



***March 25, 2020 COMMISSION MEETING  
AGENDA PACKET ATTACHMENTS***

**Attachments:**

ITEM 4: Consent Agenda

- a) Draft January 22, 2020 minutes
- b) Draft February 20, 2020 minutes
- c) Table of Contents to First 5 CA Annual Report FY 18-19 (for the full report go to

[http://www.cafc.ca.gov/pdf/about/budget\\_perf/annual\\_report\\_pdfs/Annual-Report-18-19.pdf](http://www.cafc.ca.gov/pdf/about/budget_perf/annual_report_pdfs/Annual-Report-18-19.pdf))

ITEMS 6,8: Staff memos

ITEM 10: Staff memo and materials for Executive Director Evaluation

**FIRST 5 SAN LUIS OBISPO COUNTY  
CHILDREN AND FAMILIES COMMISSION**

**COMMISSION MEETING MINUTES**

January 22, 2020

**Current Commissioners Present**

Penny Borenstein, M.D. (Vice Chair)	SLO County Public Health Department
James Brescia , Ed.D.	SLO County Office of Education
Devin Drake	Department of Social Services
James Tedford, M.D.	Medical Representative (AAP, Ch 2)
Alison Ventura, Ph.D.	Community at Large
Melinda Sokolowski	Child Care Planning Council
Bob Watt	Community at Large

**Current Commissioners Absent**

Bruce Gibson (Chair)	SLO County Board of Supervisors
Erica Ruvalcaba-Heredia	Community at Large

**Staff Present**

First 5 staff: Wendy Wendt, Jason Wells, Misty Livengood  
First 5 interns: Helen An, Lori Purcell  
Commission Evaluator: Tom Keifer  
Commission Counsel: Natalie Frye-Laacke

**Call to Order**

Vice Chair Borenstein called the meeting to order at 3:05 PM.

**ITEM 1 –Vice Chair Comments**

Commission Borenstein chaired the meeting in Commissioner Gibson’s absence.

**ITEM 2 – Commissioner Announcements and Updates**

Commission Brescia announced the launch of the California Apprenticeship Initiative ECE Recruitment and Retention Grant called “Ticket to Teach.”

Commissioner Sokolowski updated on Help Me Grow Centralized Access Point staffing interviews in December and January – Coordinator hired (Jamie McGill); Specialist interviews in motion.

Commissioner Ventura updated on a Health Disparity Seminar Series scheduled to start in the next several weeks.

Commissioner Borenstein announced a new County tobacco ordinance: no vaping products in unincorporated areas of the county; and expansion of no-smoking ordinance to all outdoor areas.

**ITEM 3 - Public Comment – Items not on the agenda**

Raechelle Bowlay, Child Care Planning Coordinator, reminded Commissioners of April – Month of the Child.

**ITEM 4 (ACTION ITEM) - Consent Agenda**

- a. Approval of the December 4, 2019 Minutes
- b. Approval of FY19-20 Q2 Financial Report
- c. Confirm BOS Commissioner Appointment – Bruce Gibson (one-year term Jan-Dec 2020)
- d. Approve MOU with Cal Poly for participation in Collaborative Child Care Study
- e. Approve 2020 Advocacy Agenda

*Public Comment: None*

Commissioner Watt made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Brescia and passed unanimously.

**ITEM 5 – Staff Reports**

- F5CA Summit – Jason Wells and Misty Livengood attending.
- Census 2020 – Various activities to spread the word on importance of participating.
- Parent Site is now live for First 5 CA
- We Are the Care Initiative Task Forces are attending public meetings, building a family friendly workplace website, and gathering knowledge on local government engagement options to expand child care capacity
- Hands on Hero for 2020 will focus on Child Care heroes, in conjunction with We Are the Care.
- Center for Family Strengthening and CAPSLO are bringing Parent Cafes to Cambria starting up in February

**ITEM 6 (ACTION ITEM) - Election of 2020 Officers: Chair and Vice Chair**

*Public Comment: None*

Commissioner Watt made a motion to approve 2019 Officers Bruce Gibson as Chair and Penny Borenstein as Vice Chair. The motion was seconded by Commissioner Sokolowski and passed unanimously.

**ITEM 7 (ACTION ITEM) – Presentation/Approval: 2019 Outcome Evaluation**

Evaluation Consultant Tom Keifer provided a presentation on key outcome evaluation measures as related to strategic planning.

