiting and peer support group frameworks</p>	<p>80% of mental health professionals who participate in IPMH Fellowship Program and/or receive training focused on evidence-based home visiting/peer support group frameworks will achieve certification or improve their skills to administer mental health screening tools</p>	<p>Young children will have consistent, nurturing relationships with their caregivers that promote optimal mental health and development.</p>

**Budget**

Total Program Budget	Max	Proposed Budget	First 5 Home Visiting (\$47k)	First 5 RSG! (\$28k)	First 5 RSG! (\$50k) carried over from prior FY
<b>1. Personnel (list classifications, credentials, and FTEs)</b>					
<b>a. Salaries, Wages</b>					
Systems Navigator (Early Childcare Coordinator)	1 FTE	\$ 62,000			\$ 5,000
Program Director	0.1 FTE	\$ 10,000	\$ 2,000	\$ 5,000	\$ 2,000
FRC Program Manager	0.05 FTE	\$ 4,000		\$ 2,000	
Data Manager	.15 FTE	\$ 9,000	\$ 2,000	\$ 3,000	\$ 2,000
Home Visiting Program Manager	0.05 FTE	\$ 4,000	\$ 4,000	\$ -	\$ -
Family Support Specialists	1 FTE	\$ 60,000	\$ 26,000	\$ -	\$ -
Finance Staff	0.05 FTE	\$ 2,500	\$ 1,000	\$ 800	\$ 1,000
Subtotal		\$ 151,500	\$ 35,000	\$ 10,800	\$ 10,000
Benefits		\$ 45,450	\$ 5,250	\$ 1,620	\$ 1,500
<b>c. Total Personnel Expenditures</b>		\$ 196,950	\$ 40,250	\$ 12,420	\$ 11,500
<b>2. Operating Expenditures</b>					
<b>a. Shared Facility Cost &amp; Operating Expenses</b>		\$ 5,000	\$ 2,000		\$ 3,000
Facility Outdoor Program Signage (9 banners)		\$ -	\$ -	\$ -	
<b>Program Supplies</b>				\$ -	

Calculated at 15%

PAT Registration Fees			\$ 220			
<b>c. Total Operating Expenses</b>		\$ 5,000	\$ 2,220	\$ -	\$ 3,000	
<b>3. Subcontracts/Professional Services (list all subcontracts)</b>	All passthrough	grants to partners				
Professional Services (Trainings for collaborative)		\$ 10,000				
Screening Committee Stipend(s) (ParentsCAN)		\$ 5,000	\$ -	\$ -	\$ 5,000	
IPMH Committee Stipends (SP& CM)		\$ 5,000	\$ -	\$ -	\$ 5,000	
Data consultant		\$ -	\$ -	\$ -	\$ -	
Brief Intervention Groups (focus on NCOE groups)		\$ -	\$ -	\$ -		
Brief Intervention Groups		\$ 5,000	\$ -	\$ -	\$ 5,000	
IPMH Fellows Community of Practice & Touchpoints		\$ 19,000	\$ -	\$ -	\$ 14,000	
Newborn Behavioral Observations		\$ 5,000	\$ -	\$ -	\$ 2,000	
Napa - Infant/Parent Mental Health Fellowship		\$ 18,400		\$ 13,030		
<b>a. Total Subcontracts</b>		\$ 57,400	\$ -	\$ 13,030	\$ 31,000	
<b>4. Subtotal Proposed Program Budget</b>		\$ 259,350	\$ 42,470	\$ 25,450	\$ 45,500	
<b>5. Indirect/Administrative Overhead Attributable to the Project/Program</b>						
<b>a. Total Indirect/Administrative Overhead</b>	22%	\$ 38,903	\$ 4,530	\$ 2,550	\$ 4,500	
<b>Total Budget</b>		\$ 298,253	\$ 47,000	\$ 28,000	\$ 50,000	

Calculated at 10%



**Resolution No. 2024-03**

**A Resolution of the First 5 Napa County Children and Families Commission  
Resolution to Amend the Commissioner Duties and Responsibilities**

**WHEREAS**, the First 5 Napa County Children and Families Commission strives to promote inclusivity and equity in all governance practices; and

**WHEREAS**, updates to the commissioner duties and responsibilities are necessary to clarify the roles, responsibilities, and processes of the Commission, and to align with the Commission’s commitment to diversity, equity, and inclusion;

**NOW, THEREFORE**, the Commission does hereby resolve as follows:

Amendment to Commission Duties and Responsibilities:

- a. The following provision shall be added to the Commission Makeup section:

*“Upon a seat becoming available on the Commission, and after current Commissioners review applications, the Commission will vote on a recommendation to propose to the County Board of Supervisors. The County Board of Supervisors makes the final decision on appointments to the Commission.”*

- b. The term “community plan” shall be replaced with “county strategic plan” throughout the document.
- c. The following shall be added under the “Policy and Community Strategic Planning” section:

**Diversity, Equity, & Inclusion Commitment**

- a. *The Commission centers Napa County’s children and families who have been historically underrepresented, and those who are most proximate to and most harmed by systemic racism and its impacts when making decisions and setting direction.*
- b. *Commissioners commit to fostering an inclusive environment, both within the Commission and in interactions with the community.*



