

**First 5 Plumas**  
Plumas County Children and Families Commission  
Meeting Minutes  
Wednesday, May 25, 2016

Courthouse Annex  
Department of Social Services, 2<sup>nd</sup> Floor  
Quincy, CA 95971

**I. Roll Call:**

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

**Commissioners Present:** Elliott Smart, Colleen Kroll, Carol Burney, Merle Rusky, Chris Crawford, Joanne Burgueno, and Lori Simpson

**Commissioners Absent:** Mimi Hall

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

**Guests:** Camille Maben, the Executive Director of First 5 California and Sierra Losh, a Staff Services Manager at F5CA. Camille Maben introduced herself and Sierra. After her visit to Sierra First 5 yesterday and her visit today to Plumas County, she will have visited all fifty-eight county commissions. She thanked everyone for their hospitality and was looking forward to her home visits to meet some of the families being served by First 5 Plumas. After the home visits, there was a collaborative luncheon at Moon's Restaurant.

**II. Approval of Minutes of April 27, 2016:**

**Motion:** Commissioner Rusky made a motion to approve the minutes of April 27, 2016 as presented. Commissioner Burgueno seconded the motion. **Motion carried unanimously.**

**III. Fiscal Items**

a. Proposed (DRAFT) Budget Package FY 2016-2017

Director Vieira presented the Commission with a Draft Budget Package for FY 16-17. The Budget line items are listed by the cost categories of Administration, Program, and Evaluation. She reported that the total proposed budget of \$405,778 includes \$50,000 for the coordination of the Impact Initiative, so the proposed budget amount is over the \$350,000 that the Commission receives annually. All of the expenditures for the Impact initiative is reimbursable from First 5 California. She also noted that administrative costs are 17%, which are well within allowable

administrative costs of the Commission's Administrative Cost Policy of 17%-25%. Evaluation costs are projected at 11%, and program costs are anticipated to be 72%.

Director Vieira noted that the Small County Augmentations approved by the State Commission in April 2014 will provide First 5 Plumas with a allocation of \$350,000 annually for three years or until June 30, 2017.

The Commission reviewed the Financial Plan, including all projected budgets through fiscal year 2020. Commission will take final action on the budget in June.

Discussion Only-No action taken on budget

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

#### **V. Reports**

##### a. Executive Director's Report

#### 1. Child Abuse Prevention Council's Children's Faire

The annual Children's Fair on Saturday, May 14<sup>th</sup> was very successful. The weather held and looking at the attendance, there was about 175 children ages 0-5 in attendance. The First 5 California Express Van attended and was situated by the front entrance so it was well-attended. In the first hour the Edutainers (educate and entertain) gave away 80 goodie bags. As always, the children and families really enjoyed the interaction with the staff and of course the free giveaways are always a hit.

#### 2. Mental Health Update

As the Commission knows, the Infant-Early Development Mental Health program has had a steady waiting list since December 2015. As a result, Director Vieira requested an additional \$144,683 to increase the available therapy an additional 31 hours for a total of 54 hours per week and the addition of a case manager at 35 hours per week. Case management emerged as a priority as the therapists assigned to the program were using too many hours for direct case management. The request has been sent to the Board of Supervisors the first Tuesday in June. I plan on attending the BOS meeting With Aimee Heaney, the MHSA coordinator in case there are any questions.

Director Vieira also presented the program's evaluation findings to the Mental Health Commission on May 11<sup>th</sup>. After the presentation, many of the Commission members were very surprised at the number of mental health services that have been provided to the 0-5 age group as well as the number of parents and caregivers that have been served.

#### 3. Third Quarter Program Reports/Invoices

All of the third quarter reports and invoices have been processed. Currently the Commission's evaluator, Lisa Watson is started to develop the outcome report that is due to the Commission by October 2016. The annual program outcome report is presented along with the Commission's Annual Report to First 5 CA and the audit for fiscal year 2015-16.

4. Impact Update

Impact, which stands for Improve and Maximize Program so All Children Thrive by increasing the number of high-quality early learning settings, including engaging families in the early learning process.

On June 21<sup>st</sup> and 22<sup>nd</sup> there is a Pre-K Class Observation training scheduled in the Large Conference Room. The training will be regional so that there can have a sufficient number of attendees. This two day training is the first step in earning a CLASS observer certification. The CLASS tool organizes teacher-child interactions so that programs and teachers can identify effective teaching practices. IMPACT is a state-wide effort with all 58 counties participating.

5. First 5 Association

The next Association meeting is scheduled for July 27<sup>th</sup> in Sacramento. The State Commission meeting will follow the day after. If any of the Commissioners would like to attend, please let Director Vieira know.

6. State Commission

On November 8<sup>th</sup>-10<sup>th</sup>, First 5 California will be hosting the second Child Health Education and Care Summit in Sacramento. The 2016 theme, "From Partnerships to Impact", will focus on the goals explored and discussed during the 2015 Summit. The Summit will include key note speaker, early education workshops and sessions presented by child and health experts. The Summit also provides a great opportunity for networking.