Discussion:

Commissioner Tedford asked about age of children in Vision Screening program (Answer: 2-5). He also asked for clarification on Tolosa Children's Dental Center data – just from San Luis Obispo Clinic? (Answer: yes).

Commissioner Ventura asked how targets are derived from different objectives? Answer – It is a collaborative process. Many of these programs have been supported by First 5 for many years. For example, BABES has historically overachieved relative to their targets. On the other hand, when WIC enrollment went down, we adjusted targets down. We try to be realistic in our expectations.

Commissioner Watt asked about First 5 funds for California State Preschool Program: how are over-income slots made available to families? Commissioner Brescia responded that this project is being designed as a blended-funding model with integrated SES families. Next goal is to bring in fee-based and further braided funding players.

*Public Comment: NONE*

Commissioner Brescia made a motion to approve the 2018-19 Outcome Evaluation. The motion was seconded by Commissioner Sokolowski and passed unanimously.

**ITEM 8 - Presentation: Strategic Planning 2020 – Program Investment Roadmap**

Executive Director Wendy Wendt reminded Commissioners that Strategic Plan 2020 design and decisions are being based on the following information that has been presented and discussed over the past year:

- Long-Range Financial Plan (\$1.4 million in program funds available for contracted programs)
- Three Pillar Priority Areas that mirror Prop 10 Statute and First 5 Association: Health and Development, Early Learning, Family Resilience
- Community Input: Focus Groups and Community Survey
- Complementary Initiatives: e.g. Community Health Improvement Plan, Help Me Grow, Child Abuse Prevention Plan, Oral Health Plan
- Outcome Evaluation

*Public Comment: NONE*

**ITEM 9 – Presentation/Action: Strategic Planning 2020 – Initial Program Funding Recommendations**

First 5 Legal Counsel Natalie Frye-Laacke provided guidance on conflict of interest in relation to voting on funding decisions. She proposed that Commissioners with direct organizational affiliation with funding allocation decisions recuse from voting on that particular item.

Associate Director Jason Wells identified the following current programs that staff recommends offering new multi-year contracts (up to four years) in the next strategic planning period. These recommendations are based on a combination of factors including evaluation data, fund leveraging, return on investment, and ongoing community needs.

<b>Proposed Continuing Programs</b>	<b>Annual</b>
Vision Screening – Optometric Care Associates	\$ 20,000
Tolosa Children's Dental Center	\$ 20,000
Oral Health Program – Public Health	\$ 40,000
CSPP/F5 Preschool - SLOCOE	\$ 192,104
Parents Helping Parents - UCP	\$ 41,566
Help Me Grow Centralized Access Point - CAPSLO	\$ 200,000
BABES* - Public Health	\$ 179,370
Health Access Trainers – Carsel Consulting	\$ 25,000
<b>SUBTOTAL</b>	<b>\$ 718,040</b>

\*Staff recommends that County and/or other resources be identified to fund BABES, ideally within the next fiscal year.

Staff further recommends Commission approval of up to six-month funded extensions on the following existing program contracts to allow for smooth transition into the new strategic planning period:

- School Readiness – Paso Robles and Lucia Mar Schools
- Baby’s First Breath – Public Health Department
- Best Pals – Pediatric Physical Therapy Services
- Early Childhood Family Advocacy Services – Center for Family Strengthening

Staff is recommending approval of the following service areas for new and continued investment. Exact services will be determined through staff and commission discussion and approval. Most if not all the providers of services would be procured through request for proposals process.

<b>Proposed Areas for New and Continued Investment through RFP</b>	<b>Annual</b>
Early Intervention	\$ 90,000
Early Learning Groups	\$ 200,000
Parent Groups	\$ 70,000
Early Childhood Family Advocacy	\$ 100,000
Perinatal Support	\$ 50,000
We Are the Care	\$ 50,000
<b>SUBTOTAL</b>	<b>\$ 560,000</b>

Commissioners determined that in the interest of time and need for further discussion on new areas of investment that action would only be taken on the list of proposed continuing programs and extensions. They further determined a need for a special meeting in February to allow for timely and thorough strategic planning deliberation and decision-making.

