

**First 5 Plumas
Plumas County Children and Families Commission**

Wednesday, October 14, 2009
Portola Resource Center
49 Commercial Street
Portola, CA 96122

MEETNG MINUTES

Commission Meeting:

I. Roll Call/Introductions: Carol Burney, Chairperson

Chairperson, Carol Burney called the meeting to order at 9:00 a.m. Commissioners, staff, and contractors introduced themselves.

Commissioners Present: Jaye Bruce, Mimi Hall, Carol Burney, Lori Simpson, Merle Rusky

Commissioners Absent: Commissioner Smart

Staff Present: Ellen Vieira, Executive Director and Cathy Minicucci, Contracted Evaluator

II. Approval of Meeting Minutes: September 9, 2009

Motion: Commissioner Rusky made a motion to approve the minutes of September 9, 2009 as presented. Commissioner Hall seconded the motion. **Motion carried unanimously.**

III. Public Hearing:

Commission will take action on the following First 5 Plumas Annual Reports FY 2008-09 (Items a,b, and c)

Discussion: Copies of the CARES, School Readiness, and First 5 Plumas Annual Reports FY 08-09 was distributed to the public in attendance. There was no public comment prior to the presentation.

Motion: Commissioner Rusky made a motion to approve the CARES Annual Report FY 08-09, School Readiness Annual Report FY 08-09, and First 5 Plumas Annual Report FY 08-09. Commissioner Simpson seconded the motion. **Motion carried unanimously.**

IV. Public Comment

Susan Wilson, director of Birth Partners program shared that the program provides transportation services to pregnant women in Plumas County.

Lori Bader, director of Portola Resource Center shared that requests for food have increased substantially.

V. Fiscal Items

- a. Commission will take action on the FY 08-09 Audit Response to auditors Smith and Newell. Director Vieira noted that the disclosure checklist was completed by Plumas County Public Health Agency's fiscal officer. The audit response is below.

Corrective Action Fiscal Year Ending 6-30-09
08-FS-01 Statement on Auditing Standards NO. 112

The Commission will continue to send Fiscal Staff to annual trainings so that they will continue to familiarize themselves the SAS 112 general disclosure requirements. The fiscal staff will familiarize themselves and use a disclosure checklist to ensure all disclosures have been provided during annual audit.

In addition- the Fiscal Staff has used a checklist to ensure all disclosures have been provided during the annual audit. The checklist has been reviewed- checked off as required and returned to the independent auditor.

Motion: Commissioner Rusky made a motion to accept the Audit Response FY 08-09. Commissioner Simpson seconded the motion. **Motion carried with Commissioner Hall abstaining.**

- b. Quarterly Budget Report FY 09-10 **Motion:** Commissioner Simpson made a motion to accept the Quarterly Budget Report FY 09-10. Commissioner Rusky seconded the motion. **Motion carried with Commissioner Hall abstaining.**

VI. Reports

Executive Director's Report

- a. Lori Bader, executive director of the Portola Resource Center provided the Commission with an August 2009 Portola Family Resource Center Progress report. The Family Advocate has assisted 192 individuals, seniors and families (unduplicated count) with 288 contacts during a home visit or an office visit. Lori stated that due to limited data collection capabilities, that age and race of those served are not recorded.

b. Submission of Annual Reports and Audit FY 08-09

Submission of the FY 08-09 Annual Report and Audit are due to the State Commission and the State Controllers Office by November 1st. The CARES Report is due by October 15th. All of the First 5 Plumas reports will be submitted on time. First 5 Plumas has received the final 08-09 audit report from Smith and Newell and will send it to the State Controller's Office along with the audit findings response. Director Vieira offered copies to the Commissioners. Members of the public were asked to complete a record release to obtain a copy.

c. Program Reports Due

Director Vieira reported that the first quarter program reports and invoices are due by October 15th. She will be reviewing the reports, evaluation data and processing the invoices.

d. Local Child Care Planning Council

The LPC has recently amended the bylaws to include a Training Plan and the Executive Committee developed a Conflict of Interest Policy that includes a Form 700. The next LPC meeting is scheduled for October 26th at 3:00 p.m.

e. Oral Health Coalition and Plumas District Hospital Oral Health Planning Meeting

Director Vieira reported that she attended a Plumas District Hospital Oral Health Grant Planning meeting facilitated by Paul Mrwoczynski on September 24th. The group prioritized a focus on education from age's 0-teen, (low-income), coordination/case management, pride in oral health appearance, and follow up by a school nurse.

f. Coordination of New Born House Calls

Director Vieira reported the resignation of Sue Swicegood. As School Readiness Coordinator, Dorette English will assume the coordination of NBHC.

g. Head Start Health Advisory Meeting

Director Vieira reported that she will attend the Head Start Health Advisory meeting on October 26th.

h. CARES Program Closeout

Each county recently received the process and forms to closeout the state funded CARES program.

i. First 5 Association and State Commission Meeting Highlights

Director Vieira noted the State Commission meeting minutes in the board packets.

VI. Program Development

a. Contract No. PCCFC09-10RaR Plumas County Library-\$5,000

Motion: Commissioner Rusky made a motion to approve a Service Agreement Contract to the Plumas County Library in the amount of \$5,000 for fiscal year 2009-2010 for coordination and evaluation of the Raising a Reader Program.

b. Funded Program Evaluation Report-Presented by Minicucci Associates

The First 5 Plumas contracted evaluator Cathy Minicucci presented a Power Pt. presentation, which included highlights of the Commission's Report Card of Community Indicators.

Evaluation Highlights:

The funded programs served 830 children/parents FY 08-09. New Born House Calls distributed 128 Kits for New Parents and 125 Early Learning Bags. The CARES program continues to work with the early learning community to continue their education and apply for stipends. FY 08-09, 20 early care and education providers received a stipend. Early Intervention and Healthy Touch continue collaboration to serve children with disabilities/special needs. Healthy Touch also provides breastfeeding support to new mothers. Early Intervention conducted 146 home visits and currently serves 14 infants. Roundhouse Council accomplished 239 home visits serving Native American children ages 0-5.

VII. Public Comment-None

VIII. Next Meeting Dates

The next two meetings are scheduled on January 13, 2010 and March 10, 2010. There is no meeting scheduled in February.

IX. Adjournment

Motion: Commissioner Rusky made a motion to adjourn the meeting. Commissioner Hall seconded the motion. **Motion carried unanimously.** The meeting was adjourned at 11:00 a.m.

Submitted by: Ellen Vieira, Executive Director