



Executive Committee Meeting Notes

Friday, October 10, 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

Items

1. Welcome and Introductions

Commissioner D'Anis called the meeting to order at 4:07 p.m. and introductions were made.

2. Public Comment on Non-Agendized Items

There were no public comments.

3. Consent Calendar (Action)

Meeting Agenda

- EC Meeting Agenda

Motion made to approve the Consent Calendar.

Motion: Applegate **Second:** D'Anis

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

Action Approved

4. First 5 Mendocino Paid Vacation Policy Update (Action)

EC will review, edit/modify, and approve the recommended Paid Vacation Policy for the First 5 Mendocino Commission to review and consider for approval.

The EC reviewed the draft Paid Vacation Policy. Discussion focused on clarifying the distinction between unrestricted floating holidays and fixed holidays. Key discussion points and feedback included:

- Agreed that employees must identify their two floating holidays at the beginning of the calendar year to avoid accrued liability.
- Review and revise the floating-holiday language under to clarify that floating holidays are restricted and define the required pre-identification timeframe (beginning of year).
- Research HR/legal language regarding "floating holiday" vs. "floating vacation" rules and incorporate updated language into the policy for presentation to the commission.

Motion made to revise and conditionally approve the policy pending clarifications from HR contractor and bring recommendations to the full Commission for review and approval

Motion: Bailey **Second:** Applegate

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

Action Approved

APPROVED

5. First 5 Mendocino 2026 Meeting Dates Calendar (Action)

EC will review, edit/modify, and approve the recommended Meeting Dates Calendar for the First 5 Mendocino Commission to review and consider for approval.

The EC reviewed the calendar and adjusted dates according to required quorums and moved the EC meeting time to 3:30 as the new start time.

Motion made to approve the updated Meeting calendar for Commission review

Motion: Bailey Second: D'Anis

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

Action Approved

6. Commission Meeting Agenda (Action)

EC will review and approve the First 5 Mendocino Commission Agenda for the October 27, 2025, meeting.

The draft agenda for the October Commission meeting was reviewed. There were no changes prior to Item 7 discussion. After Item 7 was reviewed, The Commission agreed to move the FY 26-31 Strategic Plan item to the December 2025 meeting.

Motion made to update agenda according to discussion and approve.

Motion: Bailey Second: Applegate

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

Action Approved

7. First 5 Mendocino Strategic Plan Outline

EC will review and discuss the outline and provide feedback on the priority areas for the First 5 Mendocino Strategic Plan for FY 26-31.

The EC reviewed and discussed the outline for the FY 26-31 Strategic Plan. Key discussion points and feedback included:

- Emphasized the need for measurable goals and clear community input.
- Recommended more time for a comprehensive discussion at the Commission level, move the Item to the December Commission meeting.
- Send the outline to Commissioners in advance with a specific request to review prior to meeting.

8. ED Update

Grants awards and Submissions

ED Saye provided the following updates:

- Currently analyzing data from two years of Triple P (Positive Parenting Program) outcomes. Preparing a short Triple P slide deck (4–5 slides) showing pre/post data to present to the Board of Supervisors in January.
- Ongoing efforts to secure and onboard new Commission members. This includes compiling current commission appointment dates/expiration dates to identify commissioners at risk of leaving, enabling succession/recruitment planning.
- Brown Act/Ethics training tracking process for Commissioners. Karla Kohler is developing a Brown Act/ethics training tracking form that will be sent to Commissioners.
- Planning for the monthly radio hour. Currently developing protocols for hosting the monthly radio hour (format, roles, commissioner participation plan) and coordinate invitations for commissioner participation.

APPROVED

9. EC Quorum Check

The EC will confirm next meeting date and time.

The next EC meeting is scheduled for November 21, revised from November 7, from 3:30 PM to 4:30 PM.

Commissioner D'Anis adjourned meeting at 4:57p.m.

Next EC Meeting November 21 at 3:30 pm.

Next Commission Meeting October 27, 2025