



Executive Committee Meeting Notes

Friday, November 21, 2025 at 3:30 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 3:35 p.m. and welcomed participants. Commissioner Applegate attended virtually per approved AB 2449 accommodations.

2. Public Comment on Non-Agendized Items

There were no public comments. ED Saye shared a personal experience about providing trauma resiliency training ("Community Resiliency Model" or CRM) to survivors of the Palisades and Altadena fires in Southern California. She emphasized the model's effectiveness and her renewed commitment to integrating this work into First 5 Mendocino's programs. She noted the timely alignment with a recently submitted Behavioral Health Services Act grant proposal that includes training for transitional age youth.

3. Consent Calendar (Action)

Meeting Agenda

- EC Meeting Agenda

Motion made to approve the Consent Calendar.

Motion: Bailey Second: Applegate

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

Action Approved

4. Positive Parenting Awareness Month Proclamation (Action)

EC will review, discuss/modify, and approve the Positive Parenting Awareness Month Proclamation for Commission review and approval.

The EC reviewed a draft proclamation provided by a partner agency. Edits were discussed and incorporated in real-time, including:

- Clarifying language in a "Whereas" clause regarding how Positive Childhood Experiences (PCEs) reduce the effects of depression associated with ACEs.
- Revising text to better reflect that children are supported by a community of caregivers (parents, grandparents, foster parents, etc.) in various settings.
- Minor grammatical corrections.

Motion made to approve the edited Positive Parenting Awareness Month Proclamation for 2025 and forward it to the full Commission for review and approval

Motion: Bailey Second: Applegate

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

Action Approved

5. Memorandum of Understanding with Raise & Shine Nonprofit (Action)

APPROVED

EC will review, discuss/modify, and approve the MOU for Commission review and approval.

The EC reviewed the annual MOU with Raise & Shine. No changes were requested. Staff will update the document's footnote to reflect the current review date and Commission meeting for approval.

Motion made to approve the MOU with Raise & Shine as presented and forward it to the full Commission.

Motion: Bailey **Second:** D'Anis

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

Action Approved

6. 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 discussed a draft outline of the strategic plan, which includes four priority areas with associated milestones and key activities. Key discussion points and feedback included:

- **Clarity on Timeline and Baselines:** It was clarified that FY 2026-27 will serve as a foundational year for establishing data baselines. Members requested this be explicitly stated in the document's introductory section.
- **Methodology:** Members suggested adding a brief description of the methodology (e.g., staff interviews conducted by the consultant) used to develop the projected milestones and activities.
- **Language Precision:** Recommendations were made to define terms like "provider" (e.g., professional/paraprofessional ECE providers) and "all districts" (i.e., all five county districts).
- **Ongoing Outreach:** Emphasis was added to ensure key activities include continuous outreach and education to community partners, acknowledging high staff turnover at partner agencies.
- **Next Steps:** EC members will provide written feedback on the outline, particularly regarding milestones and key activities. The refined outline will be a primary discussion item at the December Commission meeting.

7. Commission Meeting Agenda (Action)

EC will review and approve the First 5 Mendocino Commission Agenda for December 8, 2025

The draft agenda for the December Commission meeting was reviewed. A recommendation was made and accepted to move the Strategic Plan discussion earlier in the agenda to prioritize focus and energy.

Motion made to approve Annual Performance Evaluation Form and process.

Motion: Bailey **Second:** Applegate

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

Action Approved

8. ED Update

Grants awards and Submissions

ED Saye provided the following updates:

- **Grant Awards/Submissions:** First 5 was awarded a PATH Cited 4 CalAIM grant (allowing for 2 vehicle purchases of \$30,000 per vehicle). Staff will explore cost-matching options. A Behavioral Health Services Act grant was submitted, which includes a component for the Trauma Resource Institute's

APPROVED

new "Youth Ambassador" CRM curriculum. A letter of support was provided for a partner agency's grant.

- **Program Activities:** Staff conducted Triple P and CRM presentations for community partners (Head Start, Mendocino College). Planning is underway for a State of the Child event in April focused on fatherhood engagement. A successful postpartum support group was held in the Community Room.

9. EC Quorum Check

The EC will confirm next meeting date and time.

The next EC meeting is scheduled for February 6, 2026, from 3:30 PM to 4:30 PM.

Commissioner D'Anis adjourned meeting at 4:37p.m.

Next EC Meeting February 6 at 3:30 pm.

Next Commission Meeting February 23, 2026