

DRAFT MINUTES Executive Committee Meeting

First 5 Commission of Yuba County

Monday, February 3, 2020

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 Exec Committee Meeting minutes from December 2, 2019.**

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

- b. **Review Regular Commission Meeting Agenda (2/27/2020)**

Summers indicated that a new chair had not been selected at the previous Commission Meeting due to quorum not being met. Summers reviewed the agenda for 2/27/2020.

There was a brief discussion surrounding the election of a new chair and vice-chair.

Summers discussed the annual report. If the report comes out by the next commission meeting, then it will be reviewed and opened up for public hearing. ASR will provide a presentation regarding the School Readiness assessment.

There was a brief discussion around potential staffing changes. This will be contingent upon the status of the Rising Alliances Grant application. Brief overview of office space agenda item. More later in this meeting.

ED performance evaluation. Arnold reports that the evaluation is complete.

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

Summers reviewed the budget. An adjustment needs to be made to the PERs line. Total revenues are highlighted. July and August dollars were received. Prop 56 back fill was received in the amount of \$183,000. There was some discussion about why this number was high. Some discussion about prior revenue projections and how

they impact monthly projections. Summers reviewed the projection process and what this might mean moving forward. Specifically, due to delays in allocation of funds, Summers indicated she will take a conservative approach to the budget. This is consistent with how other neighboring First 5 entities are approaching their budgets. Summers does not anticipate needing to pull any more funds from reserves this fiscal year.

State budget impact: Summers discussed how changes to the State budget may impact funding, including realigning and/or creating new departments. Potentially new funding around child development screening and ACEs screening and technical assistance.

New vaping tax: Summers discussed the Governor's plan to realign taxes related to vaping products.

d. Staffing

Summers reviewed current staffing needs. Summers briefly explained how it makes sense to wait to see what funding (including the Rising Alliance grant) will look like before moving forward, as adding new staff may also necessitate moving into a larger office space. Summers discussed the option of hiring a student intern in the meantime, to assist with additional community outreach as well as office work and Census outreach. Census is providing funds for First 5 to utilize for Census outreach, which would include this limited term extra staff (student intern).

4. Office Relocation Review:

Summers reviewed the facilities she is considering for future office space. She discussed costs, including rent, utilities, building updates and remodeling. The Executive Committee discussed ideas and pros and cons of moving. Discussion related to cost comparison continued at length.

5. Program Discussion:

a. Program performance summary updates 2016-2019

Summers talked about the summary review. OPUD and Playzeum are up for approval to extend their contracts this year. The Executive Committee reviewed the draft. No questions.

b. Strategic partner update

No new updates.

Meeting adjourned at 9:48am

Next Executive Committee Meeting: April 7, 2020