

5 Plumas
Plumas County Children and Families Commission
Meeting Minutes
Wednesday, September 5, 2018

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

I. Roll Call:

Chairperson Rachelle Hines called the meeting to order at 9:10 a.m. Commissioner's and staff introduced themselves.

Commissioners Present: Chairperson, Rachelle Hines, Colleen Kroll, Lori Simpson, Kendrah Fredricksen, and Joanne Burgueno

Commissioners Absent: None

Commission Vacancies: 4

Staff Present: Ellen Vieira, Executive Director

II. Approval of June 6, 2018 Meeting Minutes

MOTION: Commissioner Simpson made a motion to approve the June 6, 2018 Meeting minutes as presented. Commissioner Fredricksen seconded the motion.
Motion carried unanimously.

III. Fiscal Items

a. Actual FY 2017-2018 Budget Expenditure Report

Motion: Commissioner Kroll made a motion to accept the FY 2017-2018 Actual Budget Expenditure Report. Commissioner Burgueno seconded the motion.
Motion carried unanimously.

DISCUSSION: Director Vieira reported that 83.6% of the \$633,507 budget has been expended. Fourteen percent was spent on Administration, 78% on Program, and 8% on Evaluation. Ellen explained that the reason the budget is only 83% expended is due to the \$50,586 balance of the \$100,000 allocated to the child care/education mini grants.

b. Report on FY 17-18 Grants to Child Care/Education

DISCUSSION: Director Vieira reported that she is not going to publish the mini grants for a second round because there are still some remaining businesses that have not yet applied. She is currently working with those that didn't apply. There are two currently in the process of being funded. The fund balance in the Child Care Grants line item is \$49,414 available for the year 2018-2019.

- IV. Public Comment:** Andrew Woodruff, the director of the Health Department reported that the agency has recently received accreditation for health department standards for. There are only 200 departments in the country that have received this accreditation.

He also reported on the opioid work that the department has taken on the county lead. Andrew also talked about the need to expand treatment opportunities for drug/alcohol clients, which currently is only serving ten clients.

Director Woodruff also reported on the Proposition 56 funds and the Oral Health Plan that's being developed by an oral health committee. Ellen reported that she is also on the Oral Health Steering Committee.

The 20,000 Lives Youth Prevention subcommittee is working on an on-line resource for youth. There is also a Steering Committee working on a Community Health Improvement Plan.

V. Reports

Executive Director's Report

1. Grantee Meeting-There is a Grantee meeting scheduled after the Commission meeting today. There will be discussing services, referrals and assessments.
2. PUSD QRIS Block Grant Application-Brenda Lory, the Child Care Planning Counsel's coordinator reported that PUSD is applying for a CDE QRIS Block Grant. If approved, the LPC will have \$38,000 annually to enhance the Commission's Impact initiative. The Commission is a co-signer on this grant.
3. High Sierra Parent Conference-Update on Planning- The tentative date for the conference is March 16, 2019 at the Fairgrounds. The Commission purchases books for this event.
4. SLIP Insurance Renewal-The Commission's errors and omissions insurance policy has been renewed through September 2019.
5. Regional Small County Summit-The Northeast Region is planning another Small County Summit. The event is being planned for October 10th in Lake Tahoe.

6. Strategic Plan-Beginning Process Discussion-Director Vieira reports to the Commission that the Strategic Plan expires June 30th 2021. Ellen will develop a process for the planning and provide it to the Commission by the end of fiscal year 2018-2019.
7. Small County Augmentation Funding-The Small County Augmentation funding ends June 30th 2021. There have been no discussions yet on the resumption of the workgroup. The expectation is that the augmentations will continue, but declining revenues in the large/medium commissions may mean a reduction for the smallest counties.
8. First 5 Association and First 5 CA Updates-Director Vieira will be in Alameda on September 17th and 18th for the Association and Executive Committee meeting.

c. Commissioner Report(s)

Commissioner Simpson reported that she attended the Children's Fair this spring with her granddaughter. She noted how well-attended the event was. Ellen noted that over 90% of the attendees were from Quincy. Even if transportation is offered, most residents just don't travel that far for an event.

DISUCSSION: Commissioner Simpson expressed some concern regarding the letter that Director Vieira sent to the Department of Homeland Security stating concerns about the trauma children are experiencing being taken away from their parents.

Ellen noted that historically the Commission's policy process is that the Commission's director should respond to advocacy or lobbying for specific legislation without the Commission's direct approval, but would be discussed after the communication was placed in the board packets.

Since the Commission will be seating new members, Director Vieira will place this item on a future agenda for a deeper discussion and possible action.

VI. Program Development

- a. Commission will review and readopt the Administrative Cost Policy.

DISCUSSION: Director Vieira reported that the Commission should periodically review and readopt current policies. She noted that this fiscal year is notable because there are four vacancies on the commission so over half of the commissioners will be new in the next few months.

She also reported that the original policy was adopted in 2006 with a range of 16-20%. The range was increased to 25% and the policy was readopted in 2011. Director Vieira recommends that the administrative cost range remain the same at 16-25% and should be readopted today.

Motion: Commissioner Simpson made a motion to approve the Administrative Cost

Policy as presented with a range of 16%-25%. Commissioner Fredricksen seconded the motion. **Motion carried unanimously.**

b. Commission will discuss and take action on Membership Vacancies.

DISCUSSION: Director Vieira noted the Commission Matrix in the board packets. She noted that while there are three parents on the board, there is not early childhood care or education providers on the Commission. After the discussion with the Commissioners, it was decided that Ellen would conduct outreach to early care and education providers who may be interested in membership. There was no formal action on this agenda item.

c. Commission will consider a recommendation to the BOS for the membership of Andrew Woodruff, the director of the Plumas County Public Health Agency.

Motion: Commissioner Burgueno made a motion to approve a recommendation to the Board of Supervisors for the membership of Andrew Woodruff on the Commission.

DISCUSSION: Director Vieira reported that she met with Andrew and had a good discussion regarding the Commission's structure and what services are currently being funded. He has reviewed the Strategic Plan and other pertinent documents prior to the September meeting. As this is a "Local Government" position, Director Vieira is recommending that the Commission approve a recommendation for Andrew's membership.

VII. Public Comment: Jaye Bruce reported that she is offering an Infant Massage Class series in September and October in Quincy. She passed out flyers for the event.

VIII. Next Meeting Dates: October 3, 2018, January 2, 2019, and March 6, 2019

Submitted by: Ellen Vieira, Executive Director