



Executive Committee Meeting Notes

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

In-Person/Zoom Meeting

Commissioner(s) Present: Tawny Bailey, Kristin Hills

Commissioner(s) Absent: Erica D'Anis,

Staff/Public Present: Townley Saye, Karla Kohler

Items

1. Welcome and Introductions

Commissioner Hills called the meeting to order at 3:35 p.m. and welcomed participants.

2. Public Comment on Non-Agendized Items

ED Saye shared that, since there was no ED update on this agenda, grants are currently being written through the Raise & Shine Non-profit to further stabilize First 5 programs. If awarded, updates will be provided. No further 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 No: none Abstentions: none

Action Approved

4. Commissioner Application (Action)

EC will review and discuss, and either approve or reject the Commissioner Application to be submitted to the Board of Supervisors.

ED Saye explained the review process and next steps towards swearing in the Commissioner if the application was approved by the EC. EC reviewed the application.

Motion made to accept the application and to submit to BOS.

Motion: Hills Second: Bailey

Yes: Hills, Bailey No: none Abstentions: none

Action Approved

5. First 5 Mendocino Strategic Plan Updates

EC will review and discuss the updated outline and provide feedback for the First 5 Mendocino Strategic Plan FY 26-31

ED Saye provided the updated Master Service List that was shared, in part, during the last Commission Meeting. This version has been reviewed by staff, and program names were removed to keep the focus on the provided service, since some services are delivered through multiple programs. Ed walked through the draft version, summarizing all the key elements that would be included and where images would be inserted to break up the text. ED Saye further explained the narrative around how First 5 Mendocino programs have both a depth and breadth impact and how to translate that within the Strategic Plan.

6. ED Annual Review

The EC will confirm send and close survey dates for Commission and Staff

The EC discussed sending out the survey to Commissioners and Staff on May 4th, with a reminder sent on May 11th, and closing on May 14th. This will give EA Kohler and Chair D'Anis enough time to review and compile

APPROVED

summaries before the closed session item on the May meeting agenda.

7. Commission Meeting Agenda (Action)

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

ED Saye explained about bringing the Technology and Service Disruption Procedure policy back to the Commission with the recommended updates, so during the public hearing meeting in June, the item can be formally adopted with no subsequent updates needed. Per the updated Brown Act requirements. ED Saye reviewed items in the DRAFT Budget that will be presented to see if there were any anticipated questions the rest of the Commission might have. Declining Prop 10 revenues were reviewed along with estimated long-term planning deposits recommended being paused. Due to discrepancies in Prop 10 estimates and actuals, the FY 26-27 budget includes dollars from the current fund balance being used to balance the budget. Commissioner Bailey inquired about a reserve policy and if it needed to be updated. ED Saye explained that there was never a reserve policy in place, because there had never been a reserve before. Now that there is a significant amount in the fund balance, such a policy will need to be implemented. Continued grant writing and contract procurement is needed to ensure programs run with as little interruption as necessary.

Motion made to approve the agenda

Motion: Bailey **Second:** Hills

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

Action Approved

8. EC Quorum Check

The EC will confirm the next meeting date and time.

The next EC meeting is scheduled for June 5, 2026, from 3:30 PM to 4:30 PM. Commissioner Hills will not be able to attend.

Commissioner Hills adjourned the meeting at 4:15 p.m.

Next EC Meeting June 5, 2026 at 3:30 pm.

Next Commission Meeting June 15, 2026