

First 5 Plumas County Children and Families Commission

Wednesday, January 27, 2016
Health/Human Services Annex
Social Services Conference Room
270 Hospital Road
Quincy, CA 95971

MEETNG MINUTES

I. Roll Call:

Chairperson, Carol Burney called the meeting to order at 9:05 a.m.
Commissioners and staff introduced themselves.

Commissioners Present: Carol Burney, Mimi Hall, Elliott Smart, Merle Rusky
Colleen Kroll and Lori Simpson

Commissioners Absent: Joanne Burgueno

Staff Present: Ellen Vieira, Executive Director

II. Approval of Meeting Minutes: October 28, 2016-ACTION

Motion: Commissioner Hall made a motion to approve the minutes of
October 28, 2015 as presented. Commissioner Kroll seconded the motion.

Motion carried unanimously.

III. Fiscal Items

a. Actual Expenditure Report FY 2014-2015-ACTION

Discussion: Director Vieira presented a Year-to-Date Expense Report.
The total amount of the First 5 Plumas budget FY 14-15 is \$362,961 and 95.8%
of the budget has been expended. The revenue total is \$351,523. That total
amount of the SCA for this fiscal year is \$247,410 as \$60,426 was received on 9-
28-15 and was included in the FY 15-16 fiscal year's revenues.

Motion: Commissioner Rusky made a motion to Accept the Quarterly
Budget Report FY 15-16. Commissioner Simpson seconded the motion.

Motion carried unanimously.

b. Commission will take action on the FY 2015-16 Quarterly Budget Report

Motion: Commissioner Smart made a motion to Accept the FY 2015-16 Quarterly Budget Report. Commissioner Rusky seconded the motion.

Motion carried unanimously.

c. Commission will take action on the FY 2015-2016 Mental Health Quarterly Budget Report (Mental Health Services Act funding)

Motion: Commissioner Smart made a motion to Accept the Mental Health Quarterly Budget Report FY 2015-16. Commissioner Kroll seconded the Motion. **Motion carried unanimously.**

d. First 5 Plumas Fund Balance Report in accordance with GASB 54 requirements. ACTION

Director Vieira noted the Fund Balance Report in the Commission board packets. The First 5 Plumas Trust Fund as of January 20, 2016 has a Total Fund Balance of \$464,431. The fund designations are: Committed to contracts FY 15-16 \$225,085, and \$71,500 in Mental Health Services Act funding. Assigned funds budgeted for current fiscal year already approved by the Commission-\$137,876, and Assigned funds for the Financial Plan commitment-\$29,970.

Discussion:

Commissioner Hall asked if and when the commission could make changes to the Financial Plan. Director Vieira stated that when the draft budget is presented in April or May, the Commission could make changes to the Financial Plan.

Motion: Commissioner Rusky made a motion to approve the Fund Balance Report as presented. Commissioner Simpson seconded the motion. **Motion carried unanimously.**

IV. Public Comment: None

V. Reports

a. Director's Report-Director Ellen Vieira reported on the following:

1. Update on CAP Council: Director Vieira reports that while she was unable to attend the January CAP Council meeting, she has volunteered to take the lead on a Request for Applications process. She will be working on this during the month of February.

2. Update on LPC Activities-Parent Cafés: Note the Parent Café flyer in the board packets. The Commission is helping to sponsor the cafes by providing funding for the food and processing the \$500 mini grant that the LPC was awarded by Public Health's 20,000 Lives.
3. Juvenile Justice Commission Membership/Activities-Director Vieira reports that she is now a member of the JJ Commission and recently became secretary of the Commission. I was asked to join the Commission because First 5 serves through its various programs young children in the foster care system.
4. Grantee Meeting-There is a grantee meeting today after the Commission meeting. Evaluator Lisa Watson has been meeting over the phone with each of the grantees as we have transitioned to the new evaluation implementation activities.
5. First 5 Association Updates: Next meeting is January 27th in Sacramento. On November 16th and 17th the Association sponsored the Small County First 5 Summit in Jackson. The main topics at the summit were Impact matching fund program, evaluation, and the small county augmentations. I plan on staying on the SCA Workgroup as the small county funding expires June 2017.
6. First 5 California Updates: The next meeting is January 28th in Sacramento

b. Commissioner Updates: None

VI. Program Development

- a. Infant Mental Health Collaborative: The Commission will consider a structure and process for the development of a Collaborative that will provide advisory over-sight to the program.

Discussion: Commissioner Smart asked what purpose would the MH Collaborative serve. Director Vieira explained that in accordance with the way the MH Program was developed, requires a policy-level collaborative group- that will guide program implementation and improvements, as well as to inform the Behavioral Health Department, the Board of Supervisors and the Plumas County Mental Health Commission and other stakeholders of the impact the investment of Mental Health Services Act funds and to identify lessons learned to inform future decisions. She added that the MH Collaborative is an “advisory” group that will have members that are able to provide implementation oversight and on-going system improvements and/or development for children ages 0-5 and their families.

By consensus, the Commission agreed to move forward with the Mental Health Collaborative, but did so without formal action.

b. Update on the First 5 CA Impact Program and Funding

Director Vieira reported that the intent of the Impact Program is to increase the quality of child care and education. In August 2015, the Director submitted the first grant response to the Request for Applications and in December 2015, the Action Plan was submitted. There were some clarifications that F5 CA needed and we are waiting for the final approval from F5 CA. The contract with F5 CA has been signed and Plumas County has \$120,144 in base-layer funding and a total of \$381,499 for the five-year program.

c. Strategic Plan-Commission will consider a process for the updating of the Strategic Plan.

Discussion: Director Vieira reported that she did not recommend conducting another community assessment at this time. She will submit any edits and updates to the plan during the months of March, April, and May 2016. The Commission will vote on the final Draft Strategic Plan at the June 2016 Commission meeting.

Motion: Commissioner Smart made a motion to approve the process and timeline for updating the Strategic Plan. Commissioner Hall seconded the motion. **Motion carried unanimously.**

d. The Commission's Program Evaluator, Lisa Watson from Social Entrepreneur's Inc. will present a Draft Evaluation Plan.

Motion: Commissioner Rusky made a motion to approve the Evaluation Plan as presented. Commissioner Smart seconded the motion. **Motion carried unanimously.**

VII. Public Comment-None

VIII. Next Meeting Dates-There was no changes to the meetings scheduled.

◆ March 30, 2016 (Quincy) ◆ April 27, 2016 (Quincy) ◆ May 25, 2016 (Quincy)

IX. Adjournment

Chairperson Burney adjourned the meeting at 11:00 am.

Submitted by: Ellen Vieira, Executive Director