APPROVED

Executive Committee Meeting Notes

Friday, February 6, 2026 at 3:30 p.m.
In-Person/Zoom Meeting

Commissioner(s) Present: Erica D'Anis, Tawny Bailey, Kristin Hills
Commissioner(s) Absent:
Staff/Public Present: Townley Saye, Monica Troxler

Items

1. **Welcome and Introductions**
   Commissioner D'Anis called the meeting to order at 3:31 p.m. and welcomed participants.

2. **Public Comment on Non-Agendized Items**
   There were no public comments.

3. **Consent Calendar (Action)**
   Meeting Agenda
   - EC Meeting Agenda
   - EC May 2025 Minutes
   - EC August 2025 Minutes
   - EC October 2025 Minutes
   - EC November 2025 Minutes

   EC discussed pulling Agenda and May 2025 minutes from Consent for revisions and approval.

   Motion made to accept EC Meeting Agenda
   Motion: *Bailey* **Second:** *D'Anis*
   Yes: *Hills, D'Anis, Bailey* **No:** *none* **Abstentions:** *none*
   Action Approved

   EC noted needed corrections on May 2025 Minutes.

   Motion made to accept May 2025 Minutes with corrected spelling of Commissioner Bailey's name
   Motion: *Bailey* **Second:** *D'Anis*
   Yes: *D'Anis, Bailey* **No:** *none* **Abstentions:** *Hills*
   Action Approved

   Motion made to accept August, October, and November 2025 Minutes
   Motion: *Bailey* **Second:** *D'Anis*
   Yes: *D'Anis, Bailey* **No:** *none* **Abstentions:** *Hills*
   Action Approved

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4. **Commission Application Approval (Action)**
   EC will review, discuss, approve/disapprove new Commissioner application for Stephen White.

   EC discussed submitted application and ED reviewed the Commissioner Approval process. Applicant White would be seated to occupy the remaining open County appointed seat needing to be filled to align with bylaws. White currently supports Family Children Services. If approved, he will be sworn in during the March Commission meeting.

Motion made to approve the application of White for the First 5 Commission
Motion: *Bailey* **Second:** *D'Anis*
Yes: *Hills, D'Anis, Bailey* **No:** *none* **Abstentions:** *none*
Action Approved

5. **Staff and ED Annual Review process (Action)**
   EC will review, discuss/modify, and approve the new process for ED and staff annual reviews.

   The ED reviewed the current performance evaluation policy and explained that due to standardized practice of weekly and monthly check-ins with staff in addition of the newly adopted merit policy, performance evaluations were time-consuming activities that were not particularly helpful for staff and repetitive when paired with the regular check-ins. However, the recommended Job Task Analysis (JTA) Process as presented allowed an annual activity of reviewing staff job descriptions alongside staff to ensure duties are aligned with First 5's priorities and if staff responsibilities have shifted. This would ensure continual improvement and review of job descriptions and related duties. The ED clarified that the process of progressive discipline remained active though a different policy.

   The EC discussed and inquired about the legal requirements for performance evaluation as a protocol for hiring and firing. The EC requested the following:
   - The addition of a simplified performance evaluation to accompany the JTA,
   - Modification to the Compensation section for when a new position is created or modified due to a significant change in duties and responsibilities and/or strategic priorities of First 5 Mendocino, and
   - To bring back both documents after HR review for EC approval for full Commission review.

Motion made to approve the EC's requested changes and recommendations
Motion: *Bailey* **Second:** *Hills*
Yes: *Hills, D'Anis, Bailey* **No:** *none* **Abstentions:** *none*
Action Approved

6. **First 5 Mendocino Strategic Plan Updates**
   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 the next steps and agreed to have metrics and Theory of Change draft to present at next Commission meeting.

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7. Commission Meeting Agenda (Action)
EC will review and approve the First 5 Mendocino Commission Agenda for February 23, 2026

The draft agenda for the February meetings was presented. The agenda template was updated to be bilingual to align with new Brown Act requirements. EC discussed removing the ACTION activity for Item 5, Strategic Plan Update, and to remove Item 6, Staff and ED Annual Review Process, until the policy has been updated and reviewed by EC. The EC agreed to keep Item 7, Update Sick Leave Policy based on New Labor Laws, even though updates had not yet been received from HR. ED assured the EC the F5M's payroll company had updated accruals within the online payroll system, and that the policy was the formal written updates on those changes.

Motion made to approve the First 5 Commission Meeting agenda with noted changes
Motion: *Bailey* **Second:** *Hills*
Yes: *Hills, D'Anis, Bailey* **No:** *none* **Abstentions:** *none*
Action Approved

8. ED Update
ED provided an update on current grants, awards, and contract amendments. IMPACT Legacy grant was submitted at beginning of February. Still waiting to hear about previously written grants. Pinoleville was awarded a grant that named First 5 Mendocino as a partner to support Imagination Library enrollments and parent engagement around early literacy activities. ED shared about the Board of Supervisors presentation on Triple P data for the past two years and that it received a warm reception from Supervisors.

9. EC Quorum Check
The EC will confirm next meeting date and time.
The next EC meeting is scheduled for March 6, 2026, from 3:30 PM to 4:30 PM.

Commissioner D'Anis adjourned meeting at 4:24p.m.

Next EC Meeting March 6 at 3:30 pm.
Next Commission Meeting February 23, 2026