



## Executive Committee Meeting Notes

Monday, February 13, at 4:00 p.m.  
Zoom Meeting

**Commissioner(s) Present:** Sandra Applegate and Erica D'Anis  
**Commissioner(s) Absent:** Ben Anderson  
**Staff Present:** Townley Saye and Karla Kohler

### ITEMS

#### 1. Welcome

Commissioner Applegate called the meeting to order at 4:09 p.m. and welcomed participants.

#### 2. Public Comment on Non-Agendized Items

Commissioner Applegate asked for public comment on non-agendized items.

No public comment was made.

#### 3. Consent Calendar *(Action)*

- Meeting Agenda

*Motion to approve the Consent Calendar*

*Motion: Anderson Second: Applegate*

*Yes: D'Anis, Applegate No: none*

*Action Approved*

#### 4. Meeting Location *(Action)*

The EC will discuss and approve meeting location for March 13, 2023 EC meeting.

*Motion to approve to hold meeting at 166 E. Gobbi Street*

*Motion: D'Anis Second: Applegate*

*Yes: D'Anis, Applegate No: none*

*Action Approved*

#### 5. ED Update

- On boarding new Executive Assistant, Karla Kohler.
- Summary of First 5 Summit visit – will have action items available at the next meeting.
- MHSA and DHCS applications submitted.
- FEC RFA, funded by CA Dept of Education was presented. A Raise & Shine board meeting will be scheduled.
- REDI item – Zoom upgrade for captions in Spanish and translating agenda and minutes to be discussed at upcoming Commission meeting.

#### 6. Financial Reports *(Action)*

Budget is being updated. First 5 Mendocino is in the black. Discussed format to present at the upcoming Commission meeting on February 27.

*Motion to approve the revised budget detail and budget summary to present to Commission.*

*Motion: Applegate Second: D'Anis*

*Yes: D'Anis, Applegate No: none*

*Action Approved*

#### 7. Commission Meeting Agenda *(Action)*

The EC will review, discuss, revise, and approve the draft meeting agenda for the February 27, 2023 Commission Meeting.

*Motion to approve the agenda for February Commission Meeting*

*Motion: Applegate Second: D'Anis*

*Yes: D'Anis, Applegate No: none*

*Action Approved*

**Commissioner Applegate closed the meeting at 4:45 p.m.**