

APPROVED



Executive Committee Meeting Notes

Wednesday, May 10, at 4:00 p.m.

In-Person/Zoom Meeting

Commissioner(s) Present: Sandra Applegate, Ben Anderson

Commissioner(s) Absent: Erica D'Anis,

Staff/Public Present: Townley Saye

Items

1. Welcome and Introductions

Commissioner Applegate called the meeting to order at 4:03 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. Commissioner Applegate closed public comment.

3. Consent Calendar (Action)

Meeting Agenda

- EC Meeting Agenda

Motion made to approve the Consent Calendar

Motion: Anderson **Second:** Applegate

Yes: Anderson, Applegate, Anderson **No:** none

Action Approved

4. Raise & Shine Non-Profit Monies (Action)

The EC will review the remaining balances of First 5 funds being held under the Raise & Shine Non-profit and determine what funds should be moved back for First 5 allocation.

In preparation for the Annual Planning meeting, a fiscal review of the classes sitting under the Raise & Shine non-profit that are eligible to come back under the First 5 accounts. Recommendation to bring Healthy Kids Mendocino, Imagination Library, and the ARC FRC. There are no known fiscal risks for transferring the funds back into First 5 accounts. A minimum balance needed will be retained in the R&S accounts as needed. No funds are being allocated or spent at this time, only a transfer of funds is recommended. The full Commission will be updated on the amounts being transferred at the upcoming Planning meeting.

Motion to approve to approve the transfer of funds

Motion: Anderson **Second:** Applegate

Yes: DApplegate, Anderson **No:** none

Action Approved

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5. **Manger to Exempt Statue (Action)**

EC will discuss updating the Family Support Manager position from non-exempt to exempt.

Raise & Shine Manager, Bonnie Boek, is recommended to be moved into an exempt status to allow more flexibility for program expansion. She qualifies under the current exempt policy and requirements.

Motion to approve to update to exempt status starting FY 23-24.

Motion: Anderson **Second:** Applegate

Yes: Applegate, Anderson **No:** none

Action Approved

6. **ED Update**

ED Saye will provide an update on current events and seek guidance around the following:

- DHCS grants still pending approval.
- FEC grant pending approval.
- Title IV-E budget pending announcement.
- Commission Recruitment of Chris Swett and Leah Collins.
- Day of the Child summary activity.

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

The EC will review, discuss, revise, and approve the draft meeting agenda for the May 12 2023 Planning Commission Meeting.

ED Saye reviewed agenda items and discussed the long-term planning chart created to explain the sustainability efforts for upcoming fiscal years. Commissioner and EC Chair D'Anis sent out a reminder after the April Commission meeting to Commissioners on the meetings requirements around AB 2647.

Motion to approve the agenda for May Planning Commission Meeting

Motion: Applegate **Second:** Anderson

Yes: Applegate, Anderson **No:** none

Action Approved

8. **EC Quorum Check-**

The EC will confirm next meeting date and time on Monday, July 10, 2023.

Commissioner Anderson closed the meeting at 4:22 p.m.