- c. *The Commission commits to being anti-racist and to working to dismantle systemic injustices to ensure access to resources and opportunities necessary for all children and families to thrive in Napa County.”*

**b. Amendment to Functioning/Staffing**

The provision: *“Provide direction to staff to carry out the work of the Commission”*

Shall be replaced with: *“Provide direction to the Executive Director to carry out the work of the Commission through their staff team.”*

**c. Addition of Commissioner Code of Conduct**

- a. The following section shall be added to the document:

***Commissioner Code of Conduct***

*Commissioners shall maintain high standards of ethical conduct. Members of the Commission are responsible for:*

- *Complying with all applicable Commissioner Policies and Procedures, including the Brown Act and Robert’s Rules of Order.*
- *Acting only in the best interests of the entire community.*
- *Practicing the Commission’s Shared Values, as stated in the strategic plan.*
- *Considering public input into Commission deliberations and decisions.*
- *Promoting a healthy working relationship with the Executive Director through supportive, open, and honest communication and regular evaluation.*
- *Avoiding acting with a conflict of interest.*
- *Abiding by and supporting the majority decision.*
- *Avoiding the appearance of impropriety at all times.*
- *Devoting adequate time to Commission work.*
- *Maintaining confidentiality of closed sessions.*

***Addressing Violations:***

- *The Executive Director and Commission Chair are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and private use of public resources.*
- *Violations will be addressed by the Commission Chair, who will first discuss the violation with the Commissioner to reach a resolution. If resolution is not achieved, the Chair may appoint an ad hoc committee (less than a quorum) to examine the matter and recommend further action.*
- *Sanctions determined by the committee may include a recommendation to the Chair to censure the Commissioner.*



- *If the Commission Chair is perceived to have violated this policy, the Vice Chair is authorized to pursue resolution*

**d. Amendment to Attendance and participation at Commission meetings**

- a. *The Provision: 12 meetings per year, starting in late afternoon lasting 2 hour with an occasional special meeting called to deal with urgent matter.*

*Shall be replaced with: "The Commission shall conduct 10 meetings per year, starting in late afternoon, with an occasional special meeting called to deal with urgent matters*

- b. *The following section shall be added to the document:*

*"The yearly schedule of the regular meetings of the Commission shall be established by resolution and shall continue until all agendized business is concluded unless adjourned earlier on motion of the Commission for any reason or by the Secretary for lack of a quorum"*

- c. *The Provision: Commissioners must maintain sufficient attendance at Commission meetings.*

*Shall be replaced with: Commissioners must maintain sufficient attendance at Commission meetings. Recommended at 80% attendance rate for any given calendar year*

- d. *The Provision: Commissioners shall come to meetings prepared having read all background materials provided for discussion and possible action.*

*Shall be replaced with: Commissioners shall come to meetings prepared having read all background materials provided for discussion and possible action. Including engaging in detailed review of program evaluation data supporting analysis of program effectiveness*

- e. *The following section shall be added to the document:*

*"When extra support is requested by the Executive Director, Commissioners will support the organization in tabling and community events, as their schedule allows."*

**e. Addition of Commission Onboarding and Professional Development**

- a. *The following shall be added to the document:*



**Commission Onboarding and Professional Development**

- Upon confirmed appointment to the Commission via the County Board of Supervisors, any new Commissioner will meet one-on-one with the Executive Director to review contents of the updated Commissioner binder and all relevant contents. The chair will also offer to connect one-on-one with any new Commissioner within their first 90 days to support their onboarding.
- The Executive Director will meet one-on-one with each Commissioner at least once per fiscal year with the purpose of supporting Commissioner stewardship of any relevant First 5 projects.
- Commissioners are encouraged to engage in ongoing learning or professional development specific to early childhood policy, to support their ability to stay informed and updated on best practices in the 0-5 community.
- The Executive Director will connect with a Commissioner upon the start of their second term if onboarding documents or requirements have changed since their initial onboarding

Passed and Adopted this \_\_\_\_ day of \_\_\_\_\_, 2024, by the following roll call vote:

**AYES:** \_\_\_\_\_  
\_\_\_\_\_

**NOES:** \_\_\_\_\_  
\_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_





## First 5 Napa County Commissioners

**REVISED 12/2024**

**The Board of Supervisors appoints First 5 Napa County Commissioners for a four-year term. The Commission makeup is as follows:**

- One member shall be a member of the Board of Supervisors.
- Two members shall be from among the county health officer and persons responsible for management of the following county functions: children's services, public health services, behavioral health services, social services, and tobacco and other substance abuse prevention and treatment services.
- Six members shall be representatives from the community that include those listed in the section above or from the following categories: recipients of project services included in the county strategic plan; educators specializing in early childhood development; representatives of a local child care resource or referral agency, or a local child care coordinating group; representatives of a local organization for prevention or early intervention for families at risk; representatives of community-based organizations that have the goal of promoting nurturing and early childhood development; representatives of local school districts; and representatives of local medical, pediatric, or obstetric associations or societies.
- Upon a seat becoming available on the Commission, and after current Commissioners review applications, the Commission will vote on a recommendation to propose to the County Board of Supervisors. The County Board of Supervisors makes the final decision on appointments to the Commission.