*Public Comment: NONE*

**VOTE TALLIES Continuing Programs**

<b>Proposed Continuing Programs</b>	<b>1<sup>st</sup>/2<sup>nd</sup></b>	<b>YES</b>	<b>NO</b>	<b>RECUSE</b>
Vision Screening – Optometric Care Associates	Drake/Watt	7	0	0
Tolosa Children's Dental Center	Sokolowski/Drake	6	0	Tedford
Oral Health Program – Public Health	Ventura/Tedford	6	0	Borenstein
CSPP/F5 Preschool - SLOCOE	Ventura/Watt	6	0	Brescia
Parents Helping Parents - UCP	Drake/Tedford	7	0	0
BABES - Public Health	Watt/Ventura	6	0	Borenstein
Health Access Trainers – Carsel Consulting	Drake/Watt	7	0	0

VOTE TALLIES: SIX-MONTH EXTENSIONS

<b>Programs Proposed for 6-month Extension</b>	<b>1<sup>st</sup>/2<sup>nd</sup></b>	<b>YES</b>	<b>NO</b>	<b>RECUSE</b>
School Readiness – Lucia Mar and Paso Robles	Sokolowski/Watt	6	0	Brescia
Baby’s First Breath (Public Health)	Drake/Tedford	6	0	Borenstein
Best Pals (Pediatric Physical Therapy Services)	Drake/Sokolowski	7	0	0
Early Childhood Family Advocacy Services (Center for Family Strengthening)	Ventura/Drake	6	0	Watt

**ITEM 10 -- Adjourn  
5:33 p.m.**

**FIRST 5 SAN LUIS OBISPO COUNTY  
CHILDREN AND FAMILIES COMMISSION**

**COMMISSION MEETING MINUTES (DRAFT)**

February 20, 2020

**Current Commissioners Present**

Bruce Gibson	SLO County Board of Supervisors (Chair)
Penny Borenstein, M.D.	SLO County Public Health Department
James Brescia	SLO County Office of Education
Devin Drake	SLO County Department of Social Services
Erica Ruvalcaba-Heredia	Promotores Network
Melinda Sokolowski	Child Care Planning Council
Alison Ventura	Community at Large
Bob Watt	Community at Large

**Commissioners Absent/Excused**

James Tedford	Community At Large
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**Staff Present**

First 5 staff: Wendy Wendt, Jason Wells, Misty Livengood  
Commission Counsel: Natalie Frye-Laacke

**Call to Order**

Chair Gibson called the meeting to order at 3:04 p.m.

**ITEM 1 –Chair Comments**

None

**ITEM 2 -- Commissioner Comments and Announcements**

None

**ITEM 3 - Public Comment**

Shana Paulson, staff at CAPSLO Child Care Resource Connection, announced that the 2019 :  
Child Care Portfolio was released earlier this month. Commissioner Gibson requested a



regular report on data related to the Portfolio and current child care needs.

Commissioner Borenstein inquired about the lower-than-state-average cost for care. “Is this a good or bad thing?” Ms. Paulson responded “both” – good because slightly more affordable, bad because it indicates lower wages in a county with low affordability.

Commissioner Brescia added that the 6% drop in infant toddler care is steeper than the drop in child population size.

#### **ITEM 4 – Authorize Executive Director to Exercise First Right of Refusal related to IMPACT 2020 Lead Agency Status**

Executive Director Wendy Wendt explained that IMPACT 2020 is being joined with two other funding sources (CSPP Block Grant and QCC-PDGR funds) in a single application. Local Consortia are encouraged to streamline program design, and a maximum of two lead funders are allowed on the joint application. First 5 agencies have been given first right of refusal to serve as lead on the IMPACT portion of the program. Local Education Agencies are required to be leads on the CSPP Block Grant.

Local Quality Counts Consortium partners are currently in discussion about the possible merits of streamlining the overall initiative in a variety of ways, notably to identify a single lead agency for all three funding streams. If this option is exercised, then SLO County Office of Education would serve in this capacity and First 5 would exercise its right of first refusal.

*Public Comment: None*

Commissioner Borenstein made a motion to authorize the First 5 Executive Director to determine whether to exercise the Right of First Refusal regarding lead agency status for IMPACT 2020, contingent on further discussion and decision among local Consortium partners. Commissioner Drake seconded the motion. Motion passed 7-0 (Brescia recused).

#### **ITEM 5 – Strategic Planning Workshop and Approval – Service Areas for New and Continuing Investment**

First 5 Counsel Natalie Frye-Laacke provided guidance on on conflict of interest and the need to recuse if there is a possibility a Commissioner’s agency may apply for that funding. In these cases, limit involvement in the discussion, though providing education/information is allowable.

