

First 5 Plumas
Plumas County Children and Families Commission
Meeting Minutes
Wednesday, May 5, 2021
Zoom Meeting

I. Roll Call: A quorum was established through a roll-call vote.

Treasurer Fredricksen 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, Dwight Ceresola, and Commissioner Applicant, Brenda Poteete

Commissioners Absent: Pam Becwar

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

II. Approval of Minutes of March 3, 2021:

Motion: Commissioner Hines made a motion to approve the minutes of the March 3, 2021 with a correction of the spelling of Commissioner Ceresola's name. Commissioner Ceresola seconded the motion. **Motion carried unanimously.**

III. Fiscal Items

a. Proposed (DRAFT) Budget Package FY 2021-2022 and the 5-year Financial Plan

Treasurer Fredricksen presented the Commission with a Draft Budget and Financial Plan for FY 21-22. The Budget line items are listed by the cost categories of Administration, Program, and Evaluation. She presented a total proposed budget of \$596,756. 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 8%, and program costs are anticipated to be 77%.

DISCUSSION: Ellen noted that the final budget in June may not match the draft as she has to add some new revenue to the projected revenues. Brenda Poteete asked if the difference in the two budgets would be substantial. Ellen stated that it would not be and that she is currently applying for another QCC grant and she will have to add that to the revenues.

The Commission will take action on the final budget package on June 2, 2021.

Discussion Only-No action taken on budget

IV. Public Comment: None

V. Reports

a. Executive Director's Report

1. First 5 CA Book Delivery: First 5 Plumas will receive another 140 books from First 5 California. The Commission's grantees are delivering them to the families they serve.
 2. Kindergarten Roundup (KRU): Kindergarten Roundup is virtual this year. First 5 Plumas purchased books for the entering TK and Kindergarten students that will be included in activity bags purchased by the Local Child Care Planning Council.
 3. Budget Activities: For the newer Commissioners, there are many items that have to be Completed by June 30th so that services are seamless from one fiscal year to the next.
 - a. Budget development
 - b. Process 4th quarter invoices and contract reports
 - c. Development of 21-22 contracts, scopes of work and budgets
 - d. Setting up for the 2020-2021 Audit
 - e. Submission of invoices, budgets, etc. to First 5 California
 - f. QCC grant submission by May 28th
 - g. Submission of final budget FY 21-22 to Plumas County
 4. Ellen reports that Dolly Parton Imagination Library is having an international virtual Conference June 16th and 17th.
 5. Home Visiting Coordination: SEI is scheduling the last two virtual meetings this fiscal year, one in May and one in June.
- b. Jaye Bruce, Family Services Coordinator reported that she is serving six families in the CPS system. She has returned to in-person home visits.

b. Commissioner's Reports:

Commissioner Bean reports that all of the schools have returned to in-person learning.

Commissioner Fredricksen reports that the Children's Council in lieu of the Children's Fair in May is distributing activity bags for all K-6th grade students. Thirteen-hundred bags will be distributed in all four Plumas County communities.

VI. Program Development

a. Commission will consider the following service agreement contracts FY 2021-2022:

1. PCCFC21-22PUSDIS-\$20,000 Early Intervention services-Plumas Unified School District
2. PCCFC21-22PUSDKRU-\$7,000 Kindergarten Roundup-Plumas Unified School District
3. PCCFC21-22PCPHADATA-\$8,500 Plumas County Public Health Agency-Confidential Data Entry.
4. PCCFC21-22PCPHA-\$100,000-Plumas County Public Health Agency-Home Visitation services.
5. PCCFC21-22RC-\$30,000-Roundhouse Council-Home Visitation
6. PCCFC21-22SN-Smith and Newell Audit Firm- \$5,500

Motion: Commissioner Kroll made a motion to approve contracts numbers 1-6. Commissioner Bean seconded the motion. **Motion carried unanimously.**

7. PCCFC21-22PRSMH-\$60,000-Plumas Rural Services Mental Health Consultant

Motion: Commissioner Ceresola made a motion to approve the PRS contract in the amount of \$60,000 for a two-year period 2021-2023. Commissioner Bean seconded **Motion carried unanimously.**

b. Commission will consider a recommendation to the Board of Supervisors for the Commission membership of Brenda Poteete, Director of Head Start.

Motion: Commissioner Hines made a motion to approve a recommendation to the Board of Supervisors for the appointment of Brenda Poteete for an at-large 2-year membership on the Commission. Commissioner Ceresola seconded the motion. **Motion carried unanimously.**

c. The Commission will consider a Meeting Schedule FY 2021-2022

Motion: Commissioner Ceresola made a motion to approve the Meeting Schedule FY 21-22. Commissioner Hines seconded the motion. **Motion carried unanimously.**

After the vote, Commissioner Bean noted that he will continue to have a conflict with Wednesday's, but will make it work. Ellen noted that she will put a revised schedule on the June agenda. Commissioners polled can usually make Monday meetings. Ellen will follow-up to make sure.

- d. The Commission will take action on extending the 2-year memberships of Commissioners Rachelle Hines, Neal Caiazzo and Colleen Kroll.

Motion: Commissioner Ceresola made a motion to re-appoint Commissioners Neal Caiazzo, Colleen Kroll and Rachelle Hines to a two-year term of membership on the Commission. Commissioner Fredricksen seconded the motion. **Motion carried unanimously.**

- e. The Commission will nominate and elect Rachelle Hines as Chairperson, Kendrah Fredricksen as Treasurer, and Colleen Kroll as Vice-Chairperson for a one-year term from May 2021 to May 2022.

Motion: Commissioner Ceresola made a motion to approve the election of Rachelle Hines as Chairperson, Kendrah Fredricksen as Treasurer and Colleen Kroll as Vice-Chairperson or a one-year term from May 2021-May 2022. Commissioner Bean seconded the motion. **Motion carried unanimously.**

- VII. Public Comment:** Janna and Dorrie from Public Health's Family First program presented activity bags that they are distributing to the families they are serving. They offered to share this resource with other First 5 funded home visiting programs.

- VIII. Next Meeting Dates:** June 2, 2021

◆ July-No meeting ◆ August-No meeting ◆ September-No meeting ◆ October 4, 2021

- IX. Adjournment:** Kendrah Fredricksen adjourned the Zoom meeting at 10:50 a.m.

Minutes Submitted by: Ellen Vieira, Executive Director