## **Duties and Responsibilities**

In order to fulfill the responsibilities the Commission and carry out the other powers and duties prescribed in the Children and Families First Act, Commission By-Laws and applicable Commission Policies, Commissioners are expected to commit to a substantive level of time and effort, including but not limited to:

### **Commitment to establishing and maintaining a level of knowledge and understanding about early childhood issues to support responsible policy, strategic and fiscal decisions by the First 5 Commission.**

- This is accomplished by reading Commission packets that include but not limited to the meeting agenda, supportive information and information on First 5 California and First 5 Association.

### **Policy and Community Strategic Planning**

- Commissioners oversee the development of, and approve, a **county** strategic plan as the framework for the allocation of funding, services and activities that enhance the health, well-being and development of children 0-5. Oversee and actively engage in the implementation of the **county strategic plan**.

### **Diversity, Equity, & Inclusion Commitment**

- The Commission centers Napa County's children and families who have been historically underrepresented, and those who are most proximate and most harmed by systemic racism and its impacts when making decisions and setting direction.
- Commissioners commit to fostering an inclusive environment, both within the Commission and in interactions with the community.
- The Commission commits to being anti-racist and to working to dismantle systemic injustices to ensure access to resources and opportunities necessary for all children and families to thrive in Napa County.

### **Allocation of funds**

- Commissioners have independent authority to allocate funds for services for children 0-5 and their families in accordance with the approved **county** Plan.

### **Accountability**

- Ensure that the annual required independent audit is performed and submitted to First 5 California in accordance with established timelines.

- Approve the required annual report submission to First 5 California. Monitor and review local program outcomes and documented results.
- Approve an annual budget and monitor the budget.

### **Functioning/Staffing**

- Approve and monitor policies as needed and ensure adherence to Commission policies and procedures as appropriate.
- Selection and evaluation of the Executive Director.
- Provide direction to the Executive Director to carry out the work of the Commission through their staff team.

### **Commissioner Code of Conduct**

- The Commissioner maintains high standards of ethical conduct for its members. Members of the Commissioner are responsible for:
  - Complying with all applicable Commissioner Policies and Procedures. Including the Brown Act and Robert's Rules of Order
  - Acting only in the best interests of the entire community.
  - Practicing the Commission's Shared Values, as stated in the strategic plan
  - Considering public input into Commission deliberations and decisions.
  - Promoting a healthy working relationship with the Executive Director through supportive, open, and honest communication and regular evaluation.
  - Avoiding acting with a conflict of interest.
  - Commissioners shall abide by and support the majority decision.
  - Avoiding the appearance of impropriety at all times.
  - Devoting adequate time to Commission work.
  - Maintaining confidentiality of closed sessions.

The Commission will promptly address any violation by a Commissioner of the Code of Conduct in the following manner:

The Executive Director and Commission Chair are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and private use of public resources.

Violations of this policy will be addressed by the Commission Chair, who will first discuss the violation with the Commissioner to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Chair of the Commission may appoint an ad hoc committee of less than a quorum of the Commissioners to examine the matter and recommend further courses of action to the Commission.

Sanctions will be determined by the committee, and may include a recommendation to the Chair of Commission to censure the Commissioner. If the Commission Chair is perceived to have violated this policy, the Vice President of the Commission is authorized to pursue resolution.

### **Attendance and participation at Commission meetings**

- The Commission is subject to the Brown Act, Conflict of Interest and Robert's Rules of Order.
- The Commission shall conduct 10 meetings per year, starting in late afternoon, with an occasional special meeting called to deal with urgent matters.
- The yearly schedule of the regular meetings of the Commission shall be established by resolution and shall continue until all agenda business is concluded unless adjourned earlier on motion of the Commission for any reason or by the Secretary for lack of a quorum
- Annual full-day Retreat is usually in March.
- Commissioners must maintain sufficient attendance at Commission meetings. Recommended at 80% attendance rate for any given calendar year.
- Commissioners will notify ED or Chair in advance if they will be late or absent for a meeting.
- Commissioners shall come to meetings prepared having read all background materials provided for discussion and possible action. Including engaging in detailed review of program evaluation data supporting analysis of program effectiveness.
- Commissioners will adhere to agreed upon meeting etiquette and refrain from taking calls, reading emails, and texting during meeting times.
- Commissioners shall fully participate in the decision making process including time for processing of information and debate as well as allowing each person to speak and express their point of view.
- When extra support is requested by the Executive Director, Commissioners will support the organization in tabling and community events, as their schedule allows.
- Strongly recommend attendance at one First 5 California meeting each year.

