



# FIRST 5

## NAPA COUNTY

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

**AGENDA**  
**February 24, 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	J. Cisneros	
<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>January 27, 2025</i>	J. Cisneros	<b>*ACTION</b>
5) Commission Business	J. Cisneros	
a) Form 700 Reminder		
b) <b>Optional</b> Brown Act presentation by Napa County Deputy Counsel–Wednesday March 12 <sup>th</sup> 11-12:15pm located at the Napa Board of Supervisors Chambers. Confirm RSVP with Ashley		



# FIRST 5

## NAPA COUNTY

- c) **Optional** First 5 Association Commission Onboarding  
Presentation May 22<sup>nd</sup> 9:30-11am, via zoom.  
Confirm RSVP with Ashley

- d) Resolution #2025-1, updating the regular time of  
ExComm meetings to 8:30-9:30 am

**\*ACTION**

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- 6) Presentation on 2023-24 Impact Grant outcomes from  
Community Resources for Children

E. Lubensky

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- 7) Executive Director Report
- First 5 Association Annual Summit Report
  - First 5 Association FY26 dues update
  - Upcoming events; NCOE Career Fair, Doula Task Force, Story Walk,

A.Walker

- 
- 8) Review and possible approval of contract #606-25,  
Community Capacity Building proposal with On The Move  
for \$30,000.

A.Walker

**\*ACTION**

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- 9) Items for next commission meeting
- Final Form 700 Reminder
  - FY26 draft budget proposal

J. Cisneros

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- 13) Announcements

J. Cisneros

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



**\*\*UPDATED MEETING DETAILS\*\***  
**January 27, 2025 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 checked="" type="checkbox"/> Joelle Gallagher	<input checked="" type="checkbox"/> Jennifer Yasumoto
<input type="checkbox"/> Kelsey Petithomme-absent	<input checked="" type="checkbox"/> Vanessa Rubio	<input checked="" type="checkbox"/> Marlena Garcia

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) Ashley Walker presented on the completed garden project at Moore Creek park. First 5, in partnership with Napa County Parks & Open Spaces District, hosted a poppy seed planting party to celebrate the opening. The project was a great example of cross-sector collaboration that worked together to make our county more inclusive of young children and families.

4. Approval of Commission Minutes, M. Koenig

a) Minutes for December 2024

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

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

5. Commission Business

a) Form 700 Reminder

6. Presentation and possible approval of 2<sup>nd</sup> Quarter Financials for fiscal year 24-25.

a) G.Panganiban presented the financial statement report on behalf of Napa County Auditor Controller's Office.

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

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

7. Review and possible approval of Within Collaborative contract of up to \$72,450 for First 5 Napa Network Reenergizing contract.

a) No action taken after discussion

8. Executive Director Report:

a) Ashley Walker shared updated on the upcoming First 5 Annual Summit, and First 5 Association Dues

i. Commissioners shared their concerns with the Association's newly proposed dues equation. Ashley to communicate concerns and questions to First 5 Association.

9. Mid-Year Programs Report

- a) Ashley Walker and Ivett Avina shared an update on the programs progress and impact. Highlights included Rainbow Family League’s growth in family participation and quantifiable session learning outcomes from participants, and Florecer’s current cohort being the largest cohort to date. Areas under exploration include finding ways to bring Rainbow Family league to other parts of the county, and how to low the cost of the Florecer program (ie. Exploring ending direct offering of NVC courses to students).

10. Items for next Commission Meeting, M.Koenig

- 2023-24 Impact Report from CRC
- Association Dues update
- Impact capacity building proposal
- First 5 Association Conference report

11. Announcements

- a) Plug to explore Napa Valley Together website for helpful immigration rights information

Adjourn: 4 :59 pm.

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Monica Koenig, Vice Chair

ATTEST:

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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

# YOU'RE A GOOD MAN, RALPH M. BROWN



**A Presentation on the Ralph M. Brown Act  
Presented by Corey Utsurogi,  
Deputy County Counsel**

Date: Wednesday, March 12, 2025

Time: 11:00 AM - 12:15 PM

Location: Napa Board of Supervisors Chambers

**Napa County First 5 Children and Families Commission**

**Resolution No. 2025-01**

**A Resolution of Establishing a Regular Meeting Time**

**Whereas**, Government Code section 54954 requires that the Commission adopt a resolution establishing the time and place of regular meetings; and

**Whereas**, Government Code section 54954 also requires any standing committees of the Commission to establish the time and place of their regular meetings; and

**Whereas**, the Commission wishes to comply with this requirement of the Ralph M. Brown Act by adopting this resolution.

**Now, therefore, the Napa County First Five Children and Families Commission does hereby resolve as follows:**

**Section One.** The regular time and place of the meeting of the Commission is 3:00PM on the fourth Monday of each month at First 5 Napa County, 1303 Jefferson Street Suite 100A, Napa, California.

**Section Two.** The regular time and place of the meeting of the Executive Committee of the Commission is 8:30 AM on the second Monday of each month at First 5 Napa County, 1303 Jefferson Street Suite 100A, Napa, California.

