



**Special Staffing and Operations Committee Meeting**  
**Monday, May 22, 2023**  
**3:00 p.m. – 4:30 p.m.**

**IN-PERSON**  
First 5 Madera County  
525 East Yosemite Avenue  
Madera, CA 93638

**AGENDA**

**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 – telephone 559-661-5155.

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| <b>1.0</b><br>ACTION | <b>OPENING REMARKS</b><br>1.1 Call to Order<br>1.2 Commission Member Remote Request (AB2449)<br>1.3 Roll Call  | Sara Bosse, Chair                             |
| <b>2.0</b>           | <b>POTENTIAL CONFLICTS OF INTEREST</b><br>Any Commission Member who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.   | Sara Bosse, Chair                             |
| <b>3.0</b><br>ACTION | <b>CONSENT AGENDA</b><br>These matters are routine in nature and are usually approved by a single vote. Prior to action by the Committee, the public will be given the opportunity to comment on any Consent Item.<br>3.1 Adoption of the SOC Agenda<br>3.2 Approval of the April 5, 2023, SOC Meeting Minutes   | Sara Bosse, Chair                             |
| <b>4.0</b>           | <b>PUBLIC COMMENT</b><br>This time is offered for the public wishing to address the Commission on matters <b>not listed</b> on the agenda. Commission members listen but may not discuss non-agenda matters. A public comment period is also offered for <b>items on the agenda</b> when the item is considered. | Sara Bosse, Chair                             |
| <b>5.0</b><br>ACTION | <b>FISCAL-YEAR 2022-2023 YEAR-END AUDIT ENGAGEMENT LETTER</b><br>The Committee will review and approve the 2022-2023 Year-End Audit Engagement Letter.   | J. Monica Ramirez, ED                         |
| <b>6.0</b><br>ACTION | <b>LEASE AGREEMENT RENEWAL WITH CALIFORNIA HEALTH COLLABORATIVE</b><br>The Committee will review and approve a lease agreement renewal with California Health Collaborative.   | J. Monica Ramirez, ED<br>Anali Manzano, Staff |
| <b>7.0</b><br>ACTION | <b>LEASE AGREEMENT RENEWAL FOR MIGRANT CHILDCARE ALTERNATIVE PAYMENT (MCAP) WITH COMMUNITY ACTION PARTNERSHIP OF KERN</b><br>The Committee will review and approve a lease agreement renewal for MCAP with the Community Action Partnership of Kern.   | J. Monica Ramirez, ED<br>Anali Manzano, Staff |

<b>8.0</b> ACTION	<b>2023-2024 ELECTION OF COMMISSION OFFICERS AND COMMITTEE MEMBERSHIP APPOINTMENTS</b> The Committee will review the 2023-2024 Commission Officers and Committee composition based on survey results.	J. Monica Ramirez, ED
<b>9.0</b> INFORMATION	<b>COMMISSION MEMBER RECRUITMENT PROCESS</b> The Committee will review the Commission Member recruitment process.	J. Monica Ramirez, ED
<b>10.0</b> ACTION	<b>EMPLOYEE WELLNESS POLICY &amp; LACTATION ACCOMMODATION POLICY</b> The Committee will review and approve the Employee Wellness Policy and Lactation Accommodation Policy.	J. Monica Ramirez, ED Anali Manzano, Staff
<b>11.0</b> ACTION	<b>PROPOSED PERSONNEL HANDBOOK UPDATES</b> The Committee will review proposed personnel handbook updates.	J. Monica Ramirez, ED
<b>12.0</b>	<b>STAFF UPDATES</b> The Committee will receive updates from staff.	J. Monica Ramirez, ED
<b>13.0</b>	<b>ANNOUNCEMENTS</b>	Sara Bosse, Chair
<b>14.0</b>	<b>NEXT MEETING</b> Next scheduled SOC Meeting – June 7, 2023. Location to be noted on the posted agenda.	Sara Bosse, Chair
<b>15.0</b>	<b>ADJOURNMENT</b>	Sara Bosse, Chair

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