



**EXECUTIVE COMMITTEE MEETING**  
**Monday, December 5, 2016**  
**9:00 – 10:30 a.m.**  
**Yuba County One Stop**  
**1114 Yuba Street, Suite 201 Marysville, California**

*Executive Committee members include the current Chair, Vice Chair and Executive Director. The Executive Committee meets with staff to review operations, financials and prepare Commission meeting agendas.*

---

**APPROVED MINTUES**

**1. Call to Order at 9:10am**

**Members:** Sally Sokoloski, Melinda Staples, Cynthia Sodari, Robin Timoszyk & Analicia Perez

**2. The Committee reviewed and approved the minutes from October 10, 2016**

**3. Program Issues – Discussion**

- a. **Early Developmental Screening Intervention Initiative - Review Agreements-**  
Agreements are pending due to public health wanting to review the agreement and staff will continue to communicate with public health. **Budget-** the Commission has been notified that public health will not need the funding. The Committee agreed that a budget revision will not be needed until an agreement has been received. **Activity-** Playgroups will be scheduled at Spring Valley School, Wheatland and Marysville locations TBA.
- b. **Risk Assessment Process** – Robin has scheduled site visits with grantees in order to replace data collection issues.
- c. **Mini Grant Program** – Robin has a mini-grant meeting with the Tri Counties Breastfeeding Alliance. They are requesting funds to host a regional conference in Sutter, Colusa, and Yuba County public health. Currently the mini-grant funds remaining are \$41,764.00.

**4. Operational Issues – Discussion**

- a. **RFQ for Professional Auditing Services-** the Executive Director Cynthia presented the RFQ for our Auditing Services to the Committee for input. The Committee discussion an agreed to bring the item forward for approval at the December Commission meeting.
- b. **Mid-Year Budget Revision** –the executive director Cynthia presented the mid-year revisions which included changes 23-00 to 28-00. Cynthia has recommended that the funding for one time grants be moved to 28-00 and out of 23-00. The Committee agreed to present the recommendation and there will be further discussion at the



December Commission meeting. Final approval will be at the February Commission meeting.

**5. Evaluation Issues – Discussion**

- a. **Q1 Evaluation Progress Reports** – Staff received all Q1 evaluation progress reports on time. Nothing major to report

**6. Agenda Setting for Commission Meeting 12/15/16-** The Chair has asked staff to invite grantees to present at the next Commission meeting. The Yuba County Library, School Readiness program will be asked to provide a brief presentation.

**7. Public/Additional Comments - None**

**8. Adjourn at 10:30am**