APPROVED

Executive Committee Meeting Notes

Friday, May 23, 2025 at 4:00 p.m.
In-Person/Zoom Meeting

Commissioner(s) Present: Sandra Applegate, Erica D'Anis, Tawny Bailey
Commissioner(s) Absent:
Staff/Public Present: Townley Saye, Karla Kohler, Alex Rounds

Items

1. **Welcome and Introductions**
   Commissioner D'Anis called the meeting to order at 4:03 p.m. and welcomed participants.

2. **Public Comment on Non-Agendized Items**
   Commissioner D'Anis asked for public comment on non-agendized items. Kohler reported that research to fund continued diaper distribution is ongoing since the decline in revenue. Rounds shared information about the Welcome Baby program roll-out. Community Health Workers (CHWs) are excited about the implementation and program start. Business cards for the CHWs have been ordered for partner agency distribution.

3. **Consent Calendar (Action)**
   Meeting Agenda
   - April Minutes
   - EC Meeting Agenda

Motion made to pull the agenda and approve the Consent Calendar.
Motion: *Applegate* **Second:** *D'Anis*
Yes: *Applegate, D'Anis* **No:** *none*
Action Approved

EC discussed minutes and modified Item 9 with an incorrect meeting date.

Motion made to approve the April minutes with noted date changes in Item 9.
Motion: *Applegate* **Second:** *D'Anis*
Yes: *Applegate, D'Anis* **No:** *none*
Action Approved

4. **First 5 Commission Bylaws Review (Action)**
   EC will discuss and review bylaws to determine what areas require attention.

   EC reviewed and discussed Commission Member attendance as outlined in the current bylaws to determine if meeting dates aligned with ensuring quorum and meeting County code guidance.

Motion made to bring the by-laws to the Commission for discussion on member attendance.
Motion: *Bailey* **Second:** *Applegate*
Yes: *Applegate, D'Anis, Bailey* **No:** *none*
Action Approved

Commissioner Bailey arrived at 4:14 PM.

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5. **Policy and Advocacy Protocol Update (Action)**
   EC will review, modify, and approve for Commission review.

   ED explained the updates, including the new logo and priorities aligned with the current Strategic Plan. The update is more procedural since the policy had not been updated since 2017. EC discussed procedures for creating a future policy and advocacy protocol that aligns with the greater First 5 network.

   Motion made to make the recommended changes without Commission review and create a new policy that can be reviewed by full Commission at a later date.

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

6. **Emergency Funding Requests Policy (Action)**
   EC will review, modify, and approve for Commission review.

   EC reviewed and discussed the policy that it was no longer relevant due to declining revenues. The policy retirement will be shared at the next Commission meeting.

   Motion made to retire policy and provide Commission update.
   Motion: *Bailey* **Second:** *Applegate*
   Yes: *Applegate, D'Anis, Bailey* **No:** *none*
   Action Approved

7. **Racial Equity and Cultural Humility Policy (Action)**
   EC will review, modify, and approve for Commission review.

   The ED explained that drafting this policy was a requirement for the CYBHI funds received from the Department of Health Care Services. The policy needed to be written and reviewed by either the Executive Committee or the full Commission. After review, and regardless of approval, the policy will be included in the next Implementation report to DHCS. EC discussed and made editorial recommendations on staff training frequency.

   Motion made to approve Policy and submit to DHCS.
   Motion: *Bailey* **Second:** *Applegate*
   Yes: *Applegate, D'Anis, Bailey* **No:** *none*
   Action Approved

8. **FY 2025-2026 DRAFT Budget Review (Action)**
   EC will review, modify, and approve the DRAFT budget details, budget, summary, and tax revenues for Commission review.

   The ED explained the updated budget areas that included making necessary adjustments due to the SPCFA funding decreased by $30,000, impacting Community Supports (i.e., diapers, etc.)

   Motion made to approve the updated DRAFT Budget for Commission review
   Motion: *Bailey* **Second:** *Applegate*
   Yes: *Applegate, D'Anis, Bailey* **No:** *none*
   Action Approved

9. **ED Update**
   The ED reported that the recent *Save a Child* event was highly successful, with strong attendance, positive feedback, and valuable networking opportunities. Updates were provided on ongoing collaborative work through the Community Navigator Program (CNP) and Family Empowerment Center (FEC), including partnership development with Courageous Engagement, which serves Regional Center clients across the catchment area. Plans are underway to potentially contract with them in the next fiscal year, enabling expanded CNP services in Del Norte, Humboldt, and Lake counties, bringing service coverage into alignment with the full four-county Regional Center area within three years of contract execution. ED also shared updates on program integration efforts, noting that the three newly hired Community Health Workers for the

CalAIM expansion are now operating as the *Welcome Baby Team*. Referrals are active, and internal administrative and management meetings have begun to strengthen coordination between the Welcome Baby Team and Raise & Shine staff. Efforts are focused on streamlining referrals, aligning billing and service delivery, and ensuring a seamless, “no wrong door” experience for families. Additional ongoing work includes budget planning and advocacy activities. No questions were raised by the EC.

10. Commission Meeting Agenda (Action)
The EC will review , edit, and approve the Commission Agenda for June 20, 2025 planning meeting.

The EC reviewed the agenda and moved for approval.

Motion made to approve the Agenda with suggested changes
Motion: *Bailey* **Second:** *Applegate*
Yes: *Applegate, D’Anis, Bailey* **No:** *none*
Action Approved

11. EC Quorum Check
The EC will confirm next meeting date and time.
EC reviewed calendars and confirmed the August 15, 2025, meeting date at 4:00 p.m.

Commissioner D’Anis adjourned meeting at 5:03 p.m.

Next EC Meeting August 8, 2025 at 4:00 pm.
Next Commission Meeting June 20, 2025