



# FIRST 5

## NAPA COUNTY

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

**AGENDA**  
**January 27, 2025**  
**3:00 PM-5:00 PM**

<b>Agenda Item</b>	<b>Facilitator</b>	
1) Call to Order	J. Cisneros	
2) Public Comment	J. Cisneros	
3) Mission and Vision Moment	A.Walker	
<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>December 9, 2024</i>	J. Cisneros	<b>*ACTION</b>
5) Commission Business a) Form 700 Reminder	J. Cisneros	
6) Presentation and possible approval of 2 <sup>nd</sup> Quarter Financials for fiscal year 24-25	T. Schulze	<b>*ACTION</b>



# FIRST 5

## NAPA COUNTY

---

7) 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>
---	----------	----------------

---

8) Executive Director Report	A.Walker
- Funding the Next Generation Cohort	
- First 5 Association Annual Summit	
- First 5 Association FY26 dues	

---

9) Mid-Year Programs Report	A.Walker & I.Avina
-----------------------------	--------------------

---

10) Items for next commission meeting	J. Cisneros
-Impact Grant Report from CRC	

---

13) Announcements	J. Cisneros
-------------------	-------------

Next Commission Meeting: February 24, 2025 from 3-5PM



**\*\*UPDATED MEETING DETAILS\*\***  
**December 9, 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 type="checkbox"/> Juan Cisneros-absent	<input checked="" type="checkbox"/> Jennifer Ocon	<input checked="" type="checkbox"/> Monica Koenig
<input type="checkbox"/> Torence Powell-absent	<input type="checkbox"/> Joelle Gallagher-absent	<input checked="" type="checkbox"/> Jennifer Yasumoto
<input checked="" type="checkbox"/> Kelsey Petithomme	<input type="checkbox"/> Vanessa Rubio-absent	<input checked="" type="checkbox"/> Marlena Garcia

Staff present:

<input checked="" type="checkbox"/> Ashley Walker	<input checked="" type="checkbox"/> Jesse Ramer
---	---

2. Public Comment

1. No public comments.

3. Mission and Vision Moment

a) Michele Grupe presented on the interconnected impacts First Five Napa Network members have been having across the county on community projects using human-centered designed. Some projects highlighted include CLC & COAD cultural hub, and the Farm Worker Housing Report.

4. Approval of Commission Minutes, M. Koenig

a) Minutes for October 2024

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

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

5. Commission Business

- a) Welcome, Marlena Garcia present for her first official meeting
- b) Welcome new First 5 staff member, Jesse Ramer, manager of development and communications
- c) Nomination and vote of approval for Jennifer Yasumoto to join the Executive Committee and fill the currently vacant “member at large” position

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

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

6. Presentation: Cope program updates from FY24 and presentation of RSG/Home Visiting contract plan for remainder of FY25

a) Maria Chavez presented on behalf of Cope Family center and spoke to program effectiveness, updates, and shared client stories

7. Review and possible approval of updated FY25 RSG/Home Visiting Contract with Cope in the amount of \$75,000.  
 a. (Motion 1<sup>st</sup> by JY, 2<sup>nd</sup> by KP)

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

8. Review and possible approval of Resolution 2024-03 which updates the Commissioner Duties & Responsibilities document as recommended from the Ad Hoc Committee

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

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

9. Review and possible approval of Resolution 2024-04 which updates the Commission Bylaws as recommended from the Ad Hoc Committee

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

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

10. Review and possible approval of Withinin Collaborative contract of up to \$72,450 for First 5 Napa Network reenergizing contract

- a) No action taken. Recommendation to bring this agenda item back to the January Commission agenda.