### **Commission Onboarding and Professional Development**

- Upon confirmed appointment to the Commission via the County Board of Supervisors, any new Commissioner will meet one-on-one with the Executive Director to review contents of the updated Commissioner binder and all relevant contents. The chair will also offer to connect one-on-one with any new Commissioner within their first 90 days to support their onboarding.
- The Executive Director will meet one-on-one with each Commissioner at least once per fiscal year with the purpose of supporting Commissioner stewardship of any relevant First 5 projects.
- Commissioners are encouraged to engage in ongoing learning or professional development specific to early childhood policy, to support their ability to stay informed and updated on best practices in the 0-5 community.
- The Executive Director will connect with a Commissioner upon the start of their second term if onboarding documents or requirements have changed since their initial onboarding

**Serve on subcommittees and/or ad hoc committees, work groups and task forces.**

**Engage in the priorities and goals of First 5 Napa County in the community.** These can include representing the Commission in areas such as:

- Attendance at community meetings and events.
- Participating in Commission-hosted or -funded meetings and events.

**Willingness and ability to serve as a Commission Officer.** The Chair and Vice Chair currently serve a one (calendar) year term. Committee Chairs and members serve a minimum of one year and may serve indefinitely.

**Duties and responsibilities of Commission Chair include:**

- Reviewing and approving agendas and meeting materials
- Presiding at/conducting meetings
- Appointing Chairs of standing and ad hoc Committees
- Presenting reports to the full Commission
- Representing the Commission at public or other meetings
- Formal conversation with Commissioner if frequently late or missing meetings
- Carrying out any other duties/activities delegated by the Commission

**Duties and responsibilities of the Vice Chair include**

- Acts as Chair, presides at meetings when the Chair is not present, and has the power of the Chair
- Performs the duties delegated to him/her by the Chair
- Monitors or manages conversation with commissioners not participating on Committee(s).

**Committee (sub and ad hoc) Process**

Committees can be established to perform tasks and activities to facilitate the mission and goals of the Commission. There are two standing committees: Executive and Personnel. The Executive Committee of the Commission will include the Chair, Vice Chair, immediate past Chair (if possible) and at least one other Commission member. The Personnel Committee shall have the same membership as the Executive Committee. Ad hoc committees shall be advisory to the commission and shall exist only for such as time as necessary.

**Duties and Responsibilities of Committee Chairs include**

- Reviewing and approving agendas and meeting materials
- Presiding at/conducting meetings
- Responsible for minutes of meetings by appointing person to do so
- Presenting reports to the full Commission
- Representing the Commission at public or other meetings

#### **Other**

- Recommendations must come from a vote of the majority of committee members.
  - A quorum must be present at a committee meeting to make any recommendations.
  - For a committee of five, three Commissioners would make up a quorum.
  - If no agreement on a recommendation, the issue goes to a full Commission discussion
  - Committees will take minutes and will distribute those minutes to the rest of the committee members. If changes to the minutes are needed, technical changes can be agreed upon via email. If more than technical changes are needed, the committee must come back together to discuss. Committees will capture the most important information and recommendations to bring to the full Commission
- 
- **This document will be reviewed annually or as needed.**



**Resolution No. 2024-04**

**A Resolution of the First 5 Napa County Children and Families Commission  
Resolution to Amend the Bylaws to Adopt Gender-Neutral Language and Update Powers and  
Duties**

**WHEREAS**, the First 5 Napa County Children and Families Commission strives to promote inclusivity and equity in all governance practices; and

**WHEREAS**, the current bylaws contain gendered language, and updating the language to be gender-neutral aligns with the organization's commitment to inclusivity; and

**WHEREAS**, the Commission's Purpose and Intent must be updated to center equity, anti-racism, and inclusivity as core principles in the Commission's work and decision-making;

**WHEREAS**, the powers and duties outlined in Section 2 require clarification and updating to reflect the current operational structure and responsibilities;

**NOW, THEREFORE**, the Commission does hereby resolve as follows:

- a. All gendered terms in the bylaws, including but not limited to "he," "she," "his," and "her," shall be replaced with gender-neutral terms such as "they," "their," or equivalent non-gendered language.
- b. The Purpose and Intent section of the bylaws shall be amended as follows:
  - a. The current provision:  
*The Commission's intent is to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development. It is further the intent to integrate the Commission's planning and programs with existing service delivery systems for children from prenatal to age five and their families.*
  - b. Shall be replaced with:  
*The Commission's intent is to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development. It is further the intent to integrate the Commission's planning and programs with existing service delivery systems for children from prenatal to age five and their families. The Commission centers Napa county's children and families who have been historically underrepresented, and those who are most proximate to and harmed by systemic racism and its impacts when making decisions and setting direction. The Commission commits to being anti-racist and*



*working to dismantle systemic injustices to ensure access to resources and opportunities necessary for all children and families to thrive in Napa County.*

- c. Article 2, Section (c) of the bylaws shall be amended as follows:
  - a. The current provision:  
*(c) Supervise all officers, agents, employees, and advisory committees of the Commission to assure that their duties are performed properly;*
  - b. Shall be replaced with:  
*(c) Supervise the work of all officers, advisory committees, and the Executive Director serving the Commission to assure that their duties are performed properly.*

Passed and Adopted this \_\_\_\_ day of \_\_\_\_\_, 2024, by the following roll call vote:

