



**FIRST 5 YOLO  
EXECUTIVE COMMITTEE MEETING MINUTES**

February 27, 2020  
6:00PM  
First 5 Yolo  
502 Mace Blvd. Suite 11  
Davis, CA 95618

**Commissioners Present:** Jim Provenza, Heidi Kellison, Sally Brown

**Staff Present:** Gina Daleiden

I. Call to Order/Welcome/Public Comment

Vice-Chair H. Kellison called the meeting to order at 6:05PM with a quorum of two of three Commissioners. Chair J. Provenza joined at 6:12PM.

No public comment.

II. Operations and Organization—Staffing and Projected Workflow

G. Daleiden briefed the Executive Committee on current workload and projected workflow with staffing, given work with major systems initiatives and the current IMPACT 2020 design process.

The R2R Project requires intensive program management and collaboration, and part-time “Extra-Help” staff are supporting the build of the database and assisting with a few select projects. This includes the Census work promoted by First 5 Network, including local coordination with the County of Yolo. Extra Help staffing is at .25FTE, and at this point in the Fiscal Year, projections will exceed the allocation by around \$6,000. Given the need and cost efficiencies of the work on the database, the Census work is the only recommended reduction.

Executive Committee unanimously felt that the Census work is critical to the population served by First 5 Yolo, and that the overage is comparatively small and worth the allocation.

G. Daleiden explained the planning to hire a limited-term, .5FTE QCC Program Office with IMPACT 2020 funds, and the need for an internal position to represent First 5 Yolo

in this major initiative of Network partner and “parent company” First 5 California and to manage the associated program work.

The Executive Committee expressed strong support for this additional, limited-term staffing.

### III. Governance

The Executive Committee and G. Daleiden discussed First 5 Staff and Commission roles consistent with First 5 policies and effective governance. G. Daleiden reported that two Commissioners are signed up for the Brown Act seminar that is being offered by County Counsel in March. County Counsel intends to have materials available to share with Commissioners who cannot attend.

### IV. First 5 Network Update

G. Daleiden briefed the Executive Committee on First 5 Association’s letter to the State Early Care Master Plan Committee, and will share the letter with the full Commission when it is completed and public.

G. Daleiden also provided an update on the search for a new Executive Director for First 5 Association.

### V. Adjourn

*Vice-Chair Kellison adjourned the meeting at 7:25PM.*

***Posted in accordance with the Brown Act on February 24, 2019 before 6:00PM.  
The Offices of First 5 Yolo Children and Families Commission, 502 Mace Blvd. Ste. 11 Davis, CA 95618  
County of Yolo Administration Building, 625 Court Street, Woodland, CA 95695***

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