Mr. Wells introduced the item, reminding Commissioners that they had committed an annual \$718,000 in continuing contracts at the January meeting, leaving just under \$700,000 remaining in the program budget for additional “new” investments. Among the categories for consideration are: Early Intervention, Early Learning Groups, Parent Groups, Early Childhood Family Advocacy, Perinatal Support, We Are the Care.

Commissioner Brescia inquired if in such cases Commissioners should leave the room. Counsel Laacke responded that she believes that to be too strict an interpretation and not necessary.

Commissioner Gibson commented that Section 1090 of the Code the way he was trained to interpret is that recusal is required if one has a personal interest in the decision. He acknowledged that “we are being cautious within a gray area.”

Several Commissioners commented that the focus groups in particular elicited powerful input from community members, and recommended that this could be an annual exercise to remain connected to emerging community needs.

Commissioner Ruvalcaba-Heredia asked about the anticipated sunset of existing School Readiness contracts in December. She emphasized the importance of continued services such as early literacy and parenting classes. She inquired if there will be opportunities moving forward to continue funding this type of work.

Mr. Wells responded that the new Strategic Plan allows First 5 and its community partners to re-envision how program supports are offered moving forward.

Commissioner Gibson asked to consider whether we want to build our programs on the foundation of work that has already been done?

Commissioner Brescia indicated a hope that other school districts could develop First 5 funded programming.

Commissioner Borenstein questioned whether the approximate \$700,000 in unallocated “new programs” funding is too small to parse out to multiple programs and runs the risk of staying broad and shallow. Perhaps it is time to go “narrow and deep.” Should the Commission consider focusing its funds on one core effort?

Commissioner Gibson proposed designing RFPs that do not presuppose specific program models, but instead act as a broad call for innovative ideas in each of the Priority Pillars that are part of the new Strategic Plan.

Commissioner Sokolowski suggested including a four-year sustainability plan for whatever programs are funded.

Commissioner Ventura offered the concept of creating seed grant opportunities.

Several Commissioners commented on the importance of school involvement in future First 5-funded programs.

Susan Warren (representative of the County Health Commission) offered concern about ability/willingness of schools to pick up and institutionalize seeded programs. She gave the example of Healthy Start.

Marilu Gomez (First 5 School Readiness Coordinator with Paso Public Schools) added an additional word of caution – The schools’ mission and mandate and orientation is advocacy for children TK-12. One of the barriers that she has experienced working with schools is that families with children 0-5 are less on schools’ radar.

Mr. Wells concurred, commenting that over the years there has often been a large disconnect between the F5 funded program staff and the partnering School Districts themselves.

Commissioner Borenstein commented that this is challenging work. In her view, schools should be adhering to the concept that they “will inherit the kids.” From a couple of standpoints, we are doing a disservice to rely on schools exclusively.

Commissioner Brescia emphasized that any RFP First 5 develops should include the questions: Who are you partnering with and what is your sustainability strategy?

Commissioner Gibson proposed dividing available funds evenly among all three Priority Pillars and developing RFPs for each.

Commissioner Borenstein proposed using three criteria for determining future funding:

- 1) What are we already advocating for that needs to be continued/invested in?
- 2) What are “the people” saying?”
- 3) Where does the data bear out?

Commissioner Ventura commented that the areas identified for new funding connect well with the data.

#### PUBLIC COMMENT:

Raechelle Bowlay, Local Child Care Planning Council Coordinator, expressed support for the idea of putting it out to the community through a broad-based RFP process. It puts more onus of responsibility on community partners to be innovative.

Margaret Kensinger-Klopfer, Youth Services Librarian with County Libraries, commented that this is a timely moment, with more opportunity to partner with public libraries.

Susan Warren, County Health Commission, appreciates the emphasis on long-term sustainability.

Commissioner Drake expressed support for the process.

Commissioner Ventura expressed support for the idea of a required established partnership among multiple organizations.

Commissioners directed staff to develop a plan for RFPs based on today's discussion, to be submitted for consideration at future Commission meetings.

Meeting Adjourned at 5:06 p.m.

NOTE: May Commission Meeting is being rescheduled from May 27<sup>th</sup> to May 14<sup>th</sup>, 3:00-5:30 p.m., at SLO County Office of Education.