**AYES:** \_\_\_\_\_

\_\_\_\_\_

**NOES:** \_\_\_\_\_

\_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_





**Bylaws**

Amended 12/2024

**1. Purpose and Intent:**

The Commission’s intent is to facilitate **the** creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development. It is further the intent to integrate the Commission's planning and programs with existing service delivery systems for children from prenatal to age five and their families. **The Commission centers Napa county’s children and families who have been historically underrepresented, and those who are most proximate to and harmed by systemic racism and its impacts when making decisions and setting direction. The Commission commits to being anti-racist and working to dismantle systemic injustices to ensure access to resources and opportunities necessary for all children and families to thrive in Napa County.**

**2. Powers and Duties**

The powers and duties of the Commission shall include, but are not limited to, the following:

- (a) Perform any and all duties imposed on them collectively or individually by law or by these Bylaws;
- (b) Prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the commission;
- (c) Supervise the work of all officers, advisory committees, and the Executive Director serving the Commission to assure that their duties are performed properly;**
- (d) Meet at such times and places as required by these Bylaws;
- (e) Approve the annual strategic plan for the support and improvement of early childhood development within the county, after conducting at least one public hearing on the proposed county strategic plan;
- (f) On at least an annual basis, review the county strategic plan and revise as necessary and appropriate after conducting a public hearing to consider proposed revisions;
- (g) Submit the county strategic plan and any revisions to it to the State Commission;
- (h) Approve an annual budget;
- (i) Prepare and adopt an annual audit and report pursuant to Health and Safety Code Section 130150 (b) and conduct public hearings;
- (j) Elect the Officers of the Commission;



## Bylaws

(k) Apply for those grants determined to be consistent with the purpose and intent of the Commission from a person, corporation, foundation, or other entity, or from the state or an agency or political subdivision thereof, or from the federal government or any agency instrumentality thereof, in furtherance of a program of early childhood development;

(l) Enter into such contracts as necessary or appropriate to carry out the provisions and purposes of the Children and Families First Act;

(m) Conduct at least one public hearing on each annual report prepared by the State Commission pursuant to Health and Safety Code Section 130150 (b);

(n) Consider the State Commission's findings and research and apply them to the county strategic plan as deemed appropriate;

(o) Solicit technical assistance from the State Commission as deemed necessary and appropriate;

(p) Provide input to the State Commission regarding guidelines and other matters as the Commission deems necessary and appropriate;

### **3. Officers**

#### **A. Chairperson and Vice-Chairperson.**

1. **Time of Election.** At its first meeting each calendar year, the Commission shall elect a Chairperson and Vice-Chairperson from among the members.
2. **Term.** Each Chairperson and Vice-Chairperson who is elected shall serve until **their** successor is elected and assumes the office of Chairperson or Vice-Chairperson. In no event shall the Chairperson or Vice-Chairperson serve more than two terms in that office.
3. **Duties of the Chairperson and Vice-Chairperson.** The Chairperson of the Commission or, in **their** absence, the Vice-Chairperson, shall act as the presiding officer of the Commission and in that capacity shall preserve order and decorum, decide questions of order subject to being overruled by a two-thirds vote of the Commission, and perform such other duties as are required by law. The Chairperson shall in addition have all the rights and duties enjoyed by any other member.
4. **Participation of the Chairperson.** The Chairperson of the Commission, or in **their** absence the Vice-Chairperson, may make or second any motion



## Bylaws

and present and discuss any matter on the agenda in the same manner as any other member without having to step down from the Chair.

- B. **Secretary.** The Commission shall appoint a Secretary, who need not be a member of the Commission.
- C. **Executive Committee.** There shall be an Executive Committee composed of the Chairperson, the Vice-Chairperson, the immediate past Chairperson and a member-at-large appointed by the Chairperson. In the event that a single Commissioner fills more than one of these positions, then the Chairperson shall appoint two members-at-large.

### 4 **Meetings of the Commission**

- A. **Date of Regular Meetings.** The day of the Regular meetings of the Commission shall be established by resolution. All dates of regular meetings of the Commission shall be shown on a calendar which the Commission shall adopt at its first meeting each calendar year. Notwithstanding any of the foregoing, any regular meeting of the Commission may be canceled by majority vote of the Commission or, at any time, by the Chairperson (or in his or her absence, the Vice-Chairperson) or the Secretary for lack of business or by the Secretary for lack of a quorum.
- B. **Time of Regular Meetings.** The time of the Regular meetings of the Commission shall be established by resolution and shall continue until all agendaized business is, concluded unless adjourned earlier on motion of the Commission for any reason or by the Secretary for lack of a quorum.
- C. **Location of Regular Meetings.** The location of regular meetings of the Commission shall be established by resolution.
- D. **Emergency and Special Meetings.** Emergency or special meetings shall be called in conformance with the provisions of the Brown Act (Government Code section 54950 and following) and may be canceled in the same manner as provided in these Bylaws for cancellation of regular meetings.
- E. **Conduct of Meetings.** All meetings of the Commission shall be conducted in conformance with the provisions of the Brown Act (Government Code section 54950 and following).

