



Executive Committee Meeting Notes

*Friday, September 11, 2023 at 5:00 p.m.
In-Person/Zoom Meeting*

Commissioner(s) Present: Erica D’Anis, Sandra Applegate, Ben Anderson
Staff/Public Present: Townley Saye

Items

1. Welcome and Introductions

Commissioner D’Anis called the meeting to order at 5:00 p.m. and welcomed participants.

2. Public Comment on Non-Agendized Items

Commissioner D’Anis asked for public comment on non-agendized items.

No public Comment. Commissioner D’Anis closed public comment.

3. Consent Calendar (Action)

Meeting Agenda

- *EC Meeting Agenda*
- *July Minutes*
- *August Minutes*

Motion made to approve the Consent Calendar and August Minutes

Motion: Applegate Second: Anderson

Yes: Applegate, D’Anis, Anderson No: none

Action Approved

Motion made to approve the July minutes as amended with date changes

Motion: Anderson Second: Applegate

Yes: Applegate, D’Anis, Anderson No: none

Action Approved

4. Commission Meeting Frequency (Action)

The EC will review and discuss current By-Laws and the number of annual Commission meetings and correspondence in non-meeting months.

Discussion about less frequent meetings occurring to address pressing needs that are still aligned with current by-laws but that occur bi-monthly instead of monthly. After much discussion, the EC came to a recommendation would be made to the full Commission that meetings would continue on a monthly basis and the Commission meeting would occur bi-monthly. On non-Commission meeting month, alternate communication could occur in such as a newsletter that does not require action items.

Motion made to bring alternate schedules to Commission to vote on

Motion: Anderson Second: D’Anis

Yes: Applegate, D’Anis, Anderson No: none

Action Approved

APPROVED

5. ED Update

- *Raise & Shine Logo*
- *Imagination Library*
- *Upcoming Community Trainings*
 - *Motivational Interviewing*
 - *Dr. MC McDonald*
 - *CRM Training for new staff*
- *Play Groups*
- *Staff updates*
- *Remind App*
- *Move in date for Talmage property*
- *MOU updates:*
 - *Sea Star Studies (CNP)*
 - *MCOE (IMPACT)*
 - *Round Valley Indian Health Clinic (CNP)*

ED Saye briefed the EC on current activities. ED Saye showed the new R&S logo including new color pallet and font branding kit. Imagination Library has some donors ready to donate once it is lifted. The non-profit postal shipping has been approved. Official launch date should be next month. Play groups are planned to be launched in September at the ARRC. Staff updates will include additional partnerships that are being developed with Adventist. Renovations have begun at the Talmage property and a move is expected mid-October. An MOU with Sea Star Studios has been executed to allow Early Start children sponsorship to Music Together classes. Another MOU with MCOE has been executed to complete the Kindergarten Readiness Survey. The Survey will be distributed throughout all state preschools, NCO Head Starts, and other early childhood programs. Surveys for teachers, caregivers, and parents will be included in the data collected. An MOU is expected to be drafted soon with RVIHC for a CNP within the outreach department. Vicki Shively will directly supervise the position with monthly meetings with ED Saye.

6. Commission Meeting Agenda (Action)

The EC will review, discuss, revise and approve the draft meeting agenda for the September 25, 2023 Commission Meeting.

The agenda was reviewed and all items listed were approved to be added.

Motion made to approve Commission agenda

Motion: Anderson Second: Applegate

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

Action Approved

7. EC Quorum Check (Action)

The EC will confirm next meeting date and time on Monday October 9, 2023.

EC reviewed calendars and confirmed date of meeting.

Motion made to approve meeting date.

Motion: Anderson Second: Applegate

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

Action Approved

Commissioner D'Anis adjourned meeting at 5:28 pm.

APPROVED

Next EC Meeting October 9, 2023 at 4:00 pm.