**To: First 5 Commissioners**

**From: Wendy Wendt**

**Date: March 25, 2020**

**Re: Item 6: Emergency Response Funding Policy**

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### **Summary**

In the midst of the COVID-19 crisis, First 5 organizations across California and in San Luis Obispo County stand poised to assist with both human and financial resources to do what we have always done best – support children and families and the agencies who serve them so that they may thrive. This pandemic poses an unprecedented threat to the health and wellbeing of our community.

First 5 San Luis Obispo County does not currently have in place a formal policy that allows for rapid deployment of emergency funds where they are most needed in a crisis. Meanwhile, we are currently fortunate to be in a sound financial position to release a finite amount of unbudgeted funds toward emergency response. A policy that allows for unanticipated allocation of relief funds is warranted, not just within the immediate context, but also as a permanent mechanism for providing immediate and nimble support during a time of severe crisis.

### **Recommended Action**

Staff requests Commission approval of the following Policy on Emergency Response Funding.

#### **DRAFT Policy on Emergency Response Funding**

First 5 San Luis Obispo County may immediately activate financial resources outside of pre-approved budget allocations in the event of a “Local Emergency,” with the goal to address Urgent Needs.

#### **Definition of “Local Emergency”**

This definition of “Local Emergency” is consistent with California’s Emergency Services Act. (Gov’t Code Section 8550 et seq.)

*A “Local Emergency” occurs when there is the existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of the County of San Luis Obispo caused by conditions such as air pollution, fire, flood, storm, epidemic, riot, drought, cyberterrorism, sudden and severe energy shortage, plant or animal infestation or disease, the credible warning of an earthquake or volcanic prediction, or an earthquake.*

#### **Definition of “Urgent Need”**

“Urgent Needs” shall include, but not be limited to, Food, Shelter, Supplies for First Aid or other Basic Needs, Health Care, Child Care, Transportation, Resource and Referral to Essential Services, Operating Fund Support for Essential Organizations



**Amount**

The maximum allowable emergency funding to be activated in response to a single Local Emergency shall not exceed \$75,000.

**Emergency Fund Activation Protocol**

When a Local Emergency exists, the Executive Director shall consult directly with the Commission Chair and Vice Chair to determine the amount of Emergency Funds to be activated. The Executive Director will work directly with staff and local funding partners to 1) establish a mechanism for identifying Priority Uses for First 5 Emergency Funds and 2) develop a Process for Fund Dissemination (e.g. invitation to submit grants, funder-directed awards). The Priority Uses and Process for Fund Dissemination must first be approved by the Commission Chair and Vice Chair.

**To:** First 5 Commission of San Luis Obispo County

**From:** First 5 Staff

**Date:** March 25, 2020

**Re:** Strategic Planning 2020: Approve Plan and Funding Levels for Community Grants in Family Resiliency, Early Learning (Action Item)

**Recommended Action**

It is recommended that the Commission approve key investment program areas annual allocation amounts as part of the the FY 2020-2024 Strategic Plan.

**Background**

Beginning Winter 2019, First 5 staff have engaged in an ongoing process of reviewing current programs, and services delivered through the contracts and direction of the FY 2016-2020 Strategic Plan. Additionally, staff have carefully reviewed the progress and outcomes of each of these programs.

In the summer and fall of 2019, Staff and Commissioners also facilitated family focus groups in Paso Robles, San Luis Obispo, Arroyo Grande, Atascadero, Nipomo, and Oceano. A total of 91 parents participated in the English and Spanish focus groups. The focus group participants were asked a series of open-ended questions to understand the recurring themes around needs/challenges of young parents and families, as well as what resources are available, working and accessible and what resources are still needed.

In addition to focus groups, staff released an online community programs survey that asked similar questions of respondents (mostly staff of family serving organizations) as a way to further understand the community's perspective on needs and challenges for families with young children.

An overarching goal of these strategic planning exercises was to use this fuller awareness of current needs among families with young children to inform First 5's decisions about how best to allocate its resources and focus in the next strategic planning period. The data gained through this process will be discussed further during the presentation of this item.

First 5 San Luis Obispo County's current Fiscal Plan provides for \$1.4 million in annual spending as supported by core Proposition 10 program revenue during the Strategic Plan period of FY 2020-2024 (note – this figure does not include anticipated and/or potential expenditures associated with IMPACT 2020 or MHSA). \$718,040 in continuing contracts were approved at January 22, 2020 Commission meeting (see detail below). The remaining balance of \$681,960 is the focus of discussion and potential Commission action at today's meeting (see detail below).