11. Items for next Commission Meeting, M.Koenig

- Q2 Financials
- Mid-year program report
- Funding the Next Generations updates

12. Announcements

- a) none

Adjourn: 5 :17 pm. \_\_\_\_\_

Monica Koenig, Vice Chair

ATTEST:

\_\_\_\_\_  
 Ashley Walker, Secretary

Commissioners Voting Key

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

**First 5 Financials Fiscal Year 2024-25**  
**As of December 31, 2024**

		Total Fund	Prop 10		Home Visitation	Quality Counts		Total Fund
		2024-25 Budget	Prog/Eval 2024-25 Actuals	Admin 2024-25 Actuals	2024-25 Actuals	Impact Leagcy 2024-25 Actuals	QCCBG 2024-25 Actuals	2024-25 Actuals
<b>Revenues</b>								
45100	Interest Income	5,000	\$ 11,020	\$ -	\$ -	\$ -	\$ -	\$ 11,020
43605	State: Children & Families First (Prop 10)	664,797	177,848	44,462	-	-	-	222,310
43790	State: Prop 56	-	-	-	-	-	-	-
43790	State: Impact Legacy	1,543,369	-	-	-	261,795	-	261,795
43790	State: QCCBG	-	-	-	-	-	-	-
43790	State: PDG-R Grant	-	-	-	-	-	-	-
43790	State: HV Coordination Grant	56,926	-	-	-	-	-	-
43790	State: Other	-	3,083	-	-	-	-	3,083
46800	Charges for Services	-	-	-	880	-	-	880
47150	Other Grants	5,000	-	-	-	-	-	-
47500	Donations and Contributions	-	5,200	-	-	-	-	5,200
<b>Total Revenues</b>		<b>2,275,092</b>	<b>\$ 197,151</b>	<b>\$ 44,462</b>	<b>\$ 880</b>	<b>\$ 261,795</b>	<b>\$ -</b>	<b>\$ 504,288</b>
<b>Expenditures</b>								
51100	Salaries/Benes - All	437,333	\$ 96,735	\$ 47,645	\$ 6,482	\$ 8,716	\$ 717	\$ 160,295
52125	Accounting and Auditing Services	30,000	15,397	-	-	-	-	15,397
52140	Legal Services	4,000	-	-	-	-	-	-
52305	Training Services	10,850	-	-	-	-	-	-
52310	Consulting Services	255,458	51,317	-	-	-	-	51,317
52320	Interpreting Services	3,000	825	-	-	-	-	825
52345	Janitorial Services	1,500	630	-	-	-	-	630
52490	Other Professional Services	28,500	-	1,569	-	-	-	1,569
52600	Rents/Leases - Equipment	6,000	908	908	-	-	-	1,816
52605	Rents/Leases - Building & Improvements	58,800	14,989	14,989	-	-	-	29,978
52705	Insurance - Premiums	16,800	7,800	7,800	-	-	-	15,600
52800	Communications	4,500	1,453	1,454	-	-	-	2,907
52810	Advertising/Marketing	2,000	-	1,002	-	-	-	1,002
52830	Publications/Legal Notices	250	-	-	-	-	-	-
52900	Training/Conference Expenses	5,000	6,041	-	-	-	-	6,041
52905	Business Travel/Mileage	3,500	-	-	-	-	-	-
53100	Office Supplies	2,500	704	704	-	-	-	1,408
53105	Office Expenses-Furn & Fixture	3,000	220	220	-	-	-	440
53110	Freight/Postage	100	-	-	-	-	-	-
53115	Books/Media/Periodicals/Subcr	60	-	-	-	-	-	-
53120	Memberships/Certifications	8,500	3,063	3,062	-	-	-	6,125
53410	Computer Equipment/Accessories	2,500	876	876	-	-	-	1,752
53415	Computer Software/Licensing Fees	6,600	487	486	-	-	-	973
53600	Special Department Expense	12,750	2,458	-	-	4,789	-	7,247
53650	Business Related Meals & Supplies	4,000	642	-	-	-	-	642
54805	Community Grants: Prop 10	12,000	-	-	-	-	-	-
54805	Community Grants: Impact Legacy	1,374,770	-	-	-	248,291	-	248,291
54805	Community Grants: HV Coordination Grant	75,000	-	-	-	-	-	-
<b>Total Expenditures</b>		<b>2,369,271</b>	<b>\$ 204,546</b>	<b>\$ 80,715</b>	<b>\$ 6,482</b>	<b>\$ 261,795</b>	<b>\$ 717</b>	<b>\$ 554,255</b>
FY24 revenues received in current year		-	1,888	-	-	583,524	-	585,412
<b>Net Surplus (Deficit)</b>		<b>(94,179)</b>	<b>\$ (5,507)</b>	<b>(36,253)</b>	<b>\$ (5,602)</b>	<b>\$ 583,524</b>	<b>\$ (717)</b>	<b>\$ 535,445</b>
Beginning Fund Balance		608,294	\$ 1,070,031	\$ (536,892)	\$ (38,921)	\$ (345,898)	\$ 149,823	\$ 298,143
Surplus/(Deficit) current Year		(94,179)	(5,507)	(36,253)	(5,602)	583,524	(717)	535,445
Ending Fund Balance		514,115	\$ 1,064,524	\$ (573,145)	\$ (44,523)	\$ 237,626	\$ 149,106	\$ 833,588
<b>Total Admin</b>			<b>\$ 80,715</b>					
<b>Total Expenditures</b>			<b>\$ 554,255</b>					
<b>Percentage of admin</b>				<b>15%</b>				

