

APPROVED MINUTES Executive Committee Meeting

First 5 Commission of Yuba County

Monday, October 7, 2019

9:00am-10:00am

Yuba County One Stop

Public Session

1. **CALL TO ORDER:** *Commissioner, Arnold called the meeting to order at 9:00am.*
 - > *Commissioners Present –Melinda Staples, Jim Arnold*
 - > *Staff Present: Ericka Summers, Robin Timoszyk and Nikki Williams*

2. **PUBLIC COMMENT/HEARING:**

No Comments

3. **Operational Discussion**

- a. **Review and Approval of August Exec Committee Meeting minutes from September 16, 2019.**

Minutes were reviewed and approved by Commissioner Arnold and Commissioner Staples.

- b. **Review Regular Commission Meeting Agenda (10.24.19)**

Robin Timoszyk discussed the mini-grant applications she is currently reviewing. The first mini-grant application has been submitted by Beale Family Readiness Centers Booster Club for \$4,000 to support their playgroups for the next year. Timoszyk anticipates two additional applications to be submitted in the coming days. These include a mini-grant from The Tri-county Breastfeeding Alliance for their spring conference, which has its focus on maternal mental health. The third likely application will be submitted by Heather Richardson, requesting assistance for her in home childcare center. A previous application from Richardson had been denied, however after some guidance, Richardson may be submitting a revised application. Executive Director Summers discussed this previous application briefly. There was some discussion surrounding implementing the ASQ screenings within her program.

- c. **2018/2019 Audit Updates**

Summers discussed the status of the audit addressing some challenges. Summers will continue to update the Executive Committee and Commission on the progress of this audit as it nears completion.

- d. **2019/2020 Budget Updates**

No update. Summers indicated that this update will be presented at the next meeting for the Executive Committee to review.

- e. **Office Relocation Updates**

Summers discussed the plan to move forward with a new location for First 5 Yuba, including items that need to be addressed in determining whether this site will be appropriate. Arnold provided examples of these items, discussed county guidelines and offered assistance as needed. Summers provided details related to securing inspections and connecting with IT to ensure the new space will meet the needs of First 5 staff. Summers and the Executive Committee discussed cost savings in this process at length, including partnering with Viking Woodworks for potential projects for the new office space.

4. First 5 Annual Staff Evaluation

a. Procedural Documents

Summers presented 4 options for the Executive Director Staff Review process and reviewed them with the Executive Committee. Discussion followed related to how to move forward. A plan to combine aspects of two of the options was discussed. Summers will complete the final evaluation tool and submit it to the Commission at the next meeting.

b. Timeline

Summers discussed the timeline process which will include completing the final evaluation tool and establishing an Ad Hoc committee at the meeting on October 24, 2019. Arnold offered to chair the Ad Hoc. Staples agreed to co-chair if necessary. The final tool will be presented at the December 2, 2019 Executive Committee Meeting. The Executive Committee discussed who would review the tool to provide feedback. Staples recommended the tool be available for the Commission to complete. The group agreed.

5. Program Discussion:

a. IMPACT Updates

Williams discussed her role within IMPACT related to the implementation of ASQ's within the community. Summers further expanded on how First 5 anticipates this position will develop over the coming months.

b. Strategic Partner Update

1. 2019-2020 Contracts

Timoszyk discussed current contract updates. First quarter reports are due 10/10/19.

Summers, Timoszyk and Williams discussed the Imagination Library and updated the Executive Committee on the progress and plans for moving forward with bringing this resource to the community in more settings.

2. Sole Source Application

Timoszyk expanded upon the development and evaluation of a current contract with a local agency. Timoszyk and Summers discussed concerns with this contracted agency related to duplication of services. The Executive Committee together discussed what this may look like for the contract moving forward.

Meeting adjourned at 10:00am