### 5. **Agendas**



## Bylaws

- A. **Posting.** The Secretary shall prepare, post, and otherwise give notice of the agenda for each meeting of the Commission in accordance with the requirements of the Brown Act.
  - B. **Inclusion on Agenda Required for Discussion or Action.** No matter may be considered or acted upon unless it is included on the posted agenda or a supplemental agenda.
  - C. **Supplemental Agenda.** A supplemental agenda will be prepared and considered by the Commission only under the following conditions:
    - 1. **Emergencies.** Upon a determination by the Commission that an emergency situation exists, as defined in Section 54956.5 of the Government Code.
    - 2. **Need Arising after Posting.** Upon a determination by a two-thirds vote of the Commission, or, if less than two-thirds of the potential votes are present, a unanimous vote of those members present, that there is a need to take immediate action and the need to take action came to the attention of the Commission subsequent to the regular agenda being posted.
    - 3. **Recently Continued Item.** The item was properly posted for a prior meeting of the Commission occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.
  - D. The Secretary shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet to any individual that requests it. The Secretary shall comply with all other mailing requirements found in the Brown Act.
6. **Conduct of Meetings**
- A. **Order of Business.** The regular order of business of the Commission shall be:
    - 1. Call to order.
    - 2. Approval of the minutes of the previous meeting.
    - 3. Agenda of the Commission.
    - 4. Adjournment.



## Bylaws

- B. Parliamentary Procedure.** Unless otherwise provided by these Bylaws, all proceedings before the Commission shall be conducted in accordance with and pursuant to the parliamentary procedure prescribed in “Robert’s Rules of Order.” If strict compliance with the procedures described therein hinder the efficient functioning of the Commission on a particular item of business, the Chairperson, with the consent of the Commission, may suspend the Rules for that particular item of business.
  - C. Preservation of Order.** The Chairperson shall preserve order at all public hearings and shall decide business questions of order subject to being overruled by a two-thirds vote of the Commission. Persons who become disruptive or abusive may be ejected from the hearing.
  - D. Recording of Meetings.** Any meeting of the Commission, other than a closed session permitted under the Brown Act, may be recorded by any person, unless the Commission determines that such recording could constitute a disruption of the proceedings.
- 7. Resolution.** All resolutions of the Commission shall be adopted by the Commission and attested to by the Secretary.
- 8. Presentations to the Commission**
- A. Identification of Speaker.** Any person desiring to address the Commission shall, when recognized by the Chairperson, give their name.
  - B. Limitations on Time.** The Chairperson may, in the interest of facilitating the business of the Commission, set in advance of the presentation of testimony reasonable time limits for oral presentations. Persons may be required to submit written testimony in lieu of oral testimony if the Chairperson determines that a reasonable opportunity for oral presentations has been provided, and in such a case, the hearing will be continued to a later date to allow a reasonable time for such submittals to occur.
  - C. No Testimony after Close of Hearing.** No testimony shall be accepted after the close of the public hearing, except that Legal Counsel may be consulted on legal issues without reopening the public hearing.
- 9. Effect of Failure to Comply with Bylaws**



## Bylaws

Failure to comply with any of these Bylaws shall invalidate an action only if it prejudices the substantial rights of the person alleging the error or if invalidation is required by statute. Persons alleging procedural error shall have the burden of proof as to whether the error occurred and whether the error has prejudiced the person's substantial rights.

### **10. Recordation of Commission Actions**

All official actions or decisions by the Commission shall be entered in the minutes of the Commission. The vote or votes of each member on every question shall be recorded.

### **11. Voting and Quorum**

- A. Roll Call Vote.** A roll call vote may be required in voting upon any motion of the Commission at the discretion of the Chairperson.
- B. Quorum.** A quorum for the transaction of business shall exist only as long as a majority of the members of the Commission are present.
- C. Voting Affected by Conflict of Interest.** As a general rule, no member with a conflict of interest as defined by the Political Reform Act (Government Code sections 81000 and following) shall participate in any discussion or voting. The Commission may adopt procedures to minimize the perception of bias even when a Commissioner does not have a disqualifying conflict of interest pursuant to the Political Reform Act.

### **12. Budget**

The annual budget shall appropriate all funds for expenditure.

### **13. Independent Public Entity**

As provided in Health and Safety Code §130140.1(a), the Commission is an independent public entity separate from the County of Napa, as defined by Section 53050 of the Government Code.

### **14. Changes to Bylaws**

The provisions of these Bylaws may be altered, amended, or repealed only by resolution of the Commission.

### **15. Subcommittees**



## **Bylaws**

The Commission may establish, by resolution, one or more subcommittees to facilitate the goals and purposes of the Commission.