**First 5 Financials Fiscal Year 2024-25  
Budget to Actuals as of December 31, 2024**

Target %  
50%

	Total Fund	Total Fund	Total Fund	Total Fund	Variance	
	2024-25	2024-25	2024-25	2024-25	2024-25	
	Adopted Budget	Budget Adjustments	Revised Budget	Actuals	Budget vs Actuals	
<b>Revenues</b>						
45100 Interest Income	\$ 5,000		\$ 5,000	\$ 11,020	\$ 6,020	220%
43605 State: Children & Families First (Prop 10)	664,797		664,797	\$ 222,310	(442,487)	33%
43790 State: Prop 56	-		-	\$ -	-	
43790 State: Impact Legacy	1,543,369		1,543,369	\$ 261,795	(1,281,574)	17%
43790 State: HV Coordination Grant	56,926		56,926	\$ -	(56,926)	0%
43790 State: Other	-		-	\$ 3,083	3,083	
46800 Charges for Services	-		-	\$ 880	880	
47150 Other Grants	5,000		5,000	\$ -	(5,000)	0%
47500 Donations and Contributions	-		-	\$ 5,200	5,200	100%
<b>Total Revenues</b>	<b>\$ 2,275,092</b>	<b>\$ -</b>	<b>\$ 2,275,092</b>	<b>\$ 504,288</b>	<b>\$ (1,770,804)</b>	<b>22%</b>
<b>Expenditures</b>						
51100 Salaries/Benes - All	\$ 437,333		\$ 437,333	\$ 160,295	\$ 277,038	37%
52125 Accounting and Auditing Services	30,000		30,000	\$ 15,397	14,603	51%
52140 Legal Services	4,000		4,000	\$ -	4,000	0%
52305 Training Services	10,850		10,850	\$ -	10,850	0%
52310 Consulting Services	255,458		255,458	\$ 51,317	204,141	20%
52320 Interpreting Services	3,000		3,000	\$ 825	2,175	28%
52345 Janitorial Services	1,500		1,500	\$ 630	870	42%
52490 Other Professional Services	28,500		28,500	\$ 1,569	26,931	6%
52600 Rents/Leases - Equipment	6,000		6,000	\$ 1,816	4,184	30%
52605 Rents/Leases - Building & Improvements	58,800		58,800	\$ 29,978	28,822	51%
52705 Insurance - Premiums	16,800		16,800	\$ 15,600	1,200	93%
52800 Communications	4,500		4,500	\$ 2,907	1,593	65%
52810 Advertising/Marketing	2,000		2,000	\$ 1,002	998	50%
52830 Publications/Legal Notices	250		250	\$ -	250	0%
52900 Training/Conference Expenses	5,000		5,000	\$ 6,041	(1,041)	121%
52905 Business Travel/Mileage	3,500		3,500	\$ -	3,500	0%
53100 Office Supplies	2,500		2,500	\$ 1,408	1,092	56%
53105 Office Supplies-Furn & Fixture	3,000		3,000	\$ 440	2,560	15%
53110 Freight/Postage	100		100	\$ -	100	0%
53115 Books/Media/Periodicals/Subcr	60		60	\$ -	60	0%
53120 Memberships/Certifications	8,500		8,500	\$ 6,125	2,376	72%
53410 Computer Equipment/Accessories	2,500		2,500	\$ 1,752	748	70%
53415 Computer Software/Licensing Fees	6,600		6,600	\$ 973	5,627	15%
53600 Special Department Expense	12,750		12,750	\$ 7,247	5,503	57%
53650 Business Related Meals & Supplies	4,000		4,000	\$ 642	3,358	16%
54805 Community Grants: Prop 10	12,000		12,000	\$ -	12,000	0%
54805 Community Grants: Impact Legacy	1,374,770		1,374,770	\$ 248,291	1,126,479	18%
54805 Community Grants: HV Coordination Grant	75,000		75,000	\$ -	-	0%
<b>Total Expenditures</b>	<b>\$ 2,369,271</b>	<b>\$ -</b>	<b>\$ 2,369,271</b>	<b>\$ 554,255</b>	<b>\$ 1,740,016</b>	<b>23%</b>
FY24 revenues received in current year			\$ -	\$ 585,412		
			\$ -			
<b>Net Surplus (Deficit)</b>	<b>\$ (94,179)</b>	<b>\$ -</b>	<b>\$ (94,179)</b>	<b>\$ 535,445</b>		
Beginning Fund Balance			\$ 608,294	\$ 298,143		
Surplus/(Deficit) current year			\$ (94,179)	\$ 535,445		
Ending Fund Balance			\$ 514,115	\$ 833,588		
			Cash Balance	\$ 770,510		



