

## **APPROVED MINUTES Regular Executive Committee Meeting**

First 5 Commission of Yuba County

Date: Monday December 7, 2020

Time 9:00 AM

Location: Virtual

### **Public Session**

**1. CALL TO ORDER:** *Commissioner Arnold called the meeting to order at 9:00 AM.*

> *Commissioners Present –Melinda Staples, Jim Arnold*

> *Staff Present: Executive Director, Ericka Summers; Program Specialist, Robin Timoszyk, and Office Specialist, Carmen Rodriguez*

**2. PUBLIC COMMENT:**

- a. *Partner: Staci from Playzeum- How should Playzeum move forward with the rising of cases? They were operating in two ways Playgroup in person or participating virtually. She is giving the parents those options. They have been following the guidance from the State CDPH related to cohort. Therefore, they wanted to see if they should revert to virtual or if they could be able to continue with the guidelines related to cohort. There was nothing in Dr. Luu Advisory that went over cohort.*

*JA and MS agree that Playzeum can continue as they have as long as they communicate and follow state and county guidelines. They see no reason to go forth with virtual.*

**3. OPERATIONAL DISCUSSION:**

- a. Review and approve October Exec Committee meeting minutes

*Motion by Commissioner Staples to approve October 5, 2020 Executive Committee Meeting Minutes.*

*Second: Jim Arnold*

*October Executive Committee Meeting Minutes approved*

- b. Review Draft 2020-2021 Commission meeting schedule

*ES- states this is the draft-meeting schedule. Most meeting are as normal except for 5th Special meeting in January. This is to review the Strategic Plan 2021-2026 and the draft RFP. She created this because this may take half hour to talk about and this way it would not make the following, February 25, Commission meeting longer than necessary. MS – looks good.*

- c. Review Commission meeting agenda (12/17/20)

*RT- Very busy schedule for the upcoming Commission Meeting. Special note- Item 9 and 10 need to be separate action items for the office lease and space plans. It will be time to choose the Chair and Vice Chair for 2020-2021. If you would like to continue as Chair and Vice Chair then let everyone know. MS- is okay with continuing as Vice Chair. JA- is willing to continue only if no one steps up to the Chair position. ES- the mini grants will be kept to 5 minutes for discussions and questions. Janet Sanchez will have a bit more time just because she will need Spanish translation. RT and CR will be keeping track of time.*

d. Staffing:

i. Recruitment updates

*Recruitment closed the week before Thanksgiving. Currently there is a panel review happening now once this goes over the supplemental question and once completed HR will pass on the list to ES for the interviews. This gives a timeline for the new staff to be on board around the end of January, with alines with our office plans.*

e. Office Space updates

- i. The office draft lease will be shown at the Dec Commission Meeting and we asked YCOE start the date on February 1, 2020. That YCOE and First 5 Yuba will incur some of tenant improvement cost. Showed a layout of how we believe it will be. Two employees will be located in the front and two others in the middle section and then ES office with a small meeting space.

**4. Mini Grant Allocation review –**

*There is currently a couple applications, one of the application asked for less than the maximum and the remaining applicants asked for the maximum amount. RT informed the committee the situation and different options on how they could fund the Mini Grants. The committee agreed to fund the full amount to the application that requested for the amount less than the maximum. The other applicants will receive a portion of what they requested (divide the excess amount by the remaining applicants and reduce their request). At the Commission meeting, it will be said that the Executive Committee suggests this option but are still be open to other options if the Commission would like to change it. JA and MS agreed with this.*

**5. Reports:**

**a. First 5 Yuba Annual Evaluation Report – presentation at Dec Commission Meeting**

*A particle packet will be sent out around this upcoming Friday, which will have the Annual Eval Report and that will be presented by ASR to the Commission Thursday 12/17/20. This report will need a public hearing.*

**b. Strategic Plan – Special meeting January 21, 2021**

*\*Ericka wanted to ask if the Executive Committee will be willing to support on, is if the lease or if the Esplanade contract have minor changes after the Full Commission meeting. To get feedback from them after the Commission meeting. JA and MS stated they would not mind.*

**6. Adjournment:** Meeting adjourned at 9:46 AM

**Next Regular Executive Committee Meeting:**  
Monday, February 1, 2021 9:00 AM – 10:30 AM