
Regular Meeting
Wednesday, October 4, 2023
Minutes

1. Call to Order

2:01 pm

2. Approval of Agenda— ACTION – Attachment 1

Laura made a motion to approve the Agenda for the October 4th meeting. (Motion, Second, Carry) Laura Brown, Ryan Gruver (3-0)

3. Introductions

Rachel Peña, Ryan Gruver, Laura Brown, Melody Easton, Rosemary Gonzalez, Cindy Maciel, Kristina Kind, Scott W. Lay (arrived at 2:13 pm)

4. Public Comment

Cindy thanked commissioners for helping fund TTUSD Early Learning School Readiness Program and talked about the upcoming conference that is being held in Truckee.

5. Commissioner Comment

Ryan Gruver thanked Melody and Rosemary for having a booth at the 2nd annual Latino Festival at Condon Park in Grass Valley.

6. Approval of Minutes for June Regular Meeting Minutes – ACTION – Attachment 2

Ryan made a motion to approve the June 7th regular commission meeting minutes. (Motion, Second, Carry) Ryan Gruver, Laura Brown (3-0)

7. Gratitude for Commissioner Laura Brown's 10 years of service to the Commission and children in Nevada County – DISCUSSION

Flowers and a gift card to Riverside Studios in Truckee were presented to Laura Brown for her 10 years of service as a commissioner and the children of Nevada County.

8. Commissioner Search – Truckee Representative – DISCUSSION

The Commission will receive an update on the search for a new member to represent the Truckee area.

Melody, Laura, and Cindy have been brainstorming for a new Truckee representative to serve as a commissioner. Many great people in mind, but they are either funded by first 5 or are very busy. We will need to find a representative soon otherwise only one commissioner can miss to keep a quorum.

9. Fiscal Review – ACTION – Attachment 3

The Commission will review and approve the fiscal report and credit card statements through July 2023 – the June report will be presented once the audit has been finalized, to allow for any last journal entries.

Laura asked a question about the fiscal report regarding MAA. Melody explained the MAA payment process. Scott then made a motion to approve the Fiscal Report and credit card statement. (Motion, Second, Carry) Scott W. Lay, Ryan Gruver (4-0)

10. Contractor Report – Quarter 4 – DISCUSSION – Attachment 4

The Commission will review the Quarter 4 Persimmony Reports.
Melody reviewed the Persimmony 22/23 FY Quarter 4 Reports.

11. Contractor Reporting - ACTION – Attachment 5

The Commission will consider the reporting frequency for contractors during the 2023-2024 program year.

Scott made a motion to change the reporting schedule from quarterly to twice a year. (Motion, Second, Carry) Scott W. Lay, Rachel Peña (4-0)

12. Strategic Plan — ACTION – Attachment 6

The Commission will review and approve the changes to the 2024-2030 Strategic Plan.

Melody reviewed the changes and updates to the strategic plan. A motion was made to approve the changes. (Motion, Second, Carry) Ryan Gruver, Laura Brown (4-0)

13. 2023-2024 Request of Applications - ACTION - Attachment 7

The Commission will review and approve the draft Request for Applications and associated process/timeline for the 2024-2027 contract period.

The Commission reviewed the draft Request for Applications, a motion was made to approve the Request for Proposals and proposed timeline associated with the RFP and change it to a 2-year cycle instead of a three-year cycle. (Motion, Second, Carry) Laura Brown, Scott W. Lay (4-0)

14. RFP Process – Community Collaboratives - ACTION - Attachment 8

The Commission will consider whether to carve out dedicated dollars for the existing Community Collaboratives for the 2024-2027 contract period, rather than requiring them to compete for funding through the standard RFP Process.

Ryan made a motion that they hold up to \$10,000 for interagency collaborative proposals totaling \$20,000 annually. (Motion, Second, Carry) Ryan Gruver, Rachel Peña (4-0)

15. Executive Director’s Report—DISCUSSION - Attachment 9

The Executive Director will share highlights from her written report.

- Kids Corner Recap
 - *Scott W. Lay, Superintendent and First 5 Commissioner, did story time*
 - *Morgan Best, Early Education Director, did a sing along*
 - *CalFresh sent a staff member, and they did a demonstration on a healthy snack*
 - *Book Drive was a success with over 1000 books donated*
- 2022-2023 Audit
 - *Audit was on September 6th everything is going smoothly*
- First 5 Association and First 5 California updates
 - *LA Times had a news article on First 5’s and the decline of Tobacco Tax Revenue*
 - *SPCFA one year extension of the Small Population County Funding Augmentation.*
- Leadership Cohort 4 update
 - *Final leadership Cohort 4 was held September 26-28th in Sacramento*
- Social Media
 - *Facebook- 702 Followers*
 - *Instagram- 255 Followers*

Correspondence—**NONE**

Adjourn to Closed Session 3:27pm

16. Executive Director Performance Evaluation – DISCUSSION – Attachment 10

The Commission will review the results of the survey conducted for the Executive Director’s performance evaluation and discuss goals for future evaluation periods.

Next meeting: Wednesday, November 15, 2023 – Eric Rood Administrative Center