## 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>	



**FIRST 5**  
**NAPA COUNTY**

# Rainbow Family League & Florecer Programs Impact

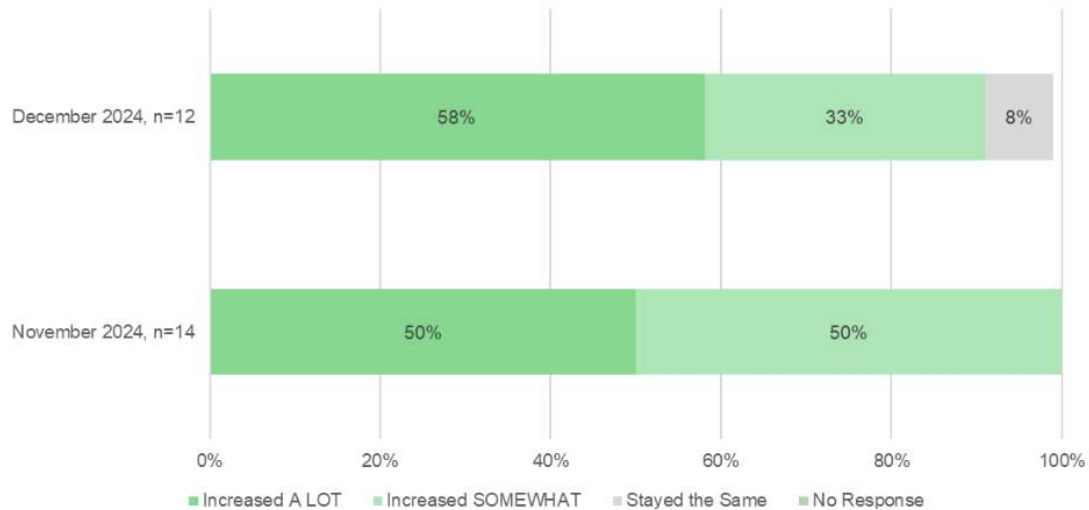
2024-2025



**FLORECER**  
\* blooming leaders \*

# Change in Knowledge about Race, Diversity, Inclusion, and Intersectionality

24-25 Rainbow Family League, Caregiver Outcomes  
Changes in Knowledge after Workshop  
(My KNOWLEDGE about race, diversity, inclusion and intersectionality.)



November (14 participants)

- Increased: 7 (50%)
- Increased SOMEWHAT: 7 (50%)

December (12 participants)

- Increased: 7 (58%)
- Increased SOMEWHAT: 4 (33%)
- Stayed the Same: 1 (8%)

## Comfort and Confidence Discussing Race, Diversity, and Inclusion **with young children**

---

### November

- Increased A LOT: 4 (29%)
- Increased SOMEWHAT: 8 (57%)
- Stayed the Same: 1 (7%)

### December

- Increased A LOT: 6 (50%)
- Increased SOMEWHAT: 6 (50%)



