

**First 5 Plumas**  
**Plumas County Children and Families Commission**  
Wednesday, April 1, 2020  
Social Services Conference Room/Courthouse Annex  
270 Hospital Road  
Quincy, CA 95971

**ZOOM MEETING MINUTES**

**Commission Meeting:**

**1. Roll Call:**

Chairperson, Rachelle Hines called the Zoom meeting to order at 9:15 a.m. Commissioners and staff introduced themselves.

**Commissioners Present:** Rachelle Hines, Lori Simpson, Kendrah Fredricksen, Pam Becwar, and Neal Caiazzo

**Commissioners Absent:** Colleen Kroll and Andrew Woodruff

**Staff Present:** Ellen Vieira, Executive Director and Jaye Bruce, Family Services Coordinator

**2. Approval of Minutes for March 4, 2020**

**Motion:** Commissioner Simpson made a motion to approve the March 4, 2020 minutes as presented. Commissioner Hines seconded the motion. **Motion carried unanimously.**

**3. FISCAL/ADMINISTRATIVE ITEMS**

a. Expenditures-to-Date Budget Report FY 2019-2020

Discussion: Director Vieira reports that the budget is currently 50% expended. She also reports that from line item Special Department Outreach has a balance of \$4,028.87. Books were purchased for Kindergarten Roundup and the High Sierra Parent Conference. A new computer was also purchased for the Commission's office in Quincy for \$1,500.

**Motion:** Commissioner Hines made a motion to accept the Budget Report. Commissioner Simpson seconded the motion. **Motion carried unanimously.**

- b. The Commission will take action on a Conflict of Interest Resolution No. 2020-2022

**Motion:** Commissioner Simpson made a motion to approve the Conflict of Interest Resolution No. 2020-2022 for a period of two years. Commissioner Hines seconded the motion. **Motion approved unanimously.**

- c. Update on COVID-19 and the status and impact on local programs/services that serve children and families.

Discussion: Director Vieira provided a one-page report on the status and needs of Plumas County Early Care/Education. Some of the highlights are: 1. Food for 0-18 is being distributed by the school district. 2. All Head Start centers are closed. Staff is working remotely with families. 4. Child Care Resource and Referral is reporting that 27 family child care homes are open. All centers in the county are closed with the exception of Portola Kids. 5. WIC is serving clients remotely. They have reported no shortages to date on formula. 6. One of the most urgent needs to date is for sanitation supplies. Ellen is working in collaboration with Debbie Guy (R&R/PRS) to obtain these supplies from the state. She is working with First 5 California and Supplybank.org.

- d. Commission will consider a COVID-19 emergency funding request in the amount of \$10,000.

**Motion:** Commissioner Simpson made a motion to approve the emergency funding request in the amount of \$10,000. Commissioner Becwar seconded the motion. **Motion carried unanimously.**

DISCUSSION: Director Vieira explained that there is still over \$4,000 in the current budget that can be spent on COVID-19 issues. She also reported that the \$10,000 would not be used unless or until the funds in the current budget are spent.

Rachael Brothers asked how the emergency supplies will be paid for. Ellen stated that the goal is to have the state cover the costs.

**4. PUBLIC COMMENT:** None

**5. REPORTS**

5a. Executive Director's Report

Director Vieira reported on the following during the Director's Report: The IMPACT 2020 grant is currently being written by Independent Contractor, Brenda Lory in collaboration with the QRIS Consortium. The Impact, QRIS and the Preschool Development Block grant are being written concurrently online. The currently application due date is now 5-15-20.

Since mid-March, Ellen has spent most of her time on changing all of the grantees Scopes of Work to align with the governor's COVID-19 Executive Order. She continues to work with the state to leverage emergency supplies for Plumas County.

Jaye Bruce, Family Services Coordinator reports that she is in touch with her families and they have enjoyed their time on the phone. She has been reading books and doing other activities with the children, when appropriate.

5b. Commissioners Reports:

Commissioner Fredricksen reports that the CASA volunteers are working with their children remotely.

**6. PUBLIC COMMENT: None**

**7. PROGRAM DEVELOPMENT**

7a. Commission will take Action on a two-year reappointment for membership of Commissioners Andrew Woodruff, Colleen Kroll and Kendrah Fredricksen.

**Motion:** Commissioner Simpson made a motion to approve the 2-year memberships of Commissioners Woodruff, Kroll and Fredricksen. Commissioner Caiazzo seconded the motion. **Motion carried unanimously.**

7b. Commission will nominate and take Action on the First 5 Plumas Executive Committee Officers for the year 2020-2021.

**Motion:** Commissioner Simpson made a motion to nominate and elect Rachelle Hines as Chairperson, Colleen Kroll as Vice Chairperson, and Kendrah Fredricksen as Treasurer for a term of one-year. Commissioner Hines seconded the motion. **Motion** carried unanimously.

**8. PUBLIC COMMENT: None**

**10. NEXT MEETING DATES:** May 6, 2020, June 3, 2020, and September 2, 2020- As per the 19-20 Meeting Schedule, there are no meetings held in July and August 2020

**11. ADJOURNMENT-**Commissioner Hines adjourned the meeting at 10:40 a.m.

Minutes Submitted by: Ellen Vieira