



Executive Committee Meeting Notes

Friday, June 9, 2026 at 3:30 p.m.

In-Person/Zoom Meeting

Commissioner(s) Present: Tawny Bailey, Kristin Hills, Erica D'Anis,

Commissioner(s) Absent:

Staff/Public Present: Townley Saye, Karla Kohler, Jade Aldrich, Alex Rounds, Jenna Flesch

Items

1. Welcome and Introductions

Commissioner Hills called the meeting to order at 3:33 p.m. and welcomed participants.

2. Public Comment on Non-Agendized Items

No public comment was provided.

3. Consent Calendar (Action)

Meeting Agenda

- EC Meeting Agenda

Motion made to accept the Consent Calendar

Motion: Hills **Second:** Bailey

Yes: Hills, Bailey, D'Anis **No:** none **Abstentions:** none

Action Approved

4. Job Task Analysis and Performance Planning Process Policy (Action)

EC will review and discuss, and either approve, modify, or reject the updated policy for Commission review.

ED Saye provided the previously requested additions to the policy that included a staff performance self-evaluation to the new Job Task Analysis policy. Both would be used together to determine if employees were working within their scope of their current job classification. ED Saye explained that the self-evaluation form had been circulated to managers for their review with no subsequent edits. The EC discussed how each process would be conducted and aligned to match procured grants. The EC suggested that the secondary annual review be made optional or as needed. Job descriptions can continue to be updated with minor changes will be approved by the ED, while job descriptions that have major revisions or are new entirely will continue to come to the EC for full review.

Motion made to accept policy with the modifications of review dates.

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

Yes: Hills, Bailey, D'Anis **No:** none **Abstentions:** none

Action Approved

5. ED Updates

a. Family Resource Center Network of California (FRCNCA) Conference

ED Saye provided a summary of the FRCNCA mission and purpose as it relates to Early Start and the Department of Developmental Services. The ED also shared that there will be an additional local Family Resource Center being added to the network and will be attached to the Community School serving Anderson Valley.

b. Strategic Plan

ED Saye shared the draft copy of the FY 26-31 Strategic Plan formatted by DG Creative and walked through each section and explained how it would be an electronic document that would live on the First 5 Mendocino website for download along with a separate Theory of Action document.

APPROVED

c. General updates

- The Raise & Shine team is prepping for a site visit from Seeds of Partnership, who oversee the Department of Education Family Empowerment Center contract. This will be the second site visit they have conducted since we have had the contract.
- Preparations are being made to implement the Behavioral Health Services Act grant dollars awarded.

6. Commission Meeting Agenda (Action)

EC will review and approve the First 5 Mendocino Commission Agenda for May 18, 2026

ED Saye walked through the agenda items for the June annual planning meeting. Financials were reviewed as well as the change in Prop 10 allocations from the original projections. The Certificate of Deposit will be maturing in August and the Commission needs to vote on what to do with those funds since it matures between meeting dates. The EC discussed the new Commissioner to be sworn in and the process for application review. The item will be removed and added to the August meeting so the EC can fully review the application. ***Please note that the application was reviewed and approved by the EC in May, but Minutes from that meeting were not completed for review to confirm during this meeting.*

Motion made to approve the agenda with the removal of Item 5, the Oath of Office.

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

Yes: Hills, Bailey **No:** none **Abstentions:** none

Action Approved

7. EC Quorum Check

The EC will confirm the next meeting date and time.

The next EC meeting is scheduled for August 7, 2026 from 3:30 PM to 4:30 PM. Commissioner Bailey announced that she will be stepping down from the Commission after the August meeting.

Commissioner D'Anis adjourned the meeting at 4:31 p.m.

Next EC Meeting August 7, 2026 at 3:30 pm.

Next Commission Meeting August 24, 2026