---

## Obstacles in Conversations about Race with young children

---

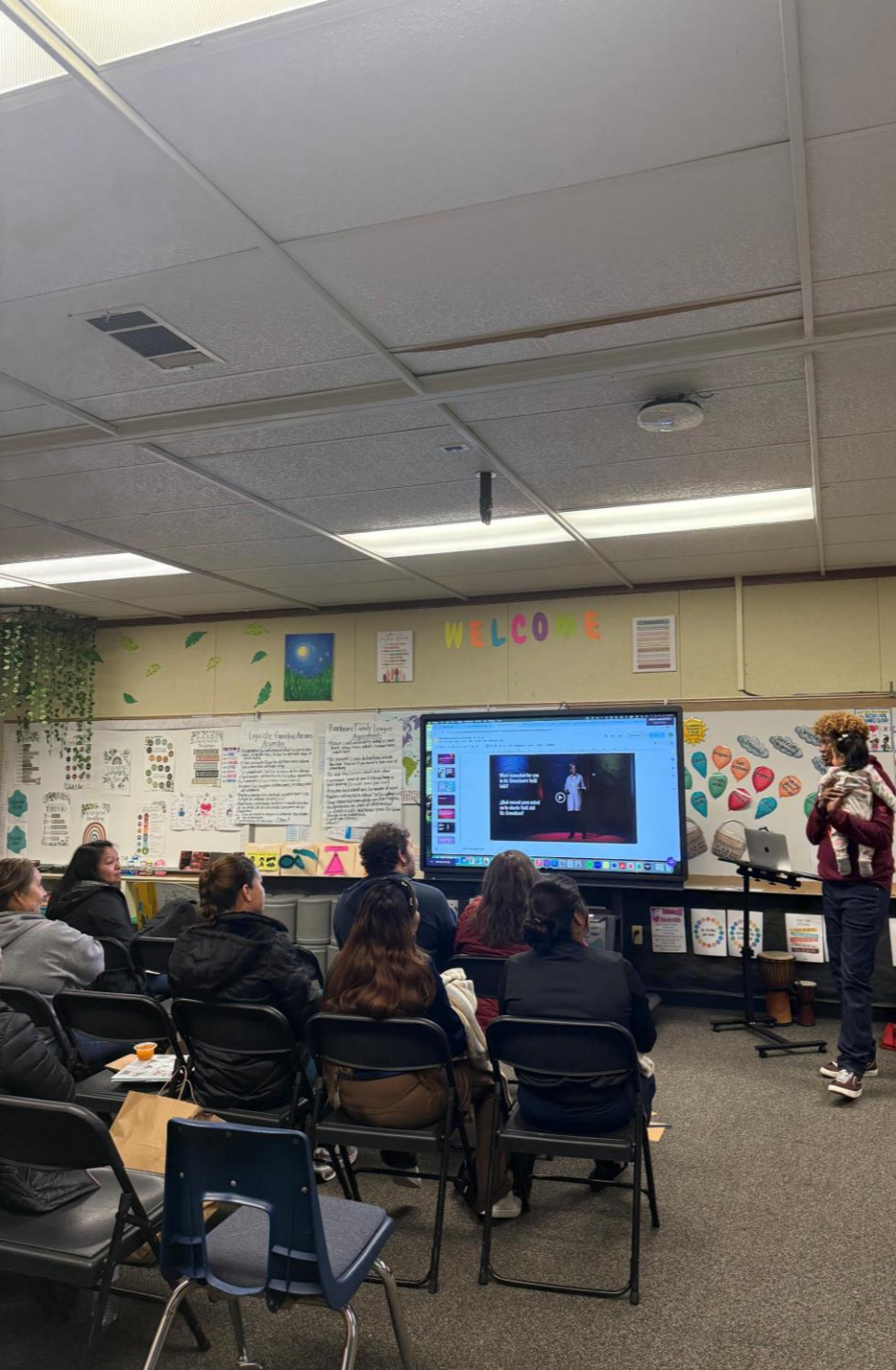
### November

- Decreased A LOT: 3 (21%)
- Decreased SOMEWHAT: 6 (43%)
- Stayed the Same: 3 (21%)

### December

- Decreased A LOT: 1 (8%)
- Increased SOMEWHAT: 9 (75%)
- Stayed the Same: 2 (17%)





