

APPROVED MINUTES

First 5 Yuba: Special Executive Committee Meeting

First 5 Commission of Yuba County

Date: Wednesday, June 10, 2020

Time: 1:00pm

Location: Virtual

Public Session

1. **CALL TO ORDER:** *Commissioner, Arnold called the meeting to order at 1:01 pm*
 - > *Commissioners Present –Melinda Staples, Jim Arnold*
 - > *Staff Present: Ericka Summers, Robin Timoszyk and Nikki Williams*

2. **PUBLIC COMMENT:**

No Comments

3. **OPERATIONAL DISCUSSION:**

- a. Review and approve May 2020 Special Executive Committee meeting minutes.

JM: Motion to accept

MS: Second

Approved.

- b. Review and approve Commission meeting agenda (6/25/2020).

ES reviewed the role of Jensen Smith in response to a question from MS. ES reported First 5 has a good working relationship with Jensen Smith and would like to move forward with sole sourcing with them for annual external audit services. Executive Committee is in support of this.

Executive Committee (EC) approved the minutes.

- c. Staffing

ES reviewed staffing. First 5 intern positions were slated to end June 30th, 2020. The Intervention Counselor is slated to end June 30, 2020. ES discussed working with Human resources to create a new job classification to carry out new funding contracts. ES is hopeful the new position will be approved by the Board of Supervisors and recruitment may begin within the next 3-4 months. In addition, the full time benefited Bilingual Office Specialist will go out for recruitment soon. ES expressed a desire to rehire or keep on an Extra Hire Intern for continued Census outreach and support over the coming months. Census 2020 efforts were extended until the end of the 2019/2020 federal fiscal year (Sept 2020) year. Cost savings from the Office Specialist vacancy would be used to cover salaries. The EC was in full support and the Chair suggested reaching out to CAO's office regarding this matter.

4. Draft 2020/2021 Budget

ES discussed projections, detailing how other First 5 Commissions are responding. ES would like to use projections from May 2019, which will maintain a conservative approach to the budget. EC is in support of ES approach. ES also informed the EC that First 5 Yuba has already received 90% of the projected revenues, with two more months of revenue coming. ES anticipates this will put the revenues over for the year. ES restated that she would like to remain conservative, in response to COVID. EC is in full support.

ES reviewed the 3rd section of the budget, responsive discretionary funds. This was an emergency fund in response to COVID 19. ES would like to amend the Policies and Procedures to add these funds to the budget, in the event that another emergency response in the community becomes necessary. MS asked for clarification about these funds. ES clarified that the responsive discretionary funds for this year have almost all been allocated but that she would like to allocate specific funds for the next year, creating a new line item to include discretionary funds to have available in the event of another crisis. ES proposed another option of having a change in Policies and Procedures, making it possible to pull funds in the event of a crisis in the community. This would increase totals for the next annual budget. JA supports putting this line item into the budget so that funds are readily available. JA indicated that ES has the authority to pull these funds as necessary and does not need to bring it to the Commission in order to release the funds. ES indicated that the special department expenses would be increased by \$10,000. JA and MS expressed full support to move forward.

5. Release of Mini Grants

ES discussed the response to COVID relief funding and how this was similar to Mini Grants but that the process was more simplified, enabling quick access to funds for grant recipients. Grantees of the Responsive Grant will submit a simple summary by July.

ES proposed to the EC a plan to revise the release time for Mini Grant funds to September, which is later than typical, and that the final submissions to be accepted at the February meeting and finalized at the end of May. JA indicated that he will defer to ES judgement on this, stating that he is in support of doing whatever works best for staff. MS was in agreement. ES will present the new process in July. This process will be discussed with the Advisory Committee. RT would like to see the Advisory Committee will only review Mini Grant applications that have received a passing score, rather than having them review all applications.

No further comments.

Meeting adjourned at: 1:24pm

Next Regular Executive Committee Meeting: Monday August 3rd, 2020 9:00am-10:30am