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Regular Meeting  
Wednesday, August 18, 2021  
Minutes  
1:00pm – 4:00pm

1. **Call to Order**
2. **Approval of Agenda— ACTION – Attachment 1**
3. **Introductions**
4. **Public Comment**
  - *NO Public Comment*
5. **Commissioner Comment**
  - *NO Commissioner Comment*
6. **Approval of Minutes for June 16, 2021, Regular Meeting – ACTION – Attachment 2**
  - *Motion was made to approve minutes. (Motion/Second/Carry) Sue Hoek/Laura Brown (3/0)*
7. **Fiscal Review – ACTION – Attachment 3**

The Commission will review the fiscal reports and credit card statements through July 2021.

  - *Motion was made to approve the Fiscal Review. (Motion/Second/Carry) Phebe Bell/Laura Brown (3/0)*
8. **Proposal Request – ACTION – Attachment 4**

The Commission will review a proposal from bookkeeper, Julie Austin, for an increase in her hourly rate.

  - *Motion was made to approve the proposal from bookkeeper, Julie Austin. (Motion/Second/Carry) Sue Hoek/Laura Brown (4/0)*
9. **Revised Budget – ACTION – Attachment 5**

The Commission will review and approve a revised 2021-2022 budget with updated amounts from contract partners.

  - *A motion was made to approve the revised 2021-2022 budget. (Motion/Second/Carry) Phebe Bell/Sue Hoek) (4/0)*
10. **Revised Long Range Financial Plan – ACTION – Attachment 6**

The Commission will review and approve the revised Long Range Financial Plan reflecting the new Prop 10 Tobacco Tax projections from First 5 California.

  - *Motion was made to approve the revised Long Range Financial Plan. (Motion/Second/Carry) Laura Brown/Sue Hoek (4/0)*

**11. Implementation Plan – ACTION – Attachment 7**

The Commission reviewed a final draft of the Implementation Plan that will serve as a companion document to the 2021-2024 Strategic Plan. The purpose of this document is to outline the strategies and indicators that will align with the goals and priorities in the Strategic Plan.

- *Motion was made to approve the final Implementation Plan. (Motion/Second/Carry) Sue Hoek/Laura Brown (4/0)*

**12. Executive Director’s Report—DISCUSSION - Attachment 8**

The Executive Director will share highlights from her written report.

- **First 5 CA/First 5 Association Updates**
  - *Melody discussed and reviewed the First 5 California’s and First 5 Association’s webinar regarding the five-year Prop 10 projections recently developed by the State Department of Finance.*
- **Contracts Update**
  - *All contracts and budgets have been signed and filed away for the programs funded for the 2021-2024 Strategic Plan period.*
- **Persimmony Update**
  - *On August 2, 2021, there was a training with all contractors on how to use the Persimmony database for quarterly reporting.*
- **Kids Corner at the Fair Recap**
  - *Kids Corner at the Fair was a success. Handprint activity was still available but looked a little different due to Covid safety precautions. Families were able to take home a baggie of play dough and a craft to take home. Kidz Community donated a large amount of money, and we were able to provide Grocery Tote bags to families with a bilingual book, hand sanitizer and the Nevada County Dental Coalition provided dental kits for families.*
    - **Social Media and Outreach**
      - *Facebook - 677 following First 5 Nevada County*
      - *Instagram - 170 followers*

**13. Conflict of Interest Policy—DISCUSSION - Attachment 9**

In preparation for our annual audit, the Commission will review the Conflict of Interest policies for any necessary addendum.

Correspondence—**NONE**

**Adjournment**

*1:41p.m.*

Next meeting: Wednesday, October 20, 2021 – Eric Rood Administrative Center 950 Maidu Avenue Nevada City, CA 95959

This agenda was posted on the web at [www.first5nevco.com](http://www.first5nevco.com). Posted on August 12, 2021.

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