---

# Favorite Part of the Workshop

---

## November:

- Information about Race, Skin Color, and/or Ethnicity: 7 (50%)
  - Information about Respect, Equity, and Discrimination: 4 (33%)
  - The Presenter: 1 (7%)
  - Everything: 2 (14%)

## December:

- Information about Respect, Equity, and Discrimination: 4 (33%)
- The Presenter: 1 (8%)
- Everything: 1 (8%)

# Interest in Future RFL Locations

November

- Yes 11 (79%)
- No 3 (21%)

December

- Yes: 10 (83%)
- No: 2 (17%)

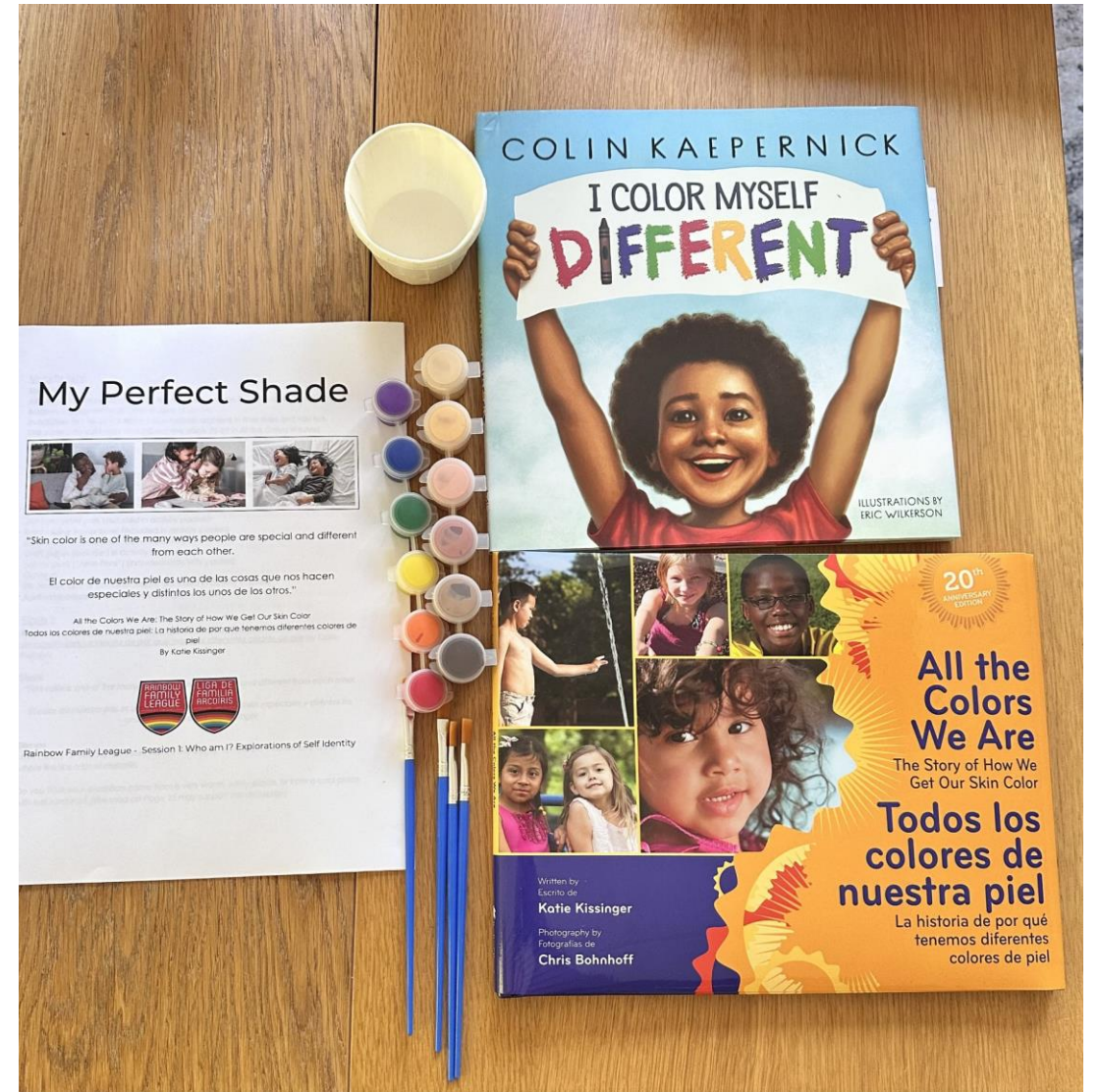
## Attending Future Locations

*Napa Junction*

- Attending: 5 (42%)
- Inviting Others: 4 (33%)

