

APPROVED MINUTES Regular Executive Committee Meeting

First 5 Commission of Yuba County

Date: Monday, February 3, 2021

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:

3. ACTION ITEMS:

- a. Review and approve December 7, 2021 Exec Committee meeting minutes

Motion by Commissioner Staples to approve December 7, 2021 Executive Committee Meeting Minutes.

Second: Jim Arnold

February Executive Committee Meeting Minutes approved

- b. Review Commission Meeting agenda (2/25/21)

Ericka Summers reviewed the agenda for the upcoming Commission Meeting on February 25. In the last meeting we lost quorum so the Strategic Plan will be need to be voted on at the next Commission Meeting.

4. OPERATIONAL DISCUSSION –

- a. Staffing:

i. Recruitment updates – On their final stages, which are the Livescans and the fingerprinting. Candidates may be starting on February 16.

- b. Office Updates – We are on schedule to have the equipment on the week of the 15th and would like to move everything to the new office the following week. Under the with discretion of the County, CAO and Public Health, we will know how many staff members will work physically in the office.

5. REPORTS:

- a. Strategic Plan Update – Ericka already spoke about the updates last month.

6. SOLICITATIONS – 2021

- a. RFP Timeline & Summary: Highlights for the Commission Meeting
 - i. Tentative dates. Looking to release the RFP in early March. Soon after, an informational webinar for applicants will be. Mid to late April the RFP will close. The following weeks will be the gathering of paperwork and document to give this information with a reviewer training. Then give them two weeks to be review. Looking to have tentative outline of recommendations to the Commissioner in May. Ericka recommends canceling the Aril Meeting and rescheduling for May to align.
 - ii. The schedule change will be on the February Commission Meeting agenda as an action item.
- b. Others – Final Recommendations to the Commission
 - i. Ericka requested support in the establishment of an Ad Hoc Committee composed of Commissioners, Advisory Committee, and external members, to help strategize the funding allocations. The Ad Hoc Committee would provide guidance, comments, suggestion on the entire process, including reviewing the proposals once the Strategic Plan is approved. The Executive Committee supported the establishment of an Ad Hoc Committee.
 - ii. The Strategic Plan, highlighted the need for outreach and marketing. Ericka asked for feedback on a possible RFP to create an updated and more sustainable. Ericka and Robin will add a certain amount/fund will be allocated for communication during the first and second year. The EC agreed and suggested staff budget for this.
 - iii. Evaluation program- looking into allocating funding for a universal online data system. A centralized data platform for all partners. This would also help reduce administrative staff time and allow contractors to communicate more efficiently and effectively with clients and First 5. The EC supported staff looking into this. More information will be provided at the next EC meeting.

7. ADJOURNMENT: Meeting adjourned at 9:36 AM

Next Regular Executive Committee Meeting:
TBD 9:00 AM – 10:30 AM