

**First 5 Plumas**  
Plumas County Children and Families Commission  
Meeting Minutes  
Wednesday, May 1, 2019

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

**I. Roll Call:**

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

**Commissioners Present:** Rachelle Hines, Colleen Kroll, Pamela Becwar, Kendrah Fredricksen, Andrew Woodruff, Neal Caiazzo, and Lori Simpson

**Commissioners Absent:** None

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

**II. Approval of Minutes of March 6, 2019:**

**Motion:** Commissioner Fredricksen made a motion to approve the minutes of March 6, 2019 as presented. Commissioner Lory seconded the motion. **Motion carried unanimously.**

**III. Fiscal Items**

- a. Proposed (DRAFT) Budget Package FY 2019-2020 and the 5-year Financial Plan

Director Vieira presented the Commission with a Draft Budget Package for FY 19-20. The Budget line items are listed by the cost categories of Administration, Program, and Evaluation. She presented a total proposed budget of \$541,136. She also noted that administrative costs are 13%, which are well within allowable administrative costs of the Commission's Administrative Cost Policy of 17%-25%. Evaluation costs are projected at 12%, and program costs are anticipated to be 75%.

The Commission will take action on the final budget package in June.

Discussion Only-No action taken on budget

**IV. Public Comment:** None

**V. Reports**

a. Executive Director's Report

1. Kindergarten Roundup Update: The last Kindergarten Roundup is scheduled for May 2<sup>nd</sup> At C. Roy Carmichael School. First 5 Plumas provided a book for each child entering school. The Health Department nurses and Roundhouse Council distributed the books. A more detailed report will be provided to the Commission in June.
2. Update on the Children's Fair-The Children's Fair is scheduled for Saturday, May 18<sup>th</sup> from 10:00 am-2:00 pm.
3. First 5 California Express: The literacy van will be visiting Plumas County on Saturday, May 18<sup>th</sup> for the Children's Fair and will also visit Head Start in Quincy on Monday, May 20<sup>th</sup>.
4. Special Needs Advocacy Collaborative: Brenda Lory has started a Special Needs Advocacy Collaborative to improve on the number and quality of services and inclusive practices for families of children and adults with special needs. The First 5 director is a participating member of this group.
5. Update on the LPC: Legislation is currently being proposed to increase the scope of the LPC mandates.
6. High Sierra Parent Conference: The conference, held in the Mineral Building this year had 32 attendees. First 5 Plumas provided the food in the amount of \$1,000.
7. Prop 56 Oral Health Update: Director Vieira continues to participate in the Oral Health Coalition funded by Prop 56. Currently two private practice dentists are participating. The mission of the group is to improve oral health care by promoting education and expanding access to oral health care in Plumas County.
8. Impact/QRIS: Liz Welch, the program coordinator for the Impact Initiative will provide a report to the Commission in June. While First 5 California has not decided the funding levels for Impact 20, Camille Maben, executive director of First 5 California has stated that she expects some reduction in the current funding levels, but not much.
9. Small County Meeting in Sacramento: Director Vieira attended a Small Population County meeting on March 21<sup>st</sup>. There were discussions regarding the First 5 statewide network, regional meetings and the building of quality systems. There were no formal discussions regarding the small county augmentations.
10. Strategic Plan: The Strategic Plan expires in 2021. Director Vieira reported that the planning will be placed on each agenda FY 19-20. The plan will be finished and will be ready for a final vote in June 2020. The plan will be dated 2020-2025.

b. Commissioner's Reports:

Commissioner Woodruff reported on vaccinations. There are world-wide disease outbreaks due to lower vaccination rates. World-wide outbreaks are typically due to infrastructure and not necessarily belief systems such as in the United States. There are 78 cases of measles in California and 700 nation-wide. There are 16 in the Northern California counties of Butte and Shasta. There are no currently no cases in Plumas County. While Plumas has a vaccination rate of 93%, the aim of the Plumas County Public Health Agency is 95%. Currently California has eliminated parental choice for school entry.

#### IV. Program Development

- a. Commission will take action on the two-year membership reappointment of the following commissioners: Lori Simpson and Rachelle Hines.

Commissioner Woodruff made a motion to reappoint Commissioners Simpson and Hines for a two-year term. Commissioner Kroll seconded the motion. **Motion carried unanimously.**

- b. Commission will take Action to elect the members of the Executive Committee FY 19-20. Commissioner Lory made a motion to approve Rachelle Hines for Chairperson, Kendrah Fredricksen as Treasurer and Colleen Kroll as Vice-Chairperson. Commissioner Caiazzo seconded the Motion. **Motion carried unanimously.**

- c. Commission will take Action on a FY 2019-2020 Meeting Schedule.

DISCUSSION: The meetings will be held on the first Wednesday of the month and the Commissioners want to maintain this schedule.

Commissioner Hines made a motion to approve the 2019-2020 Meeting Schedule. Commission Fredricksen seconded the motion. **Motion carried unanimously.**

- d. Commission will consider the following service agreement contracts FY 19-20.

1. PCCFC19-20PUDSIS-\$20,000-Early Intervention services-Plumas Unified School District.

**Motion:** Commissioner Fredricksen made a motion to approve the PUSD Early Intervention contract in the amount of \$20,000. Commissioner Kroll seconded the motion. **Motion carried unanimously.**

2. PCCFC19-20PUSDKRU-\$7,000: Kindergarten Roundup Coordination-Plumas Unified School District.

**Motion:** Commissioner Woodruff made a motion to approve the PUSD Kindergarten Roundup contract in the amount of \$7,000. Commissioner Hines seconded the motion. **Motion carried unanimously.**

3. PCCFC19-20PCPHA-\$8,500-Plumas County Public Health Agency-Data entry

Commissioner Fredricksen made a motion to approve the Public Health data entry contract in the amount of \$8,500. Commissioner Caiazzo seconded the motion. **Motion carried unanimously with Commissioner Woodruff abstaining.**

4. PCCFC19-20JB-\$25,000 to contractor Jaye Bruce for early childhood development services.

**Motion:** Commissioner Fredricksen made a motion to approve the contract to Jaye Bruce in the amount of \$25,000. Commissioner Becwar seconded the motion. **Motion carried unanimously.**

**VII. Public Comment:** Holly Klauck, the PRS coordinator of the Family Empowerment program reports that the program provides training/IEP workshops, has some funding from the Child Abuse Prevention Council for adaptive equipment for children with disabilities/special needs.

**VIII. Next Meeting Dates:** June 5, 2019

◆ July-No meeting ◆ August-No meeting ◆ September 4, 2019 ◆ October 2, 2019

**IX. Adjournment:** Chairperson Hines adjourned the meeting at 10:40 a.m.

Minutes Submitted by: Ellen Vieira, Executive Director