7. State Budget

Director Vieira reported on the Tobacco Tax Act on the November 2016 ballot. The small population counties that receive Small County Augmentations from the State Commission will not be impacted from any increased tobacco tax revenues.

The Governor published the May Budget Revision. In your packets are the Early Education Block Grant Trailer Bill Summary and the May revise child care trailer bill and budget language summary.

The Trailer bill language provides information on the Administration's proposal to require the California Department of Education to develop a plan to move to child care system with a voucher-only method of subsidy.

The other document provides information on an Early Education Block Grant, which will be administered by County Office's of Education. The COE will provide one year of subsidized pre-kindergarten education for low-income and at-risk four-year-old children. The proposal also plans to eliminate transitional kindergarten as of July 1, 2017.

While there is lots of chatter on line regarding these proposals, all this will be discussed at our Local Child Care Planning Council as more information is available.

b. Commissioner's Reports

Commissioner Smart reported that Medi-Cal will now serve undocumented children. Additionally, Three to four counties statewide are also serving undocumented parents or single adults. The small counties are leading the way instead of following.

Commissioner Smart also reported that children in group homes will be moved back into family-based settings. Teens do better in family-based settings and this move will affect approximately 40,000 children.

Commissioner Simpson reported that she attended a budget meeting in Sacramento. She noted that the Board of Supervisors is still trying to get the funding to build a new jail. She also noted that a mock drill for emergency wild fire response and evacuation was conducted.

Commissioner Burney reported that her replacement for the early intervention program has been hired by Plumas Unified School District. Tracy Dunsmore recently held the interim director's position at Feather River College. Both Carol and Ellen Vieira were on the interview team.

## VI. Program Development

- a. Recommendation by the Commissioner Applicant Interview Committee, the Commission membership of Rachelle Hines.

Discussion: Director Vieira reported that on May 19<sup>th</sup>, an Ad Hoc Committee Consisting of Carol Burney, Colleen Kroll and Ellen Vieira interviewed Rachelle for an at-large position on the Commission. Rachelle lives in Meadow Valley with her husband and two young children, both under the age of five. She is the mother of a special needs child who receives First 5 services. Rachelle has an interest in working with the Commission to represent parents of young children who have special needs.

The Committee recommends that her membership should be recommended to the Board of Supervisors for her two-year appointment.

**Motion:** Commissioner Rusky made a motion to recommend to the Board of Supervisors the appointment of Rachelle Hines for a two-year term on the Commission. Commissioner Simpson seconded the motion. **Motion carried unanimously.**

- b. Final Edits to the Strategic Plan 2011-2016

Director Vieira reported that the final edits to the plan are finished and the Commission will approve the revised five-year Strategic Plan in June. The plan will then be sent to the Board of Supervisors for approval and then to the State Commission. The revised Plan will span the time period of July 1, 2016 through June 30, 2021. Vieira recommended that the Commission in five-years conduct a comprehensive community assessment.

c. Commission will Take Action on a FY 2016-2017 Meeting Schedule

**Motion:** Commissioner Burgueno made a motion to approve the FY 2016-2017 Meeting Schedule as presented. Commissioner Rusky seconded the motion. **Motion carried unanimously.**

Discussion: Commissioner Smart requested that the Commission have at least one meeting in another community. The Commission discussed this and decided by consensus that the Commission should meet in Greenville. Director Vieira noted that she would schedule one of the meetings in Greenville, most likely in the spring of 2017.

c. Commission will consider the following service agreement contracts FY 16-17.

1. PCCFC16-17PUDSIS-\$20,000-**Motion:** Commissioner Rusky made a motion to approve the PUSD Early Intervention contract. Commissioner Kroll seconded the motion. **Motion carried unanimously.**
2. PCCFC16-17PUSDKRU-\$7,000-**Motion:** Commissioner Crawford made a motion to approve the PUSD Kindergarten Roundup contract in the amount of \$7,000. Commissioner Kroll seconded the motion. **Motion carried unanimously.**
3. PCCFC16-17PCPHA-\$8,500-**Motion:** Commissioner Rusky made a motion to Approve the Public Health Department's data-entry contract in the amount of \$8,500. Commissioner Burgueno seconded the motion. **Motion carried unanimously.**

**VII. Public Comment:** Brenda Lory, the LPC Coordinator reported that on June 9<sup>th</sup> there is a Parent Café scheduled for parents with special needs children.

**VIII. Next Meeting Dates:** June 29, 2016

◆ July-No meeting ◆ August 31, 2016 ◆ September 28, 2016 ◆ October 26, 2016

**IX. Adjournment:** Chairperson Burney adjourned the meeting at 10:45 a.m.

Minutes Submitted by: Ellen Vieira, Executive Director