Passed and adopted by the following vote of the Children and Families  
Commission of Napa County on February 24, 2025:

AYES:

NOES:

ABSENT:

ATTEST:

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Ashley Walker, Executive Director

Date:



**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #606-25**

**THIS AGREEMENT** is made and entered into as of this February 24 2025, by and between First 5 Napa County Children and Families Commission, hereinafter referred to as "COMMISSION", and, **On The Move** whose business address is **780 Lincoln Ave. Napa, CA 94558** hereinafter referred to as "CONSULTANT"

**RECITALS**

**WHEREAS**, "Quality Counts" is a program funded jointly by First 5 California and the California Department of Education

**WHEREAS**, the COMMISSION wishes to award funding received under the Quality Counts Grant: IMPACT Legacy to CONTRACTOR for the Scope of Work outlined in EXHIBIT A; and

**WHEREAS**, On The Move seeks to implement a Train-the-Trainer program focusing on the Napa Valley Family Resource Center Network, designed to build local capacity among Family Resource Centers to better support families with young children ages 0-5;

**WHEREAS**, the implementation plan includes the development of training materials based on best practices and legal expertise, delivery of three training sessions at central locations, capacity building through follow-up trainings by agency staff, and data collection to assess program effectiveness

**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 those services in the "Scope of Work" attached as Exhibit "A"
2. **COMPENSATION.** COMMISSION authorizes and directs the Napa County Auditor-Controller to issue and deliver to CONTRACTOR payments according to the following schedule:

<b>PAYMENT SCHEDULE</b>		
	<b>TOTAL PAYMENT</b>	<b>PAYMENT RELEASE DATE</b>
1 <sup>ST</sup> PAYMENT	\$15,000	February 2025
2 <sup>ND</sup> PAYMENT	\$15,000	When the last session is completed (FY 24-25)
<b>TOTAL AMOUNT</b>	<b>\$30,000</b>	

*\*After confirmation of completion and compliance with terms of contract are ensured.*

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.

(a) 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





**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #606-25**

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.

(b) 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 by First 5 California and the California Department of Education. 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 or the California Department of Education.

- 3. **TERM.** The term of this Agreement shall begin February 24, 2025 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.

**To: COMMISSION**  
Ashley Walker  
Executive Director

**To: CONSULTANT**  
Amber Twitchell  
Associate Director

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

On The Move  
780 Lincoln Ave.  
Napa, CA 94558

- 5. **AMENDMENT OF SCOPE OF WORK.** Commission shall have the right to amend the Scope of Work within the Agreement by written notification to the Consultant. In such event, the compensation and time of performance shall be subject to renegotiation upon written demand of either party to the Agreement. Failure of the Consultant to secure Commission's written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the contract price or time due, whether by way of compensation, restitution, quantum merit, etc. for work done without the appropriate Commission authorization.
- 6. **COMMISSION'S RIGHT TO TERMINATE/SUSPEND CONTRACT.** At any time and for any or no reason, Commission shall have the right to terminate this Agreement, take possession of the Consultant's work, e.g., studies, preliminary drawings, computations, specifications, etc., insofar as they are complete and acceptable to the Commission and use the same, and pay the Consultant any sum due and owing for work satisfactorily performed



## NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #606-25

prior to the termination of the Agreement. Notwithstanding the above, Consultant shall not be relieved from liability to Commission for damages sustained by virtue of any breach of this Agreement by Consultant, whether or not the Agreement was terminated for convenience or cause, and Commission may withhold payments not yet made to CONSULTANT for the purpose of setoff until such time as the exact amount of damages due Commission from Consultant is determined. If Commission terminates this contract for reasons other than performance prior to the completion of the consulting engagement, Commission shall compensate Consultant what is due for work already performed and any outstanding expenses at the time of termination.

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



## NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #606-25

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



## NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #606-25

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.



**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #606-25**

**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.

NAPA COUNTY CHILDREN AND  
FAMILIES COMMISSION

CONSULTANT  
ON THE MOVE

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

By \_\_\_\_\_  
Associate Director

\_\_\_\_\_



**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION AGREEMENT #606-25**

**APPROVED AS TO FORM**

By \_\_\_\_\_  
Betsy Strauss, COMMISSION Counsel

ATTEST:  
SECRETARY OF COMMISISON

By \_\_\_\_\_



On The Move

**Proposal to First 5 Napa: Community Capacity Building;  
Train-the-Trainer Program to Support Families with Children ages 0-5.**

**Executive Summary:** On The Move seeks funding in the amount of \$30,000 from First 5 Napa to implement a Train-the-Trainer focusing on the Napa Valley Family Resource Center Network, designed to build local capacity among the local Family Resource Centers. This project will provide three training sessions on critical topics: (1) Know Your Rights; (2) Developing Family Preparedness Plans; and (3) Public Charge. By equipping Family Resource Center agency staff with knowledge and resources, we aim to enhance community resilience and ensure that families with young children (ages 0-5) are better informed about their rights and access to services.