**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION  
AGREEMENT 608-25**

**THIS AGREEMENT** is made and entered into as of this December 9, 2024 by and between First 5 Napa County Children and Families Commission, hereinafter referred to as "COMMISSION", and, **Within Collaborative** whose business address is **900 Santa Barbara Rd. Berkeley, CA 94707** hereinafter referred to as "CONTRACTOR";

**Recitals**

**WHEREAS**, in the fall of 2017, First 5 Napa partnered with the Within Collaborative to establish a place-based, cross-sector leadership network in Napa County aimed at improving early childhood systems and outcomes for children aged 0-5;

**WHEREAS**, the original strategy was designed to activate local leaders as key agents of change to address systemic challenges affecting young children and families in Napa County;

**WHEREAS**, the inaugural cohort of the First 5 Napa Network was launched in January 2018, followed by a second cohort in January 2020, which successfully navigated the challenges of the COVID-19 pandemic and concluded in October 2021, and a third cohort, which launched in January 2022 and ended in April 2022;

**WHEREAS**, the First 5 Napa Commission recognizes the valuable contributions of the 50 local leaders activated through the First 5 Napa Network and acknowledges the need to reenergize and reengage network members to sustain momentum, strengthen collaboration, and continue driving impactful systems-level change for Napa County's children and families;

**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 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 COMMISSION.
- 2. Compensation.** COMMISSION shall pay CONSULTANT as compensation in full, not to exceed \$72,450.00 for consulting services; 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 December 9, 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 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.

**COMMISSION**

Ashley Walker  
Executive Director  
First 5 Napa County  
1303 Jefferson St. 100A  
Napa, CA 94559

**CONTRACTOR**

Adene Sacks  
Within Collaborative  
900 Santa Barbara Rd.  
Berkley, CA 94707

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 meruit, etc. for work done without the appropriate COMMISSION authorization
6. **COMMISSION'S Right to Terminate 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 amount owing for the work satisfactorily performed prior to the date of termination. 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 remembered 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.
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 two (2) 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.** CONTRACTOR shall obtain and maintain in full force and effect throughout the term of this Agreement, and thereafter as to matters occurring during the term of this Agreement, the following insurance coverage:
  - a. **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 coverage upon request by COMMISSION.
  - b. **General Liability Insurance.** CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement a general liability insurance policy (personal injury and property damage) of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence, issued by a company duly and legally licensed to transact business in the State of California, covering liability for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of CONTRACTOR or any officer, agent, or employee of CONTRACTOR under this Agreement.
  - 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 (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.

**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.
- 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.

**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.

First 5 NAPA COUNTY CHILDREN AND FAMILIES  
COMMISSION

WITHIN COLLABORATIVE

By \_\_\_\_\_  
Juan Cisneros, Chairperson  
"COMMISSION"

By \_\_\_\_\_  
Adene Sacks  
"CONTRACTOR"

APPROVED AS TO FORM  
Betsy Strauss, COMMISSION Counsel

By \_\_\_\_\_

By \_\_\_\_\_  
ATTEST:  
Secretary of Commission

# Scope of Work | First 5 Napa

## Reenergizing the First 5 Napa Network



### 2024-2025 Program Narrative

#### Where we have been:

In the fall of 2017, First 5 Napa partnered with the Within Collaborative to create a place-based cross-sector leadership network in Napa County. The initial strategy sought to activate local leaders as key agents of change, focused on re-designing early childhood systems to improve outcomes for children 0-5 in Napa County. The original goals were as follows.

- Increase the collaborative capacity of leaders in the First 5 Napa Network to take systems-level action on issues that reduce the impact of ACES on Napa's children.
- Support the ability of the Network to step into community-wide leadership and advocacy around the impact of systemic inequities on early childhood outcomes.
- Launch or lead projects that advance issues for early childhood and further integrate parts of the system of care around early childhood in Napa.
- Elevate the work of the F5 Commission in the community as a backbone and host for efforts that enable collaboration on key issues impacting Napa's children across issues and sectors.

That first cohort launched in January 2018. The second cohort launched in January 2020 and weathered the pandemic together, ending in October 2021 (6 months behind schedule). The third cohort launched in January 2022 and ended in April 2022. All together, 50 local leaders were activated as part of the F5 Napa Network

The impact of the Network was last assessed in July 2022. That evaluation included Cohort 3 members who had just completed their cohort experience, as well as alumni from Cohort 1 and 2. The snapshot at that moment in time was a network that was active and engaged. More specifically, alumni reported the following (cited from the evaluation report [here](#)) :

- **Since joining F5NN, alumni report substantial growth in their leadership/professional development and capacities to lead community change.** Many alumni were engaging in collaborations both in and outside of F5NN, exercising more influence in professional and community roles, and engaging in anti-racist activities. Additionally, most alumni report more energy, connection and understanding of their roles and abilities to effect change for children 0-5 and families in Napa County.
- **Alumni say the F5NN cross-cohort network is robust and is meaningfully impacting the lives of children and families.** Alumni point to the network's collective insights, value and community achievements so far (e.g., rainbow kits, progress on anti-racism and mental health, ARPA funding). The key strengths of the network are its diversity and members' commitments to connection, collaboration and shared values/mindsets for community change. F5NN's leadership may be hindered by limited involvement among community decisionmakers and insufficient clarity, coordination and resources for collective projects/actions.
- **Alumni note that there are several stories to be told about the network and its impacts** as F5NN pursues case studies and other means of communicating about this work. While we did not ask alumni directly about their intentions for future engagement in the network, several indicate that the F5NN connections and lessons are part of their everyday work, and they see themselves as part of systems change efforts that must continue.

