

**First 5 Plumas**  
Plumas County Children and Families Commission  
Meeting Minutes  
Wednesday, June 6, 2018

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

**I. Roll Call:**

Chairperson Carol Burney called the meeting to order at 9:05 a.m. Commissioner's and staff introduced themselves.

**Commissioners Present:** Chairperson Carol Burney, Loir Simpson, Rachelle Hines, Elliott Smart and Kendrah Fredricksen

**Commissioners Absent:** Colleen Kroll and Joanne Burgueno

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

**II. Approval of the April 4, 2018 Meeting Minutes:**

**Motion:** Commissioner Hines made a motion to approve the minutes of April 4, 2018 as presented. Commissioner Smart seconded the motion. **Motion carried unanimously.**

**III. Fiscal Items-The Commission took Action on the following budget items:**

a. Projected Expenditure Report FY 2017-2018

Director Vieira reported that 90.1% of the FY 2017-2018 budget of \$633,507 is projected to be expended. The year-to-date revenues received for fiscal year 17-18 are \$293,665 in Prop 10 revenues including, \$52,778 in Medi-Cal Administrative Activities (MAA) and interest received is \$5,500. The total revenue to date is: \$351,943.

Director Vieira also reported on the following budget expenditures FY 17-18 by Cost Allocation: 1) 13% of the estimated expenditures went to Administration for a total of \$75,369, 78% expended on Program totaled \$443,078, and 3) 9% expended on Evaluation costs in the amount of \$52,531 for a total of 90.1% of the estimated expenditures. She also reported that the Commission will receive the "Actual Expenditure Report" in October 2018.

**Motion:** Commissioner Fredricksen moved to *Accept* the Projected Expenditure Report, FY 2017-2018 as presented. Commissioner Smart seconded the motion. **Motion carried unanimously.**

b. Proposed Budget Package in the amount of \$544,783 FY 2018-2019

DISCUSSION: Director Vieira presented the budget package to the Commission in the amount of \$544,783 for fiscal year 2018-2019. She noted that the administrative cost is projected to be 14% of the total expenditures, which is within the Commission's Administrative Cost Policy range of 17%-25%. 78% of the budget's cost will go directly to program and 8% is earmarked for evaluation costs.

The projected revenues for fiscal year 18-19 are projected to be \$377,000, which includes \$25,000 in Medi-Cal Administrative Activities (MAA) funds from the billing year of 16-17.

The 2018-2019 Budget Package was approved by the following votes:

**Motion:** Commissioner Simpson made a motion to approve the 2018-2019 budget Package in the amount of \$544,783, including the Long Range Financial Plan. Commissioner Roll Call: Burney, Simpson, Fredricksen, Hines, and Smart all voted approval. **Budget Adopted FY 2018-2019.**

d. GASB 54 Fund Balance Report as of June 15, 2018

DISCUSSION: Director Vieira reported that the total fund balance as of June 15, 2018 is \$574,907. Of that, \$227,500 are for contracts FY 18-19 and are committed. \$317,283 is assigned to the funds that are budgeted for fiscal year 18-19. She noted that \$30,124 will be assigned to the Financial Plan Commitment.

**Motion:** Commissioner Smart made a motion to approve the GASB 54 Fund as of June 15, 2018. Commissioner Simpson seconded the motion. **Motion carried unanimously.**

**IV. Public Comment-**Ellen Vieira noted that this was the last meeting for Commissioners Carol Burney and Elliott Smart. Both have been on the Commission for almost twenty years and Ellen thanked both of them for their service and commitment to families and young children. She also thanked them for their support through the years. Both are retiring!

## V. Reports

### a. Director's Report

1. Kindergarten Roundup Update-KRU took place during the months of April and May. The following physicals were performed: Quincy El.-34, C. Roy Carmichael-37, Chester El.-18, Indian Valley El.-13 for a total of-102 exams. There were no referrals at any of the schools for developmental delays. There were 21 referrals for caries/cleaning and 4 referrals for orthodontics.

Thank you to Commissioners Kroll, Burgueno, and Hines for helping to pack the back packs and for their attendance at each of the roundups.

2. Update on Child Care/Education Grants-There were 9 approved center-based applications and 15 family child care providers who were approved, for a total of \$60,895.
3. First 5 California Express-The First 5 Express Literacy Van visited Portola Kids in Portola on Friday, June 4, 2018. The staff from the Express Van also visited Portola Preschool.
4. High Sierra Parent Conference-The HSPC is in the planning phase and there is a meeting scheduled for June 12<sup>th</sup>. The conference will not be held in the fall but will be scheduled in spring 2018.
5. Children's Oral Health Update-There was another planning meeting on May 10<sup>th</sup>. The planning group is developing a county-wide oral health plan for the Prop. 56 funds.
6. IMPACT-QRIS-Liz Welch remains the Impact Program Coordinator. There are now several providers who have signed up to be rated.
7. Memorandum of Understanding (MOU) with Plumas County-The MOU with Plumas County for fiscal/administrative support expires in June 2018. County Counsel has reviewed the document and there are no changes to report. The county still charges 8% of the Commission's annual budget. The MOU will be approved through June 30, 2020.
8. Association and First 5 CA Updates-Director Vieira is attending a Northeast Region meeting in Bridgeport on Tuesday, June 26, 2018. The next Association meeting is scheduled for Tuesday, September 18<sup>th</sup> at First 5 Alameda.

**VI. Program Development:** Commission will take action on the following service agreement contracts FY 2018-2019

- a. PCCFC18-19SN-\$5,000 Independent Audit FY ending as of June 30, 2018-Newell Audit Firm
- b. PCCFC18-19RB-\$2,000-First 5 Plumas website maintenance-Robert Burney Independent Contractor
- c. PCCFC18-19RC-\$30,000-Early Education services Roundhouse Council
- d. PCCFC18-19JB-\$25,000-Early Childhood Development Specialist-Jaye Bruce-Independent Contractor
- e. PCCFC18-19PCPHAHV-\$100,000 Home Visitation Plumas County Public Health
- f. PCCFC18-19PCPHADATA-\$8,500 Data Entry Plumas County Public Health
- g. PCCFC18-19PUSDEI-\$20,000-Early Intervention Plumas Unified School District
- h. PCCFC18-19-\$7,000 Kindergarten Roundup Plumas Unified School District

**Motion:** Commissioner Smart made a motion to approve contracts a-h. Commissioner Fredricksen seconded the motion. **Motion carried unanimously.**

**VIII. Next Meeting Dates:**

◆July-No Meeting ◆August-No Meeting ◆September 6, 2018 ◆ October 4, 2018

**IX. Adjournment:** The meeting was adjourned by Chairperson Burney at 10:30 a.m.

Submitted by: Ellen Vieira, Executive Director