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As authorized by Governor Newsom’s Executive Order, N-25-20, dated March 12, 2020, the meeting will be held via teleconferencing with members of the Commission attending from separate remote locations. The meeting will be live cast via Zoom; where members of the public shall have the right to observe and offer public comment. This altered format is in observance of the recommendation by local officials that certain precautions be taken, including social distancing, to address the threat of COVID-19.

Regular Meeting
Wednesday, September 16, 2020
1:00 – 4:00 p.m.
Minutes

1. Call to Order 1:05pm
2. **Approval of Agenda—ACTION - Attachment 1**
Motion was made to approve agenda. Motion/Second/Carry- Sue/Laura (5-0)

3. **Introductions**
All Commissioners, Staff and Public introduced themselves.
(Scott W. Lay, Ryan Gruver, Jill Blake, Laura Brown, Sue Hoek, Melody Easton, Rosemary Gonzalez, Laura Harter, Jenni Toedtemeier, Marina Bernheimer, Anibal Cordoba Sosa, & Joyce Ash)

Public Comment

Melody had a note from Rosnina who wanted to attend the meeting but could not because she had a conflict. Rosnina wanted to let everyone know about the upcoming roundtable event to talk about best practices for childcare providers in terms of mitigating their risk of COVID-19 on the September 23rd.

4. **Commissioner Comment**
Jill Blake wanted to share the upcoming Drive Thru Flu Clinic that is free to everyone on October 6, 2020 between the hours of 12:00-4:00 pm at Twin Cities Church and there will be something in Truckee as well but no details yet.
5. **Approval of Minutes** for June 17, 2020 and August 27, 2020 - **Attachment 2a & 2b**
Motion was made to approve minutes for June 17 & August 27, 2020 Attachment 2a & 2b.
Motion/Second/Carry- Sue/Laura (5-0)

6. Monthly Fiscal Reports - ACTION - Attachment 3

The Commission will review and approve budget figures for March - June along with credit card statements for March - June.

Melody mentioned that the Fiscal Report was March through May, not through June. The bookkeeper was still making final changes to June. Motion was made to approve Monthly Fiscal Reports March - May.
Motion/Second/Carry – Sue/Ryan’s Voice/Jill’s hand (5-0)

Scott W. Lay
Commission Chair
Nevada County
Superintendent of
Schools

Ryan Gruver
Vice-Chair
Director,
Nevada County Health
& Human Services
Agency

Jill Blake
Director, Public
Health, Nevada
County Health &
Human Services
Agency

Laura Brown
Executive Director,
Excellence in Education
Foundation

Sue Hoek
Nevada County
Supervisor,
District 4

7. 2021 - 2024 Strategic Plan - ACTION - Attachment 4

Review and Approve 2021-2024 Strategic Plan

Melody let the commissioners know that this is a fully compiled and executed strategic plan with various attachments that have been worked on for the last several months. There was a discussion earlier on the year discussions on having a Strategic Plan and a Partner Implementation Plan and once decisions are made on who will be funded for the next strategic period, there will be an implementation plan that will outline all the deliverables the scope of work. Sue commented on how impressed and how good of a job Melody did and said it was a big improvement from before. Jill commented how great the Strategic Plan looked. Scott mentioned he saw two minor issues on the commissioner and staff names he wants a "W" in his name and Sue's name the letters are capitalized and different from the rest of the names.
Motion/Second/Carry – Sue/Laura (5-0)

8. FY 19-20 Grantee Outcomes - DISCUSSION - Attachment 5

The Commission will review annual outcomes reports as submitted by each grantee as well as the new reporting process for FY 20/21.

Melody discussed how ½ of the program year the funded partners were incumbered by a global pandemic but still did an amazing job. This year Strengths and Challenges section was added as it was related to Covid-19. In the past grantees submitted quotes and this year Success Stories were added. Starting July1 we are moving to a quarterly reimbursement model. Partners will report quarterly and turn in their expense report and getting reimbursed for actual expenses. Melody developed a survey on Survey Monkey for the demographics reports and still trying to figure out the best format for the program side. That should help with the ongoing monitoring of the program so if ½ way through the year they are encountering challenges then we can work with them to try to find solutions and not having to wait till the end of the year. First quarter ends September 30 and the first reports are due the end of October. For December meeting Melody will bring examples of the reports.

9. Funding Process - Approval of continued Internal Funding - ACTION - Attachment 6

The Commission will consider the future funding of various internal programs that have historically been funded:

- a. Car Seats - \$1,000
- b. Food for Impact - \$3,000
- c. Kids' Corner at the fair - \$1,000

Scott clarified looking at the one-year fiscal impact and the three-year fiscal impact keep it in the budget but as Laura reminded us, we can adjust it if needed in years two and three should something change. Motion was made to keep those programs in budget, Fiscal Impact in year one \$5,000, and Fiscal Impact for three years \$15,000 for Car Seats, Food for Impact and Kids Corner at the Fair.
Motion/Second/Carry – Jill/Ryan (5-0)

10. Funding Process - Community Collaboratives - ACTION - Attachment 7

The Commission will consider the two community collaboratives that are currently funded and determine if they participate in the competitive proposal process.

Melody recommended setting aside funds, so they are allocated a certain dollar amount whether it's the total of \$12,500 that they currently get or if they get a reduced amount then that will be up to the commission.

Jill made a motion to set aside and determine the dollar amount once a larger conversation is had about the budget and how much money we will or will not be receiving.

Motion/Second/Carry – Jill/Laura (5-0)

11. Funding Process - Request for Proposals - ACTION - Attachment 8

The Commission will review the RFP template and determine the appropriate timeline for collection and review

of proposals

Melody's recommendation is to open the RFP and Review in December and decide in January depending on what California First 5 CA decision is and the amount of the Small County Augmentation funding will be.

Scott suggested we move forward with approving the template and having the timeline open but the review taking place to coincide with the January California First 5 CA Commission meeting. Award announcement date can be set for after February 1st.

Laura Harter made a comment that if there is more money given then she would write a proposal for more money if there was more available but is afraid, they will be denied because proposal was too big.

Scott said there is possibly 3 options:

- 1. Wait until we know how much we have before we send out any RFP's*
- 2. Come up with some possibilities and have two level RFP*
- 3. Keep using what we know what we are getting and that is what we send out and if we get the small county Augmentation we could send out for revision or additional programs.*

Motion was made to go ahead with the RFP with the timeline of going out in September and closing in December and based upon the budget we currently have.

Motion/Second/Carry - Scott/Ryan (2-5)

Sue-Nay

Jill-Nay

Laura-Nay

A second motion to post the RFP in September with a note to the community about the unique circumstances of the funding. The RFP will be set to close 2 weeks after the First 5 CA State Commission makes their final decisions about the SPCFA.

Motion/Second/Carry - Jill/Laura (5-0)

12. Executive Director's Report—DISCUSSION - Attachment 9

The Executive Director will provide highlights from her written report:

- First 5 CA/First 5 Association Update
- Emergency Supplies
- School Readiness
- Annual Audit/Annual report

Correspondence—**NONE**

Adjournment 2:48pm

Next meeting: *Wednesday, December 16, 2020 at 1:00pm - likely another remote meeting*
