APPROVED

Executive Committee Meeting Notes

Monday, January 13, 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 Hohler, Alex Rounds, Maria Fuentes, Monica Troxler, Jade Aldrich, Tara Youst, Megan Carson, Jenna Flesch

Items

1. **Welcome and Introductions**
   Commissioner D'Anis called the meeting to order at 4:05 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 was made.

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

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

4. **Partnership HealthPlan of CA and First 5 MOU (Action)**

   EC will review, modify, and approve/deny the MOU for Commission Review

   ED explained that the MOU was required by the CA Department of Health Care Services (DHCS) and that local Managed Care Plans (MCP) have an MOU with their local First 5. Adjustments were made to make it less medically focused and more community-based support focused. All First 5s are being requested, but it is the responsibility of DHCS to seek partnerships. The MOU would create additional staff time to attend meetings with the MCP. Alex Rounds will act as the lead liaison and assist with the referral process detailed in the MOU.

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

5. **Salary Compensation (Action)**

   EC will review, modify, and approve sending the Salary Compensation recommendation for Commission review.

   ED provided a brief update on how the COLA recommendation was tabled at the December Commission meetings and a request was made by Commissioners to have the current salary scale and merit policy distributed. The ED explained the process of surveying staff and extensive discussions around merits, longevity, and qualifiers related around education levels beyond position requirements and provided a walkthrough of the staff survey results. Moves towards greater transparency around benefits, COLA, and salary schedules were discussed and tools were created to help guide staff in understanding their benefits individually. The EC discussed at length the salary, benefits, and merit considerations resulting in the following summary:

- The implementation of a new benefits tool for staff, which includes a wellness benefit and a health stipend for those not using the healthcare provided plan.
- A 10% cost of living adjustment (COLA) for current staff for FY 25-26 and a 3.5% COLA annually.
- A 3% educational differential for over the minimum position requirement.
- A 3% increase every three years of employment, capping at 12 years.
- Bonuses awarded based on increased contract procurement and approved by Commission.

Staff provided additional historical references for how merits have previously been done with an agreement on using the salary scale as the base for hiring and then applying the proposed recommendations to create individual salary schedules. Policy updates are expected to be created around education differential qualifiers.

Motion made to bring to the staff recommendations related to compensation along with supporting documents with the objective in obtaining an approved compensation schedule from the full Commission.
Motion: *D'Anis* **Second:** *Applegate*
Yes: *Applegate, D'Anis, Bailey* **No:** *none*
Action Approved

Commissioner Bailey left meeting at 5:12 PM.

- **Cost-of-Living-Allowance (COLA) Modification (Action)**

  EC will review, modify, and approve sending the COLA modification recommendation for Commission Review.

  After Item 5 discussion, EC discussed the order for the Commission Agenda with the understanding of the overlap between Items 5 and 6. EC recommends summaries for previously recommended 4% COLA and the staff recommended 3.5% COLA be brought to the Commission for approval.

Move to bring the two different COLA recommendations to the full Commission for approval.

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

- **Executive Director Annual Performance Review Process (Action)**

  EC will review process and make any necessary updates.

  With Commissioner Appelgate temporarily taking over the Chair responsibilities, Chari D'Anis reviewed the process and updated review distribution timelines and process. Support from the Executive Assistant will be provided as needed. Discussion to move the review to April Commission meeting.

Motion made to approve Annual Performance Review process and move Item to April Commission meeting
Motion: *D'Anis* **Second:** *Applegate*

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

- **ED and Staff Update**

  ED Saye provided a summary of current and upcoming events and activities:
  - *Redwood Region RIISE has an open grant that is being written in collaboration with Lake, Humboldt, and Mendocino to create a closed loop referral system regionally.*
  - *CHW hiring process has begun and we received 32 applicants and will be interviewed based on a qualifying matrix.*
  - *Executive Assistant provided updated to the newsletter and website.*
  - *Positive Parenting Awareness Month Proclamation at Board of Supervisors and hosted a Triple P facilitator appreciation brunch*
  - *Toilet training video to be uploaded onto YouTube*
  - *Raise & Shine has secured Suite M and has hosted the first playgroup in the newly named Community Room.*
  - *Community Events in planning:*
    - *NICWA*
    - *State of the Child*

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

   The EC will review , edit, and approve the Commission Agenda for February 3, 2025 meeting.

   The EC reviewed the agenda and remove the Executive Director Annual Review to April agenda.

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

9. **EC Quorum Check**
   The EC will confirm next meeting date and time on Monday March 10, 2025.
   EC reviewed calendars and confirmed the date to March 10, 2025 at 4:00 pm.

Commissioner D'Anis adjourned meeting at 5:40 p.m.

Next EC Meeting February 3, at 4:00 pm.
Next Commission Meetings March 10, 2025