



Staffing and Operations Committee (SOC) Meeting  
Wednesday, March 3, 2021  
10:00 a.m. - 11:00 a.m.  
(Or immediately following the Commission Meeting)

Meeting Conducted Virtually  
<https://us02web.zoom.us/j/85849208783>  
Meeting ID: 858 4920 8783  
1-669-900-6833,,85849208783# US

**AGENDA**

- |                           |  |   |
|---------------------------|--|---|
| <b>1.0</b><br>ACTION      | <b>OPENING REMARKS</b><br>1.2 Call To Order<br>1.2 Roll Call   | [Sara Bosse, Chair]   |
| <b>2.0</b><br>ACTION      | <b>CONSENT AGENDA</b><br>2.1 Consideration of SOC Committee Agenda<br>2.2 Consideration of the January 6, 2021 Meeting Minutes   | [Sara Bosse, Chair]   |
| <b>3.0</b>                | <b>PUBLIC COMMENT</b><br>This time is offered for the public wishing to address the Commission on matters NOT listed on the agenda. Commission members may listen but not discuss matters not on the agenda.   | [Sara Bosse, Chair]   |
| <b>4.0</b><br>ACTION      | <b>4.1 POLICY 124: VACATION BENEFITS</b><br>The committee will consider adopting clarifying language to the vacation benefits policy to align current allocation practice with the Personnel Handbook.<br><br><b>4.2 2020-2021 SALARY SCHEDULE</b><br>The Committee will review and approve the 2020-2021 salary schedule. | [Monica Ramirez, ED]  |
| <b>5.0</b><br>INFORMATION | <b>OPERATIONS UPDATES</b><br>5.1 RFP Timeline<br>5.2 Recruitment - Administrative Officer  | [Monica Ramirez, ED<br>Anali Manzano, Staff<br>Erika Wright, Staff] |
| <b>6.0</b>                | <b>ANNOUNCEMENTS</b>   | [Monica Ramirez, ED]  |
| <b>7.0</b>                | <b>NEXT MEETING</b><br>April 7, 2021. Location to be noted on the posted agenda.   | [Sara Bosse, Chair]   |
| <b>8.0</b>                | <b>ADJOURNMENT</b>   | [Sara Bosse, Chair]   |

First 5 distributes monthly Agendas electronically. Please forward your email address to Anali Manzano at [amanzano@first5madera.net](mailto:amanzano@first5madera.net) to be added to the list.

**REASONABLE ACCOMMODATIONS FOR ANY INDIVIDUAL WITH A DISABILITY.** Pursuant to the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990, any meeting or function of the Madera County Children and Families Commission, may request assistance, by contacting the Madera County Children and Families Commission, 525 E. Yosemite Avenue, Madera, CA 93638 – telephone 559-661-5155.

**\*SPECIAL NOTICE REGARDING PUBLIC PARTICIPATION DUE TO COVID-19\***

Given the current Shelter-in-Place Order covering the State of California and the Social Distance Guidelines issued by Federal, State, and Local Authorities, First 5 is implementing the following changes for attendance and public comment at all First 5 meetings until notified otherwise. First 5 facilities will not be open to the public. Any member of the First 5 Commission may participate from a remote location by teleconference. The First 5 meeting will be accessible via live-streaming online to all members of the public at:

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**WRITTEN COMMENTS.** If you wish to address any item listed on the Agenda by written comment, please submit comments in writing to Erika Wright by mail or email. Written comments must be received no later than one hour prior to the start of the meeting. All comments will be included as part of the administrative record.

Email your comments to: [ewright@first5madera.net](mailto:ewright@first5madera.net)

Mail Comments to: 525 E. Yosemite Ave., Madera, CA 93638

For all written comments please provide: Meeting Date - Agenda Item Number - Name - Comment (please limit to 300 words or 3 minutes). Please submit a separate responses for each item you are commenting on. Any portion of your comment extending past three (3) minutes may not be read aloud due to time restrictions, but will be made part of the record of proceedings. Please be aware that any public comments received that do not specify a particular agenda item will be read aloud during the general public comment portion of the agenda. If a written comment is received less than one hour before the start of the meeting, efforts will be made to read the comment into the record. However, staff cannot guarantee that written comments received less than one hour before will be read. All written comments that are not read into the record will be made part of the record of proceedings, provided that such comments are received prior to the end of the First 5 meeting.

**VERBAL COMMENTS.** If you wish to speak to the Commission on the item by telephone, you must contact Erika Wright at (559) 831-1745 or by email at [ewright@first5madera.net](mailto:ewright@first5madera.net) no later than one hour prior to the start of the meeting. You will be asked to provide your name, phone number, and email address. You will be emailed detailed instructions on how to participate verbally via Zoom. You will be placed on mute until we get to the public comment portion of the item you have requested to address. At this point you will be unmuted. You will be able to speak to the Commission for up to three (3) minutes.

**NOTICED PUBLIC HEARINGS:** For noticed public hearings, all public comments must be received by the close of the public

hearing period. All written comments received by the close of the public hearing period will be read aloud by a staff member during the applicable agenda item, provided that such comments may be read within three (3) minutes allotted to each speaker. Any portion of your comment extending past three (3) minutes may not be read aloud due to time restrictions, but will be included in the record of proceedings. If a comment on a public hearing item is received after the close of the public hearing, such comment will be treated like a general public comment and made part of the record of proceedings, provided that such comment is received prior to the end of the meeting.