

**First 5 Plumas**  
Plumas County Children and Families Commission  
Meeting Minutes  
Wednesday, May 6, 2020  
Zoom Meeting

**I. Roll Call: Director Vieira established a quorum of Commissioners on the video 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, Kendrah Fredricksen, Neal Caiazzo, and Lori Simpson

**Commissioners Absent:** Andrew Woodruff and Pam Becwar

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

**II. Approval of Minutes of April 1, 2020:**

**Motion:** Commissioner Fredricksen made a motion to approve the minutes of April 1, 2020 as presented. Commissioner Simpson seconded the motion. **Motion carried unanimously.**

**III. Fiscal Items**

a. Proposed (DRAFT) Budget Package FY 2020-2021 and the 5-year Financial Plan

Director Vieira presented the Commission with a Draft Budget Package for FY 20-21. The Budget line items are listed by the cost categories of Administration, Program, and Evaluation. She presented a total proposed budget of \$547,499. She also noted that administrative costs are 15%, which are well within allowable administrative costs of the Commission's Administrative Cost Policy of 17%-25%. Evaluation costs are projected at 10%, 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. Delivery of Emergency Supplies:

The first of three deliveries are scheduled for Thursday, May 7<sup>th</sup> from 12:00-4:00 pm. A storage unit in Quincy has been donated by the PUSD Child Care Planning Counsel. Debbie Guy, the coordinator of the PRS Child Care Resource and Referral Agency is the point person and will meet the truck, which is bringing one pallet of supplies. This delivery will include 6 boxes of masks, 12 gallons of disinfectant, and 80 books. These supplies will be distributed to the licensed family child care homes that are still in operation. Debbie and Liz have volunteered to deliver the supplies and books directly to the child care homes.

There are 3 deliveries in all. The second delivery will happen from May 18<sup>th</sup>-20<sup>th</sup> and will include diapers and wipes. The third delivery will occur in early June. With licensed open child care homes being the priority, the supplies will also be distributed to the larger community where needed. The plan for local distribution is up to each county. There are no data collection requirements for the distribution of supplies.

Ellen requested that some pictures be taken and sent to Ellen. First 5 California commissioners are interested in seeing how the supplies are being distributed by counties. Ellen will forward the pictures to the State Commission.

#### 2. Plumas Crisis Intervention and Resource Center (PCIRC)

On April 13<sup>th</sup>, the Governor announced \$42 million to support foster care children and families during the pandemic. Of this funding, \$3 million was set aside specifically for Family Resource Centers. The California Family Resource Center Association (CFRA) was named the administrator of these funds and will be distributing \$2.8 million to Family Resource Centers across the state for: material items (food, diapers, cleaning supplies, assistance with isolation needs, parenting resources, staff time to help link families to other local, state, and federal supports and benefits- (food, housing etc.), and emergency funds to support the continued operation of FRC's. This is a quick turnaround time as the applications were due yesterday, May 5<sup>th</sup> and the funds must be expended by June 30, 2020. I contacted Cathy Rahmeyer, PCIRC's grant writer and she stated that PCIRC has spent approximately \$20,000 providing direct services to residents that needed basic services such as food, housing, and utility assistance as a result of Covid-19. As PCIRC qualifies as an FRC, she will apply.

#### 3. Small County Augmentations:

This current 3-year-round of small county augmentations will end on June 30, 2021. Currently Plumas County receives a total of \$350,000 in Proposition 10 revenues. The Association will be working with First 5 California between May and December of this year on the design of the next augmentation program. F5CA Commission is expected to take up small county augmentation in January 2021 and will take effect in July 2021.

4. IMPACT 3-year funding cycle ends on June 30, 2020.

Impact 2020 3-year grant cycle-The 3 pots of grant funds are being written as a unified Quality Counts California Local Consortia and Partnership RFA  
F5CA-Impact (Improve and Maximize Programs So That All Children Thrive) 2020-\$235,537 over the 3-year grant period.  
CDE-CSPP (California State Preschool Program)-\$34,866  
CDE-Quality Counts California-Preschool Development Block Grant-QCC PDG-R-\$22,846 for a total of \$293,249

Family Services Coordinator-Jaye Bruce Report

Jaye reports that she is having deep conversations with moms. Children are acting out and moms need help over the phone to problem solve. She reports that she continues to communicate with her families over the phone in lieu of home visiting.

b. Commissioner's Reports:

Commissioner Simpson reports that she thinks that Plumas County has the best Health Department in the state. Dr. Mark Satterfield and PCPHA director Andrew Woodruff are working with the state and have submitted plans for a Phase 1 county opening. These are difficult times for the Board of Supervisors. Plumas District Hospital now has rapid testing.

Commissioner Caiazzo reports that Social Services is not receiving as many referrals during the stay at home order. Applications of Cal Fresh, Cal Works, and Medi-Cal have increased. Social Services has set-up special rooms for interviews to maintain social distancing.

**IV. Program Development**

- a. Commission will consider a funding request from Sierra Cascade Family Opportunities In the amount of \$7,100 for the purchase of PlusOptix Vision Screening tool.

**MOTION:** Commissioner Fredricksen made a motion to approve the purchase of the PlusOptix Vision Screening tool in the amount of \$7,100. Commissioner Simpson seconded the motion. **Motion carried unanimously.**

- b. Commission will consider the following service agreement contracts:  
1. PCCFC20-21PUSDIS-\$20,000 Early Intervention services-Plumas Unified School District

**MOTION:** Commissioner Fredricksen made a motion to approve contract No. PCCFC20-21PUSDKRU. Commissioner Kroll seconded the motion. **Motion carried unanimously.**

2. PCCFC20-21PUSDKRU-\$7,000 Kindergarten Roundup-Plumas Unified School District

**MOTION:** Commissioner Kroll made a motion to approve contract No. PCCFC20-21PUSDKRU. Commissioner Simpson seconded the motion. **Motion carried unanimously.**

3. PCCFC20-21PCPHADATA-\$8,500 Plumas County Public Health Agency-Confidential Data Entry.

**MOTION:** Commissioner Simpson made a motion to approve contract No. PCCFC20-21PCPHADATA in the amount of \$8,500. Commissioner Fredricksen seconded the motion. **Motion carried unanimously.**

4. PCCFC20-21PCPHA-\$100,000-Plumas County Public Health Agency-Home Visitation services.

**MOTION:** Commissioner Fredricksen made a motion to approve contract No. PCCFC20-21PCPHA in the amount of \$100,000. Commissioner Simpson seconded the motion. **Motion carried unanimously.**

5. PCCFC20-21RC-\$30,000-Roundhouse Council-Home Visitation

**Motion:** Commissioner Fredricksen made a motion to approve the Roundhouse Council contract in the amount of \$30,000. Commissioner Kroll seconded the motion. **Motion carried unanimously.**

6. PCCFC20-21SN-Audit \$5,500

**Motion:** Commissioner Simpson made a motion to approve contract No. PCCFCS&N in the amount of \$5,500. Commissioner Kroll seconded the motion. **Motion carried unanimously.**

**VII. Public Comment:** Rachael Brothers commented that France is conducting a study on the nicotine patch.

**VIII. Next Meeting Dates:** June 3, 2020

◆ July-No meeting ◆ August-No meeting ◆ September 2, 2020 ◆ October 7, 2020

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

Minutes Submitted by: Ellen Vieira, Executive Director