**Overview of Family Resource Centers:** Family Resource Centers (FRCs) serve as vital community hubs that provide comprehensive support services to strengthen families, enhance child development, and promote economic stability. Designed to meet the diverse needs of families, these centers offer a range of programs, including parenting education, early childhood development resources, financial literacy training, workforce development, and access to health and social services.

The primary goal of FRCs is to empower families by fostering resilience, self-sufficiency, and overall well-being. By offering a holistic, strength-based approach, these centers help address barriers such as poverty, food insecurity, housing instability, and lack of access to quality education and healthcare. By addressing the root causes of family challenges, Family Resource Centers contribute to stronger, more resilient communities. Their impact extends beyond individual families, fostering economic growth, reducing social service costs, and improving overall community health and well-being.

The Napa Valley Network of Family Resource Centers include Cope Family Center, UpValley Family Centers, Puertas Abiertas, ParentsCan, and On The Move. All will participate in the three-part Train the Trainer series (Cope and ParentsCan are invited to participate as interest and capacity allows; other agencies are confirmed).

**Project Goals and Objectives:** The primary goal of this project is to strengthen the ability of the local Family Resource Centers to support families with young children by training their staff on immigration-related rights and policies. Additionally, once trained, the staff at the Family Resource Centers will be equipped with the knowledge and understanding to then provide these trainings to other local community-based organizations interested in expanding their

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capacity to serve Napa's most vulnerable residents.

Training will be conducted by representatives from Napa Valley Together, a coalition of immigrant-serving organizations that are working to coordinate services, provide educational resources to the community and safeguard the continued prosperity of our community.

The trainings that will be delivered to Family Resource Center staff include:

- Know Your Rights (KYR) training is an educational program designed to empower individuals and communities by providing critical information about their legal rights in various situations. These trainings typically cover rights related to interactions with law enforcement, immigration enforcement, workplace protections, housing, and other civil rights issues.
- An Overview of Family Preparedness Plans which is aimed at equipping individuals and families with the knowledge and tools needed to create a comprehensive plan, ensuring they are ready for emergencies, unexpected disruptions, or legal uncertainties. Participants will learn how to organize essential documents, designate trusted caregivers for children, establish emergency contacts, and access critical resources.
- Understanding Public Charge provides individuals, families, and service providers with clear, up-to-date information about the Public Charge rule and its impact on immigrants seeking legal status in the U.S. Participants will learn what Public Charge is, who it applies to, which public benefits are considered under the rule, and how to make informed decisions about accessing public assistance programs.

The specific objectives include:

- Conducting three comprehensive Train-the-Trainer sessions.
- Ensuring agency staff can speak about Immigrant's Rights, Family Preparedness and Public Charge policies.
- Enhancing nonprofit capacity to disseminate critical information to families with children 0-5.
- Measuring the reach and impact of the training through collected data.

**III. Implementation Plan** The project will be implemented as follows:

1. **Training Development:** Curriculum and materials will be developed based on best practices and legal expertise.
2. **Training Sessions:** Three sessions will be conducted at central locations by expert trainers to maximize attendance.
3. **Capacity Building:** Agency staff trained will be expected to provide at least one follow-up training within their organization for each of the three trainings.
4. **Data Collection and Evaluation:** Metrics will be tracked to assess program effectiveness.





**IV. Data Collection and Evaluation Metrics** To measure the impact of this initiative, we will collect the following data:

- Number of total Train the Trainer trainings conducted
- Number of agency staff trained to be Trainers
- Number of subsequent trainings facilitated at each agency
- Estimated number of staff trained at each agency by recipients of Train the Trainer Series
- Estimated number of families with children ages 0-5 impacted

**V. Expected Outcomes** By the end of the project, we anticipate the following outcomes:

- The Napa Valley Family Resource Center Network will receive Train-the-Trainer sessions.
- A minimum of 13 staff members will be trained across agencies.
- Agencies will conduct subsequent trainings, extending the reach to additional staff members as well as to additional CBO's throughout the Napa Valley.
- Families with children ages 0-5 will receive accurate information on Immigrant's Rights, Family Preparedness and Public Charge policies, empowering them to make informed decisions.

**VI. Budget** Funding from First 5 will support training development, materials, and staff time. A detailed budget is as follows:

Recipient	Amount	Use of Funds
International Institute of the Bay Area	\$10,000	Curriculum Development & Delivery of Trainings
Community Health Initiatives	\$5,000	Curriculum Development & Delivery of Trainings
On The Move	\$5,000	Participation in Trainings
UpValley Family Centers	\$5,000	Participation in Trainings
Puertas Abiertas	\$5,000	Participation in Trainings

**VII. Conclusion** This Train-the-Trainer initiative represents a strategic investment in community capacity building. By equipping Family Resource Centers with the knowledge and tools necessary to support families with young children, we will create a sustainable and far-reaching impact. We respectfully request funding from First 5 to make this vision a reality.

