

First 5 Plumas
Plumas County Children and Families Commission
Meeting Minutes
Wednesday, June 5, 2019

Courthouse Annex
Department of Social Services, 2nd Floor
Quincy, CA 95971

I. Roll Call:

Chairperson Rachelle Hines called the meeting to order at 9:17 a.m. Commissioner's and staff introduced themselves.

Commissioners Present: Chairperson Rachelle Hines, Loir Simpson, Brenda Lory, Pam Becwar, Kendrah Fredricksen, and Andrew Woodruff

Commissioners Absent: Colleen Kroll and Neal Caiazza

Staff Present: Ellen Vieira, Executive Director

II. Approval of the May 1, 2019 Meeting Minutes:

Motion: Commissioner Simpson made a motion to approve the minutes of May 1, 2019 as presented. Commissioner Fredricksen seconded the motion. **Motion carried unanimously.**

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

a. Projected Expenditure Report FY 2018-2019

Director Vieira reported that 77.1% of the FY 2018-2019 budget of \$557,685 is projected to be expended. The year-to-date revenues received for fiscal year 18-19 are \$315,452 in Prop 10 revenues including, \$261,726 in Medi-Cal Administrative Activities (MAA) and interest received is \$5,284. The total revenue to date is: \$694,176. Ellen noted that this will be the last year that the Commission will receive revenues from MAA back casting. The Commission will receive an Actual FY 18-19 Expenditure Report in September 2019.

Director Vieira also reported on the following budget expenditures FY 18-19 by Cost Allocation: 1) 16% of the estimated expenditures went to Administration for a total of \$86,400, 74% expended on Program totaled \$399,337, and 3) 10% expended on Evaluation costs in the amount of \$53,659 for a total of 77.1% of the estimated expenditures. She also reported that the Commission will receive the "Actual Expenditure Report" in October 2019.

Motion: Commissioner Simpson made a motion to *Accept* the Projected Expenditure Report, FY 2018-2019 as presented. Commissioner Becwar seconded the motion. **Motion carried unanimously.**

b. Proposed Budget Package in the amount of \$541,136 FY 2019-2020

DISCUSSION: Director Vieira presented the budget package to the Commission in the amount of \$541,136 for fiscal year 2019-2020. She noted that the administrative cost is projected to be 13% of the total expenditures, which is within the Commission's Administrative Cost Policy range of 17%-25%. 75% of the budget's cost will go directly to program and 12% is earmarked for evaluation costs.

The projected revenues for fiscal year 19-20 are projected to be \$504,000, which includes \$150,000 in Medi-Cal Administrative Activities (MAA) funds from the billing year of 17-18. Director Vieira reported that the amount of \$150,000 may be high. She will find out how much the Commission may receive this fiscal year since the state backcasting is completed. The expected revenue may be as low as \$377,000.

The 2019-2020 Budget Package was approved by the following votes:

Motion: Commissioner Fredricksen made a motion to approve the 2019-2020 Budget Package in the amount of \$541,136, including the Long Range Financial Plan. Commissioner Simpson seconded the motion. **Motion carried unanimously. Budget Adopted FY 2019-2020.**

d. GASB 54 Fund Balance Report as of May 28, 2019

DISCUSSION: Director Vieira reported that the total fund balance as of May 28, 2019 is \$748,963. Of that, \$385,000 is for contracts FY 19-20 and is committed. \$156,136 is assigned to the funds that are budgeted for fiscal year 19-20. She noted that \$207,827 will be assigned to the Financial Plan Commitment.

Motion: Commissioner Simpson made a motion to approve the GASB 54 Fund as of May 28, 2019. Commissioner Hines seconded the motion. **Motion carried unanimously.**

IV. Public Comment-None

V. Reports

a. Director's Report

1. Home Visitors Training Plan: During the home visiting coalition meeting in April, the home visitors requested training in ACES (Adverse Childhood Experiences) and other trainings on the developing brain. I plan on scheduling these trainings in the fall of 2019.

2. Kindergarten Roundup: Note the KRU data report in the board packet. In 2019 111 children attended KRU compared to 120 in 2018 and 109 in 2017. In 2019, there were 25 children identified with dental carries, compared to 21 in 2018 and 44 in 2017. There was one child identified with developmental delays in Portola in 2019 compared to zero in 2018 and 2 in 2017. After looking at past dental carries data, 2017 seems to be an outlier.
3. Children's Fair/Head Start Visit: The First 5 California Express attended the Children's Fair on May 18th. For this visit, the state sent an event recap and photos Of the visit. As the board recalls, it was cold and rainy that weekend, so that depressed attendance at the fair overall. The data shows that 120 children visited the Express Van. Coloring books, stickers, books, puppets, cook books, and healthy bodies and healthy minds written materials both in Spanish and English were distributed to parents.
4. Audit FY 18-19: The contract to Smith and Newell for the Commission's FY 18-19 audit will go into the mail for signatures. The audit begins after the Commission receives the signed contract, usually in July and the draft report will be available for the Commission in September. For the sake of transparency and to give the commissioners time to review the audit in September and for a vote in October. The annual report and the audit are due to First 5 California by November 1st.
5. State Budget May Revise: Note the First 5 Association's overview of the state budget revise. The sections are divided into the areas of Family Strengthening, Comprehensive Health and Development and Quality Early Learning. Director Vieira reviewed the document with the Commission.
6. CSPP/QRIS Block Grant Application: The application was submitted by PUSD and will provide \$38,000 dollars that will align with the Impact Initiative.
7. Special Needs Advocacy Collaborative: Director Vieira attended this collaborative meeting on Wednesday, May 22nd. Brenda Lory will schedule Parent Cafes in each community to obtain feedback and identify new participants.
8. ASD-35-Certification of Compliance FY 2019-2020: This form is submitted to First 5 California by July 1st in order to qualify for 2019-2020 funding. ASD 35 verifies if a First 5 commission has completed all of the Prop. 10 statutory requirements such as the public review of the strategic plan, audit, and the annual report.
9. Next Association meeting in Alameda on 7-24-19. Director Vieira will be attending this meeting.

VI. Program Development: Commission will take action on the following service agreement contracts FY 2019-2020

- a. PCCFC19-20SN-\$5,000 Independent Audit FY ending as of June 30, 2019-Newell Audit Firm
- b. PCCFC19-20RB-\$2,000-First 5 Plumas website maintenance-Robert Burney Independent Contractor
- c. PCCFC19-20RC-\$30,000-Early Education services Roundhouse Council
- e. PCCFC19-20PCPHAHV-\$100,000 Home Visitation Plumas County Public Health

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

- 2. Presentation on the IMPACT Initiative: Liz Welch, Program Coordinator Liz provided a written handout for the Commission. There are 11 active sites with 41 staff, number of Step 1 sites is 3, number of Step 2 sites is 5, and Number of Step 3 sites is 3.

Brenda Lory from PUSD and Liz Welch under contract with the Commission are coordinating QRIS and IMPACT funding to support Quality Improvement activities and incentives.

VIII. Next Meeting Dates:

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

IX. Adjournment: The meeting was adjourned by Chairperson Hines at 10:40 a.m.

Submitted by: Ellen Vieira, Executive Director