

## MINUTES Regular Executive Committee Meeting

First 5 Commission of Yuba County

Date: Monday, October 5, 2020

Time: 9:00 a.m.

Location: Virtual

### Public Session

1. **CALL TO ORDER:** *Commissioner, Arnold called the meeting to order at 9:01 a.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. Reviewed and approve August Executive Committee Meeting Minutes. No comments. – *Minutes Approved*
- b. Review Commission Meeting agenda for 10/22/2020 regular meeting – *JA will not be attending this meeting.*
  - i. *Mini Grant Timeline - Seven applications were turned in by October 1<sup>st</sup>. All application were submitted on time. The placeholder is Beale-Emanate Family Boosters Club. The last few are being scored will be in by Friday, October 9<sup>th</sup>. It will be determined before the Commission stating whether if they receive a passing or no pass score. Reminders will be sent out today 10/5/2020 about scoring and should go over quorum for voting on the advisory committee. ES wanted to discuss with the Executive Committee have the applicants have a limit of 5 minutes for discussing, questions and/or answers. JA asked clarification of the 5 minutes. Is it 5 minutes of discussion with voting or just discussions? ES clarified it would be 5 minutes of discussions then afterward the voting will occur. Melinda- Please add a highlighted note stating will be a maximum 5 minutes of discussion. Yes, RT will add this note in the email and ES will add it to the Commission Meeting Agenda.*

*Public Hearing: ES- There are two issues on the second piece for the public hearing. Normally there are two public hearing in October- 1. Draft audit that will then be finalized and submitted 2. Annual Report that is due to the state of California. It is unclear whether the report will be prepared/ready for review by the 22<sup>nd</sup>. Which it means that this report would have to be sent out to the Commission by the end of next week*

10/16/2020. Usually our evaluators conduct this but they have lost staffing and they have also taking up our strategic planning process, so we may have to give them a bit of more time to put this together. ES and RT are meeting with them tomorrow 10/6/2020 afternoon. Either way we will need to have a public hearing by 10/30/2020 because of the state deadline. Therefore, we may have to have a special meeting if necessary, tentatively looking at 10/29 or 10/30. It may only take probably 20 minutes and may just be best to have both public hearing at the same time on this later date. Only need a quorum of (4) four. MS is ok with either day. JA will still not be able to attend these ones. Ericka will confirmed before sending out the agenda. Audit does seem to be doing fine and think all they are waiting for is for the final period to close. Verified that they do not need to do anything else.

- c. Staffing – Introducing Carmen Rodriguez as Office Specialist, who is taking over Annalisa’s position.
  - i. Recruitment – Had to recreate two new positions that are similar to Health Education Specialist in the county although specified to First 5. This will replace the Intervention Specialist. The two new positions are called Program Coordinators and were approved by the BOS to be a part of the new Salary Classification in September 2020. Just waiting on feedback or questions from the Union. Once that has been complete, we will move forward. That would fill on all requirements that are in grant funding for these positions. No questions.
- d. Office Space: Sent out a Letter of Intent to lease. We have been working with Yuba County Office of Ed in looking at a downstairs space that better suite our needs and can accommodate with the new staffing needs. We have come up with a plan that best fits our need and still not too high of cost on remodeling for Office of Ed. The Office of Ed. Sent out the letter of intent the previous Thursday 10/1/20 or Friday 10/2/20 would still pay the remodeling for the small amount. This space also includes a shared a staff lounge, restrooms and training/conference room on the bottom of the building. We would be paying a shared cost and calendar with Youth for Change for the training/conference room that is very accessible to the public and partners, as requested in the second paragraph in the letter of intent. We do not have a timeline just yet but will have some more details in the next few weeks, by at least the Commission Meeting. We hope to have the space by December and staff come onboard Dec/Jan. We are hopeful that the timelines of staff and space match up, if not ES has a plan for this as well.

#### 4. Reports:

- a. Audit – conducted 9.9.20:

- b. Annual Evaluation Report due October 31, 2020: Meeting with ASR to get a timeline looks like. Once received ES will sent out an email to the Executive Committee giving this information and ask for any feedback on whether we should include this on the meeting on the 22<sup>nd</sup> org if we should have a special meeting for this.

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

**Next Executive Committee Meeting Monday, December 7, 2020 9:00 a.m. – 10:30 a.m.**