



Executive Committee Meeting Notes

Monday August 14, 2023 at 4:00 p.m.

In-Person/Zoom Meeting

Commissioner(s) Present:, Erica D'Anis, Ben Anderson

Commissioner(s) Absent: Sandra Applegate

Staff/Public Present: Townley Saye

Items

1. Welcome and Introductions

Commissioner D'Anis called the meeting to order at 4:02 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

Motion made to pull the minutes and approve the agenda separately.

Agenda approved with changes to reflect updated Item numbering.

Motion: Anderson Second: D'Anis

Yes: Anderson, D'Anis No: none

Action Approved

Motion made to table approval of the Minutes until next meeting.

Motion: Anderson Second: D'Anis

Yes: Anderson, D'Anis No: none

Action Approved

4. Policy Revision (Action)

The EC will review and discuss new and updated policies:

- Wellness Incentive
- Benefits Policy
- Conflict of Interest Policy
- Contracting and Procurement Policy

EC reviewed the current and new policies and discussed making updates to the Wellness Incentive Policy to reflect that it can be used for any wellness and to remove the identifier of "physical". ED Saye confirmed with the EC that all taxes absorbed by First 5 within both the Wellness Incentive and Benefits Policy would be determined through a third-party payroll company. Both policies can be revisited and adjusted as necessary according to changing revenues.

Conflict of Interest Policy and Contracting and Procurement Policy were updated to reflect gender neutral pronouns, new First 5 logo, and updated Commissioner

APPROVED

Chair information. The Conflict of Interest Policy is expected to be sponsored by Commissioner Mulheren to be approved by the Board of Supervisors as is required for the First 5 audit.

All policies will be put on the consent calendar for full Commission meeting review and approval.

Motion made to update the Wellness Incentive as discussed and approve all policies to be moved forward for full Commission review

Motion: Anderson **Second:** D'Anis

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

Action Approved

5. First 5 Mendocino Relocation (Action)

Review current policy on executing leases and determine next steps.

ED Saye pointed out the section within the Contracting and Procurement Policy requiring that leases are executed through the Commission or delegated to the ED to do so. Since Chair D'Anis will not be present at the upcoming Commission meeting, her recommendation is that the ED execute the new lease on Talmage Road and to share that with the full Commission when the item is discussed during the meeting.

ED Saye reviewed the terms of the new lease for the Talmage property. Annual rent increases are below renting standards, and adjustments to modify lease after 7 years could be made due to any loss of funding. EC discussed adding in an additional lease adjustment at 5 years to down size, if necessary, and a full stop at 7 years, if needed. Recommendation of changing the language in the lease from "loss of funding" to "decreased of funding". Additional language to reflect the verbal agreement to add the installation of recessed lighting. October 1st would be the date of lease initiation.

Motion made to bring to full Commission with recommended changes discussed.

Motion: Anderson **Second:** D'Anis

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

Action Approved

6. Fiscal Reports Review (Action)

Update of accounting methodology and fiscal reports review from July 2022 through April 2023.

ED Saye reported that the methodology for reconciling the financial records no longer reflects how the current banking is completed. The current method requires waiting for the County to reconcile before First 5's books are reviewed by a third party. This was done during a time when all checks were written through the County. Current procedures involve banking through the Savings Bank, with checks disbursed directly through First 5. The only finances going through the county are the First 5 CA tax disbursements. Therefore, the new methodology would still be reviewed by the third-party accountant but in real-time instead of the delayed review currently required in waiting for the county reconciliation. This new method would allow for a more accurate reflection of funds as they move in and out of the approved accounts. A one-pager will be created to be included in the Commission packet.

Motion made to update change in methodology and bring back for full Commission for review and approval.

APPROVED

Motion: Anderson **Second:** D'Anis
Yes: D'Anis, Anderson **No:** none
Action Approved

7. ED Update

- Raise & Shine Logo
- Audit
- Upcoming Community Trainings

ED Saye reported out the Raise & Shine team was actively working to update the logo to represent the addition of the Family Empowerment Center, hopefully a new logo would be ready by the Commission meeting. Additionally, ED Saye reported that the audit was currently underway. Business Manager, Jenna Flesch, was unable to be in person for the audit due to COVID, but all files had been successfully moved over to an electronic format and so far everything was moving along smoothly. There are some new forms for staff and the Chair of the Commission to complete to inquire about fraud. All will be sent after the meeting and can be returned directly to the Auditor. Upcoming trainings include HOPE and Triple P facilitator trainings.

8. Commission Meeting Agenda (Action)

The EC will review, discuss, revise and approve the draft meeting agenda for the August 21, 2023 Commission meeting.

EC discussed putting the Conflict of Interest and Contract Procurement Policies into Item 3, the Consent Calendar, on the Commission Meeting agenda and to leave the Wellness Incentive and Benefits as their own item for full Commission review. Item 6 of the agenda is to include the lease review and the approval to execute. Additional discussion to add Mindful Minute as an additional standing item to the Commission Agenda to reflect wellness practices related to the Community Resilience Model (CRM).

Motion made to update agenda according to discussion and approve the Commission Meeting Agenda.

Motion: Anderson **Second:** D'Anis
Yes: D'Anis, Anderson **No:** none
Action Approved

9. EC Quorum Check (Action)

The EC will confirm next meeting date and time on Monday, September 11, 2023

EC reviewed calendars and confirmed date of meeting.

Motion made to approve meeting date.

Motion: Anderson **Second:** D'Anis
Yes: D'Anis, Anderson **No:** none
Action Approved

Commissioner D'Anis adjourned meeting at 4:46 pm.

Next EC Meeting September 11, 2023 at 4:00 pm.