**Funding Approvals**

At its January 22, 2020 meeting, the Commission approved funding for the following currently contracted programs be continued for up to four years in FYs 2020-2024.

<b>Continuing Program Approved</b>	<b>Annual</b>
Vision Screening – Optometric Care Associates	\$ 20,000
Tolosa Children's Dental Center	\$ 20,000
Oral Health Program – Public Health	\$ 40,000
CSPP/F5 Preschool - SLOCOE	\$ 192,104
Parents Helping Parents - UCP	\$ 41,566
Help Me Grow Centralized Access Point - CAPSLO	\$ 200,000
BABES* - Public Health	\$ 179,370
Health Access Trainers – Carsel Consulting	\$ 25,000
<b>SUBTOTAL</b>	<b>\$ 718,040</b>

Also, at the January 22 meeting, the Commission approved six-month funded extensions on the following existing program contracts to allow for smooth transition into the new strategic planning period:

- School Readiness – Paso Robles and Lucia Mar Schools
- Baby’s First Breath – Public Health Department
- Best Pals – Pediatric Physical Therapy Services
- Early Childhood Family Advocacy Services – Center for Family Strengthening

Note also that the following currently contracted programs are not included among the above mix of continuing funding or six-month extensions on existing contracts: Perinatal Mental Health (Center for Family Strengthening); Early Childhood Family Advocacy Services (Center for Family Strengthening); Parent Cafes (CAPSLO and Center for Family Strengthening); and Born Learning (United Way).

At the February 20 meeting the Commission directed staff to create a funding model/scheme that divides the remaining available funding into the recommended priority areas: Health and Development, Early Learning and Resilient Families.

**Recommendation for Funding Allocations in Key Program Investment Areas**

Per the direction from the Commission at the February meeting, staff recommends the unassigned funding of \$681,960 be allocated to the priority areas as follows.

Health and Development	\$ 90,000
Early Learning	\$295,980
Resilient Families	\$295,980

If approved staff will develop requests for proposals to solicit programs and services to address the needs identified previously in each of the priority areas. Final funding distribution will be as follows:

<b>Priority Areas</b>	<b>Unassigned</b>	<b>Assigned</b>	<b>Total</b>	<b>%</b>
Health and Development	\$90,000	\$ 484,370	\$574,370	41%
Early Learning	\$295,980	\$ 192,104	\$488,084	35%
Resilient Families	\$295,980	\$ 41,566	\$337,546	24%
Total	\$681,960	\$718,040	\$1,400,000	100%



**To:** First 5 Commissioners

**From:** Natalie Laacke, District Counsel

**Date:** March 25, 2020

**Re:** Item: Executive Director Evaluation for 2019

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### **Summary**

Staff is seeking direction from the Commission regarding the evaluation process for the Executive Director. Included in this report is First 5's management performance review procedure.

*Proposed change to term of the evaluation cycle* – The Executive Director should be evaluated on an annual basis. In May of last year, the Executive Director was evaluated for all of 2017 and 2018 because First 5 was delayed in its review process. Staff would like to change the term of the Executive Director's evaluation to be the calendar year, from January 1 to December 31. Executive Director evaluations would be held in either of the March or May meetings for the previous calendar year (the policy currently says the term is from September 1 to August 31).

*What methods of evaluation should be used* – The evaluation procedure requires the Commissioners to provide an assessment and feedback to the Executive Director each year. The Commission may also choose to solicit feedback from partner agencies and/or First 5 staff (see paragraph 2 and 3 of the management performance review procedure). Feedback was not solicited from staff or partner representatives for the 2017 and 2018 review term. Staff would like direction as to which parties to seek feedback from.

### **Recommended Action**

1. Change the term of the Executive Director evaluation from "September 1<sup>st</sup> to August 31<sup>st</sup>" to "January 1<sup>st</sup> to December 31<sup>st</sup>" of each year.
2. Provide direction to staff regarding which parties to seek feedback from this year.
3. Direct staff to circulate the evaluation rubric via email to Commissioners and other parties, if needed.
4. Direct staff to add a Closed Session to the May meeting regarding the Executive Director performance evaluation.