*Browns Valley*

- Attending: 8 (67%)
- Inviting Others: 7 (58%)





# Future Locations/Plans

---

## Upcoming Locations:

- **February & March:** Napa Junction Elementary School (American Canyon)
- **April & May:** Browns Valley Elementary School (Napa)

## Looking Ahead:

- **Future Plans:** Partner with local preschools and early childcare providers to expand RFL services, reaching more up-valley families, including those in Saint Helena, Pope Valley, and Calistoga schools.





Florecer

# Mentor Feedback: Florecer Program Components

Florecer Program Component	October (n=11)	November (n=11)	December (n=11)
Meeting a Mentee	55% (Helpful)	18% (Helpful)	64% (Helpful)
Meeting Another Mentor	73% (Helpful)	64% (Helpful)	82% (Helpful)
Florecer Presentation	73% (Helpful)	64% (Helpful)	n/a
Passion Talks	n/a	n/a	91% (Helpful)
Napa Valley College Presentation	n/a	n/a	64% (Helpful)
Making a Vision Board	n/a	n/a	55% (Helpful)



# Mentee Feedback Summary October-December



Napa Valley College Presentation	N/A	N/A	39% (helped)	N/A
	N/A	N/A	13% (didn't help)	N/A
	N/A	N/A	0% (no interest)	N/A
	N/A	N/A	4% (not done)	N/A
Making a Vision Board	N/A	N/A	13% (helped)	N/A
	N/A	N/A	43% (didn't help)	N/A
	N/A	N/A	0% (no interest)	N/A
	N/A	N/A	0% (not done)	N/A
Meeting with Napa Valley College Staff	N/A	N/A	57% (helped)	N/A
	N/A	N/A	9% (didn't help)	N/A
	N/A	N/A	0% (no interest)	N/A
	N/A	N/A	0% (not done)	N/A
Meeting with Napa Valley College Staff	N/A	N/A	57% (helped)	N/A
	N/A	N/A	9% (didn't help)	N/A
	N/A	N/A	0% (no interest)	N/A
	N/A	N/A	0% (not done)	N/A

# Career and Education Goals (October-December)



Program Component	October (n=23)	November (n=23)	December (n=23)
Developed Career and Education Goals	35% (Yes)	35% (Yes)	26% (Yes)
Considered ECCE-Related Career Goals	26% (Yes)	26% (Yes)	26% (Yes)
Met with NVC CFS Staff to Plan Future Classes	9% (Yes)	0% (Yes)	22% (Yes)

# Plans for Connecting with Mentors in the Coming Months



## Key Themes from Responses:

### Expanding Networks

- "I want to connect with mentors and explore new pathways."
- "I'm interested in learning about mentors' careers."

### Personal Growth and Comfort

- "I want to feel more comfortable talking with mentors."
- "I'd like to learn more about my mentors and their practices."

### Career Exploration and Learning

- "I am interested in kid's psychology and pediatric fields."
- "I want to explore jobs where my mentors work and see my options."
- "I want to understand the steps mentors took in their careers."

# Suggestions to Help Mentees Connect with Mentors



## Key Suggestions from Mentees:

### Activities/Invitations: (55%):

- "Create bonding activities or breakout sessions."
- "Games to get to know each other better ."

### Sharing Contact Information: (40%):

- "Creating a group chat to stay in touch."

### Other Suggestions: (5%):

- "Learning more about mentors' career paths."



## Are you Currently Enrolled in the NVC CFS Course? October | November | December

### **Course offerings:**

- Fall 2024 CFS 120
- Spring 2025 CFS 140

### **Current Enrollment Status:**

Percentages of Mentees Enrolled in CFS (by month):

- October 43%
- November 48%
- December 58%

### **Mentee's enrollment locations:**

- Mentees at New Technology High School: 7
- Mentees Taking CFS online at NVC through Floreecer: 4

### **Plan to enroll in Spring (by month):**

- October 26%
- November 30%
- December 58%