

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

Wednesday, October 2, 2019  
Social Services Conference Room  
270 Hospital Road-2<sup>nd</sup> Floor  
Quincy, CA 95971

**MEETING MINUTES**

**Commission Meeting:**

**I. Roll Call/Introductions:** Rachelle Hines, Chairperson

Chairperson, Rachelle Hines called the meeting to order at 9:00 a.m.  
Commissioners and staff introduced themselves.

**Commissioners Present:** Rachelle Hines, Andrew Woodruff, Pam Becwar,  
Kendrah Fredricksen

**Commissioners Absent:** Lori Simpson, Neal Caiazzo, Colleen Kroll

**Staff Present:** Ellen Vieira, Executive Director

**Consultants Present:** Lisa Watson (SEI) Evaluator

**II. Approval of Meeting Minutes: September 4, 2019**

**Motion:** Commissioner Fredricksen made a motion to approve the minutes of  
September 4, 2019 with the following change on page 2 paragraph 1-change  
development to develop. Commissioner Hines seconded the motion.

**Motion carried unanimously.**

**III. Fiscal Items:**

- a. The Commission will take action to augment the FY 19-20 Budget in the amount  
Of \$23,763 for a total new budget amount of \$564,899.

Commissioner Fredricksen made a motion to approve the budget in the amount  
of \$564,899. Commissioner Woodruff seconded the motion. **Motion carried  
unanimously.**

- b. **Public Hearing and Action on the Draft PCCFC Audit FY 2018-2019 and the  
Annual Report to First 5 California FY 2018-19**

Discussion: In the opinion of Audit Firm Smith and Newell, the Commission

complied, in all material respects, with the compliance requirements that could have a direct and material effect on the California Children and Families Program for the year ended June 30, 2019. (audit 18-19)

**Motion:** Commissioner Fredricksen made a motion to Accept the Draft PCCFC Audit FY 18-19 and the Annual Report to First 5 California FY 2018-19. Commissioner Woodruff seconded the motion. **Motion carried unanimously**

c. Commission will take action to approve PCCFC19-20SEI-\$20,000 FY 19-20 contract for evaluation services to Social Entrepreneurs, Inc.

**Motion:** Commissioner Woodruff made a motion to approve contract PCCFC19-20SEI in the amount of \$20,000 for evaluation services. Commissioner Becwar seconded motion. **Motion carried unanimously.**

d. Commission will take action to approve a contract to Social Entrepreneurs, Inc. for strategic planning services FY 19-20: PCCFC19-20SEISP-\$15,000.

**Motion:** Commissioner Fredricksen made a motion to approve contract PCCFC 19-20SEISP in the amount of \$15,000. Commissioner Woodruff seconded the Motion. **Motion carried unanimously.**

e. Commission will take action on the contract PCCFC19-20PRSIMPACT in the amount of \$82,503 to Plumas Rural Services (PRS) for the implementation of the Impact Initiative FY 19-20.

**Motion:** Commissioner Fredricksen made a motion to approve contract PCCFC18-19PRSIMPACT in the amount of \$82,503. Commissioner Hines seconded the motion. **Motion carried unanimously.**

f. Commission will take action on the purchase of a child Lite-Gate “not to exceed \$10,000.

**Motion:** Commissioner Fredricksen made a motion to approve the purchase of a Lite-Gate for Plumas Unified School District in an amount “not to exceed \$10,000”. Commissioner Becwar seconded the motion. **Motion carried unanimously.**

#### **IV. Public Comment: None**

#### **V. Reports**

##### a. Director’s Report

1. High Sierra Parent Conference-The planning committee is planning on meeting to plan another conference this year. I’ll keep the commission updated on these planning activities.
2. SLIP Insurance Renewal-The Commission liability insurance has been renewed for this fiscal year.

3. IMPACT Update-The Impact initiative ends as of June 30, 2020. Since Impact 2.0 has been approved by the state commission, an RFP will be ready for applications as of January 2020. The next round of Impact will be for a three-year funding cycle. I am currently in talks with the school district regarding the coordination of both Impact and QRIS.
4. Local Child Care Council-Director Vieira participated on the interview team for the new LPC coordinator. Director Vieira introduced the new coordinator to the Commission. Ellen has been meeting with her to introduce her to the early childhood community of Plumas County.
5. First 5 Statutory Requirements FY 18-19-The audit and the First 5 California annual reports are due on November 1<sup>st</sup>. A copy also has to go the State Controller's Office. All of the other reports and budgets, including the evaluation report will be sent to First 5 California prior to November 1<sup>st</sup>.
6. Update on the Commission's Employee Process-I am in the process of developing an employment contract for Jaye Bruce. The draft contract will be submitted to county counsel for approval and the final will be on the Commission's January agenda for approval.
7. First 5 Express-The First 5 Express van is scheduled to go to Head Start on Tuesday, October 29<sup>th</sup>.
8. First 5 Association-There is a workgroup just developed to work with First 5 CA to develop the new Impact RFP. Molly DesBaillets from Mono county is representing the Northeast Regional counties. This group will be meeting monthly with the first meeting scheduled for October 30<sup>th</sup>.

b. Commissioner Reports-None

## VI. Program Development

- a. **Annual Program Evaluation Report FY 18-19 Presented by: Lisa Watson from Social Entrepreneurs Inc.**

**Motion:** Commissioner Hines made a motion to Accept the Evaluation Report as presented FY 2018-19. Commissioner Fredricksen seconded the motion. **Motion carried unanimously.** The full report can be accessed on line at [www.first5plumas.com-20](http://www.first5plumas.com-20) presented by Lisa Watson.

b. Introduction to the Strategic Planning process FY 19-20 presented by Lisa Watson. The Commission will take action to approve the process.

**Motion:** Commissioner Fredricksen made a motion to approve the process for Strategic Planning as presented. Commissioner Woodruff seconded the motion.

**VII. Public Comment:** None

**VIII. Next Meeting Dates**

- ◆ January 8, 2020 (Quincy)    ◆ February 2020-**No Meeting Scheduled**
- ◆ March 4, 2020 (Quincy)    ◆ April 1, 2020 (Quincy)

**IX. Adjournment:** Chairperson Hines adjourned the meeting at 11:00 a.m.

Submitted by: Ellen Vieira, Executive Director