

Approved Minutes

Regular Executive Committee Meeting

First 5 Commission of Yuba County

Date: Monday, August 3, 2020

Time: 9:00a.m.

Location: Virtual

Public Session

1. **CALL TO ORDER:** *Commissioner Arnold called the meeting to order at 9:07a.m..*
 - > *Commissioners Present –Melinda Staples, Jim Arnold*
 - > *Staff Present: Executive Director, Ericka Summers and Program Specialist, Robin Timoszyk*

2. **PUBLIC COMMENT:**

No public comment

3. **OPERATIONAL DISCUSSION:**
 - a. *Review and approve June Special Executive Committee meeting minutes – Minutes approved*

 - b. *Review Commission meeting agenda for 8/27/2020 regular meeting – proposed agenda reviewed including new policy on Responsive Grants, Conflict of interest policy required review, an application for Advisory Committee membership, and possible closed session regarding regular employee work schedule.*

 - c. *Staffing – Director provided update on Office Specialist recruitment, plan to interview by end of August with onboard by end of September. Intern is still coming in twice a week and is aware of the pending transition.*

 - d. *Office Space – Received update on search for new office space. Staff has several options available and is scheduled to meet with current landlord this week regarding potential space in existing building.*

4. *Release of Mini Grants for 20/21 Fiscal Year – Director provided update on mini grant funding and release process, planning on 8/20 release with live orientations, 3 rounds of applications, this year applications that do not receive a passing score will not be elevated to the commission for consideration.*

5. Meeting adjourned at 9:22a.m.

Next Regular Executive Committee Meeting: Monday, October 5, 2020 9:00a.m.