

EXECUTIVE COMMITTEE MEETING

Wednesday, August 7th

11:00 a.m. – 12:00 p.m.

Yuba County One Stop

1114 Yuba Street, Suite 201 Marysville, California 95901

APPROVED MINUTES

PUBLIC SESSION

1. Call to Order at 11:01am

Committee Present: Jim Arnold, Melinda Staples, Ericka Summers

Staff Present: Robin Timoszyk

Public: None

2. Public Comment - None

3. Operational Discussion

a. Review and Approval of April and May Exec Committee Meeting minutes

1. April 1, 2019 Minutes Approved

2. May 21, 2019 Special Meeting Minutes Approved

b. 2018/2019 Audit – onsite review scheduled for 9/5/19. Staff is gathering the required documents.

c. Staff – Executive Director reported that the Extra Hire Office Specialist has accepted other employment. Her last day with First 5 is scheduled to be 8/22/19. ED plans to fill the vacancy.

d. Review Regular Commission Meeting Agenda (8.22.19) – agenda will include a presentation of 18/19 MG projects; Mini Grant Applications ; Sole Source Agreement with Family Soup; possible information on the Executive Director Performance Evaluation Process

4. Program Discussion:

a. IMPACT Contract

1. Master Contract – ED updated committee, contract approved by First 5 Yuba’s attorney and is at YCOE for approval and signatures. Once it is signed by YCOE it will come to Commission for final approval.

2. Recruitment for Intervention Counselor, interviews scheduled for 8/15. Have list of 10 qualified candidates. It is staff’s hope to have the person on board by mid-September to early October depending on human resources timelines.

b. Strategic Partner Update

1. 2019-2021 Contracts – all approved contracts signed by providers; data collection refresher training scheduled for 8/20/19 at Sheriff's Community room as part of our quarterly Provider meeting.
2. Sole Source Application – Executive Director shared the completed program performance evaluation for the fiscal year and discussed negotiations with Family Soup staff, their updated Scope of Work, and Evaluation Plan. The new contract is more focused on navigation and parent support services and covers a one-year term.

5. First 5 Annual Staff Evaluation - Executive Director position.
 - a. Process – Executive Director reached out to County Departments and other First 5s. In the past, Executive Director's evaluation was completed by the Director of the Health and Human Services Department then presented in Closed Session as appropriate under the Brown Act. Several options were presented including, appointing an ad hoc committee to oversee the evaluation. The committee directed staff to contact County Human Resources for direction on preferred documents and process; Staff will then present options to full commission for a decision and appointment of an ad hoc committee, if appropriate. Once a process is agreed upon, it will be memorialized in First 5 Policies & Procedures.
 - b. Timeline – Staff will provide a complete list of options at the October Commission meeting. Then the Commission can decide which to use and appoint ad hoc committee with the goal of presenting the evaluation in December.

6. Outreach – ED reviewed approved 19/20 communications plan and the high interest to date in sponsorships, proposed line item adjustments to increase total sponsorships for the year. Committee approved line item adjustments that do not alter the total Communication plan budget for 19/20. Executive Director discussed option to sponsor Marysville Stampede and get some children's admission tickets to distribute in the community.

7. Adjournment – Meeting adjourned at 11:51 a.m.

Next Executive Committee meeting scheduled for Monday, October 7, 2019