## Where are we now:

Since then, the Network's activities and gatherings have been episodic – and the collective project work, a hallmark of the Network, has slowed. Some of the program teams continued to work through the end of 2022; specifically focused on encouraging young people to consider careers in early childhood and working to make public spaces (like the Farmer's Market) more diverse and accessible to families. Attendance at social gatherings has dropped, and a recent survey sent to Network members elicited a dismal response.

There is general agreement that a number of factors is contributing to the dropoff in Network participation and activity. Within understands that the following is of concern:

- **Network attrition.** Some network members have left their jobs, left the County, retired, or, in one case, passed away (we miss Bob!) A few no longer respond to any invitations



or requests for support. While this is normal, some feel that the lack of structure and focus has accelerated the network's natural attrition.

- **Staff changes.** F5 Napa has had three directors in as many years. These staff changes may have contributed to inconsistent support and communication across the network.
- **Project focus and continuity:** Commission members are concerned that past projects did not align with F5 Napa's core strategies – and require longer programmatic and financial commitment by the commission than was expected.

The commission is asking some important questions as it considers how and whether to continue to invest in the F5NN:

- How might we re-energize the First 5 Napa Network? Do members want to continue to work together to support the needs of Napa's youngest?
- What projects are key to the F5 Napa strategy? And, is there Network interest and capacity to support that work? (e.g. supporting the emerging needs of immigrant families)
- What policy objectives are essential to Napa's families in the coming years? What role might the Network play in achieving those objectives? (e.g. supporting the drive to put a soda or sales tax on the ballot to increase financial support for early childhood).
- What roles might community partners play in the long-term sustainability of the network's project work?
- On what basis would F5 Napa move forward with future cohorts?

The F5 Napa Commission has requested a proposal from the WithIn team to work over the next year to reenergize the network, engage in select projects and explore the viability of future cohorts for the First 5 Napa Network.

## Proposed activities in 2024-25:

The WithIn team has designed a process that looks to reenergize (and possibly expand) the network, move important project work forward, and explore how F5 Napa might support the network and its strategy with more clarity and purpose. We have also structured the budget as an "up to"; meaning that costs are only incurred if there is sufficient participation. We want to match our efforts with the energy that may (or may not) exist in the community for this work.

To start, WithIn will assemble a small advisory team of network members, Commissioners and staff to identify 2-3 key priorities to put before the Network. This group will then plan and



facilitate a network gathering that will serve as a reunion and a working session to determine interest and capacity in moving forward.

After that gathering, F5N leadership will be asked to approve a set of activities to move the work forward. This could be a strategy task force focused on moving a specific policy forward; and/or it could be a design sprint to explore or prototype specific strategies with a community partner; and/or it could be a F5NN focused committee that will continue to engage the network. Our recommendation is to refine the budget after the initial network gathering.

A central objective of this year's activities is to gauge whether the Network continues to be a primary vehicle to achieve the vision of F5 Napa that serves the county by "mobilizing the community to use systems and design thinking to center and lift up the community's young children, their families and the providers who serve them."

The WithIn team has been honored to be a partner in this work – and would be honored to explore what future is possible.

## WithIn proposed budget: 2024-25

	Total DAYS	Total BUDGET	Notes
Network Re-Engagement Design Strategy	6.00	\$15,000.00	The WithIn team is proposing to work with a small team of Network members and F5N staff to design and facilitate a network reunion and re-engagement strategy. The intent will be to reenergize and focus the network on current issues facing Napa families and aligning members on key F5N priorities and opportunities. The goal will be to identify 1-2 priorities to move forward, and a committee of folks focused on network engagement.
Full Network Gathering	3.00	\$7,500.00	This supports the design and facilitation of a F5NN in-person gathering (or two shorter gatherings). This will be co-facilitated with members of the network and staff.
F5NN Reengagement Strategy Task Force	3.00	\$7,500.00	Following the gathering, we recommend that WithIn supports a series of activities and meetings focused: reenergizing the F5NN network; aligning network members on policy proposals (ex: soda tax effort); and assessing readiness and focus for Cohort 4. This budget is an up-to number for WithIn's time advising and coaching lead members of the task force, including staff.
Design/Strategy Sprint #1	6.00	\$15,000.00	WithIn recommends that, following the in-person gathering, that F5N launch 1-2 design sprints that allow network members and community partners to work on projects that further the opportunities/challenges to Napa's youngest. This budget line allows a member of the WithIn team to work with a F5N staff or network member to lead the design work. We recommend that lead network members be offered a stipend to ensure the project is a key priority. F5N will only be billed for time spent.

Design/Strategy Sprint #2	6.00	\$15,000.00	If there is energy in the network, the Within team would support a second design sprint. The assumption is that this design work would focus on a secondary priority area of F5N's strategy. F5N will only be billed for time spent.
Network participation stipends		\$3,000.00	Two stipends of \$1500 for lead network members on design sprint projects. If possible, we'd love to discuss this budget line again once we know the extent of the member involvement.
Within Overhead		\$9,450.00	Within Overhead is 15%
<b>Project TOTAL</b>		<b>\$72,450.00</b>	