

**First 5 Plumas**  
Plumas County Children and Families Commission  
Zoom Meeting Minutes  
Wednesday, June 3, 2020

**I. Roll Call:** A quorum is established.

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

**Commissioners Present:** Chairperson Rachelle Hines, Loir Simpson, Colleen Kroll, and Kendrah Fredricksen

**Commissioners Absent:** Andrew Woodruff, Pam Becwar and Neal Caiazzo

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

**II. Approval of the May 6, 2020 Meeting Minutes:** The May minutes were not included in the packet. The Commission will vote for approval of the May minutes in September 2020.

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

a. Projected Expenditure Report FY 2019-2020

Director Vieira reported that 83% of the FY 2019-2020 budget of \$562,587 is projected to be expended. The year-to-date revenues received for fiscal year 19-20 are \$282,318 in Prop 10 revenues including, \$16,339 in Medi-Cal Administrative Activities (MAA) and the interest for the current fiscal year is not yet posted.

Director Vieira also reported on the following budget expenditures FY 19-20 by Cost Allocation: 1) 13% of the estimated expenditures went to Administration for a total of \$75,276.26, 2) 75% expended on Program totaling \$372,976.11, and 3) 12% expended on Evaluation costs in the amount of \$24,931.44 for a total of 83% of the estimated expenditures. She also reported that the Commission will receive the "Actual Expenditure Report" in October 2020.

**Motion:** Commissioner Fredricksen made a motion to *Accept* the Projected Expenditure Report, FY 2019-2020 as presented. Commissioner Simpson seconded the motion. **Motion carried unanimously.**

b. Proposed Budget Package in the amount of \$526,496 FY 2020-2021

DISCUSSION: Director Vieira presented the budget package to the Commission in the amount of \$526,496 for fiscal year 2020-2021. She noted that the administrative

cost is projected to be 15% of the total expenditures, which is within the Commission's Administrative Cost Policy range of 17%-25%. 76% of the budget's cost will go directly to program and 9% is earmarked for evaluation costs.

The projected revenues for fiscal year 20-21 are projected to be \$483,224, which includes \$19,224 in Medi-Cal Administrative Activities (MAA) funds from the billing year of 18-19.

The 2020-2021 Budget Package was approved by the following votes:

**Motion:** Commissioner Simpson made a motion to approve the 2020-2021 Budget Package in the amount of \$526,496, including the Long Range Financial Plan. Commission Fredricksen seconded the motion. Motion carried unanimously.  
**Budget Adopted FY 2020-2021.**

d. GASB 54 Fund Balance Report as of May 27, 2020

DISCUSSION: Director Vieira reported that the total fund balance as of May 27, 2020 is \$775,934. Of that, \$308,000 is for contracts FY 20-21 and is committed. \$218,496 is assigned to the funds that are budgeted for fiscal year 20-21. She noted that \$239,438 will be assigned to the Financial Plan Commitment.

**Motion:** Commissioner Fredricksen made a motion to approve the GASB 54 Fund as of May 27, 2020. Commissioner Simpson seconded the motion. **Motion carried unanimously.**

**IV. Public Comment-None**

**V. Reports**

a. Director's Report:

Small County Augmentations:

The current 3-year-round of small county augmentations will end on June 30, 2021. Currently Plumas County receives at 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.

IMPACT:

The next Impact grant was submitted on May 15<sup>th</sup>. We have not yet been notified on the awards, but I don't anticipate any issues with the grant submission. This next 3-year-round of Impact and QRIS will move forward beginning on July 1<sup>st</sup> with Liz Welch from Plumas Rural Services continuing to implement the program full-time. The Commission will receive \$235,537 over a period of three years.

### Grantee Scopes of Work:

I will be meeting with the grantees via Zoom to discuss weaving Covid-19 into their scopes of work for the 20-21 fiscal year. We will be discussing what they are currently doing to serve families and officially weave that when appropriate into their scopes of work. I am advising all grantees to listen to their agency for direction on when and how to conduct home visiting in-person.

### Audit by Smith and Newell:

The signed contract for the Commission's audit is in place. I'm currently gathering fiscal information and program documents so that the Commission is ready to go by mid-July. The audit will be conducted electronically.

### Fiscal Certification:

I have sent First 5 California the certification needed to verify that First 5 Plumas spent the Proposition 10 funds in accordance with the law. This certification is needed so that First 5 Plumas will continue to receive Proposition 10 revenues beginning July 1, 2020.

### Home Visiting RFA

First 5 California has released a home visiting RFA for planning and systems change. Director Vieira plans to apply for a \$100,000 for a period of two years. The grant is due by June 30, 2020. Since the Commission won't be meeting until September, I will send out the grant after it has been submitted. I will also let the Commission know if we are awarded. SEI is helping with the budget for the application under their current evaluation contract.

### The First 5 Association:

The First 5 Association announced yesterday that a new Executive Director has been hired. Her name is Melissa Stafford Jones. She comes from Contra Costa County where she was the Executive Director of the Dean and Margaret Leshner Foundation where she developed strategic initiatives for systems change to address the root causes of poverty and inequitable access to opportunity for low-income children and families. She is also the past President and CEO of the California Association of Public Hospitals and Health Systems. She received her Master of Public Health degree from U.C. Berkeley and her Bachelor's degree in biology from St. Mary's College in Moraga. She will join the Association on July 6<sup>th</sup>.

### State Budget:

A few days ago, the California Senate Budget Committee adopted their version of the budget, taking a different approach from the Governor's May Revise. Notably, they are extending the trigger cuts to October 1, 2020 to see if federal funding materializes. Unlike the May Revise, the Senate budget starts with the premise that the state will receive federal funding. Should these funds not materialize, trigger cuts will be made by October 1, 2020.

The Assembly still needs to approve their version of the budget, which I anticipate will look similar to the Senate.

The school district has already begun classified lay-offs. Without federal assistance, states will have to make some very hard decisions regarding education funding.

#### Home visiting RFA-Request for applications

In October 2019, the State Commission approved \$24 million dollars for regional and local coordination grant funds. These funds are intended to support state-level and statewide systems to support home visiting scale and quality.

I attended a webinar yesterday and the RFA will be released in the next few days, but don't have a specific date yet. The RFA is due by June 30<sup>th</sup>.

#### b. Commissioner's Reports

Kendrick Fredricksen reports that Ryan Nowling is the interim Executive Director for Plumas Crisis Intervention and Resource Center. She also reports that CASA has no new children.

### **VI. Program Development:**

1. Commission will take action on the following service agreement contracts FY 2020-2021

a. PCCFC20-21PRSImpact-\$110,000-Implementation of Impact Initiative

**Motion:** Commissioner Fredricksen made a motion to approve contract No. PCCFC20-21PRSImpact in the amount of \$110,000. Commissioner Kroll seconded the motion. **Motion carried unanimously.**

b. PCCFC20-21SEI-\$25,000-Social Entrepreneur's Inc. for Evaluation services.

**Motion:** Commissioner Fredricksen made a motion to approve contract No. PCCFC20-21SEI in the amount of \$25,000. Commissioner Simpson seconded the motion. Motion carried unanimously.

### **VIII. Next Meeting Dates:**

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

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

Submitted by: Ellen Vieira, Executive Director