

**First 5 Plumas
Plumas County Children and Families Commission**

Wednesday, January 9, 2008
Health/Human Services Annex
Social Services Conference Room
270 Hospital Road
Quincy, CA 95971

MEETING MINUTES

I. Roll Call:

Chairperson, Carol Burney called the meeting to order at 9:00 a.m.
Commissioners and staff introduced themselves.

Commissioners Present: Elliott Smart, Jaye Bruce, Bill Powers, Carol Burney, Merle Rusky, and Kathy Wickman

Commissioners Absent: Jaye Bruce

Staff Present: Ellen Vieira, Executive Director

II. Approval of Meeting Minutes: October 10, 2007

Motion: Commissioner Powers made a motion to approve the minutes of October 10, 2007 as presented. Commissioner Burney seconded the motion.

Motion carried with Commissioner Smart abstaining.

III. Quarterly Budget Report

a. Quarterly Budget Report

Discussion: Director Vieira presented a year-to-date expense for each of the Commission's three budgets; 1) Local Programs, 2) School Readiness, and 3) CARES and revenue report FY 07-08. The total amount of the First 5 budget is \$549,706. School Readiness expended \$31,339.13, CARES expended \$10,500, and Local Programs expended \$55,428.46; for a total of, \$76,267.69 (see budget and revenue sheets in minute book).

Motion: Commissioner Smart made a motion to accept the Quarterly Budget and Revenue Reports FY 07-08. Commissioner Powers seconded the motion.

Motion carried unanimously

b. Update on Small County Augmentations

Discussion: Director Vieira reported that the Small County Augmentations Workgroup can to an impasse because a funding formula could not be agreed upon. First 5 California staff reported to the State Commission that they would hire a consultant with expertise in funding models. To date there is no

movement to hire a consultant or reconvene the Workgroup. The State Commission voted in November 2007 to approve three-years of funding to maintain the augmentations at the current funding level.

IV. Public Comment

Dorette English of New Born House Calls introduced Sue Swicegood, newly hired home visitor. Ms. Swicegood has a Masters Degree in Early Childhood Development.

V. Report's

a. Executive Director's Report

Director Vieira reported on the following:

Plumas Unified School District's Proposal to Far Northern Regional

She has been working with PUSD SELPA director Tori Willits and Commissioner Burney to vendorize the school district in an effort to sustain the early intervention services that the Commission has funded since FY 2001. On December 6th, Director Vieira attended a PUSD Cabinet meeting along with Tori Willits to present the proposal to the administration and Superintendent Mike Chelotti. Mr. Chelotti approved submitting the proposal to Far Northern Regional Center (FNRC). Director Vieira sent a letter to Ms. Willits stating that:

As the PUSD proposal for an Infant Development program goes through the FNRC and the Department of Developmental Services approval process, First 5 Plumas is committed maintaining the current level of funding for contract No.PCCFC07-08PUSDIS, in the amount of \$35,000 through June 30, 2009 to ensure the cost of services is off set by the revenues generated by the new pilot program. Director Vieira noted that the Commission has already approved these services through June 30, 2011 as part of the Cycle 2 School Readiness matching funds grant.

Parent Child Interactive Therapy (PCIT)

Director Vieira asked the Commissioners to note the Parent Child Interactive Therapy (PCIT) information in the board packet. She stated that the Commission was contacted by Plumas Rural Services (PRS) with a \$7,000 funding request for PCIT training. She requested from PRS a preliminary budget and implementation plan and to schedule a meeting with PRS, Social Services and Mental Health to discuss next steps. Director Vieira stated that there were funds left over in professional services so there is no need to increase the Commission's current budget.

Commissioner Smart commented that PCIT is a joint project between Social Services and Mental Health. He felt that this is a good opportunity for partnership and that mental health is a priority and part of the Commission's Strategic Plan.

Commissioner Rusky asked if funding for PCIT was part of the Mental Health Services Act?

Commissioner Smart responded that is was.

Kindergarten Roundup (KRU)

Director Vieira reported that she met with Jeanne Brovelli, ECE Consultant and finalized the Scope of Work and budget of \$3,000 for the coordination of the School Readiness portion of KRU. She also reported that she has a meeting scheduled with the school nurse, Ms. Brovelli, and the LPC coordinator to finalize plans for this year's events.

Healthy Smiles Training

Director Vieira reported that the Healthy Smiles program planned a training and dinner scheduled for Friday, January 25th. She passed out flyers to the Commission and members of the public.

Plumas County Violence Prevention Coalition

Director Vieira asked the Commission to note the Prevention Plan matrix in their board packet. She reported that she had been attending these meetings because the group is looking at all of the prevention activities agencies are providing in the communities and schools. It's been a good opportunity to share information and to avoid duplication.

Raising a Reader Bags

Dorette English, coordinator of New Born House Calls and School Readiness reported on this item. She stated that because the bags had a very low level of lead in the interior that the company that distributed them took them out of distribution. Ms. English has been working on this issue with the Public Health Department.

Update on the Plumas Crisis Intervention and Resource Center Grant (PCIRC)

Director Vieira reminded the Commission that a \$20,000 grant was approved last fiscal year to PCIRC to enhance their ability to conduct evaluation activities. She has met several times with PCIRC director, Dennis Thiebeault in order to access what is currently in place, the organizational challenges/barriers to collecting and reporting data, and what steps can be taken to enhance evaluation under the organization's current capacity.

Dennis Thiebeault reported that: 1. Staff has limited capacity to collect data, 2. Staff has a limited understanding of the relevance of evaluation, 3. Many of PCIRC's computers are antiquated, 4. Each program has its' own service intake forms, and 5. As an organization, PCIRC has not identified long term outcomes in a strategic plan.

Part of the requirements of this grant was to provide the Commission with unduplicated data on services provided to families with children ages 0-5. The

following data was reported: 40 Housing assistance (transitional housing, rent and deposit assistance), 67 Utility assistance, 100 + food vouchers, 27 Medi-Cal and Healthy Families application assistance, 16 parenting classes, 9 crisis line calls, and 8 emergency motel sheltering.

Next Steps: Mr. Thiebeault is working with Strategies, a regional non-profit organization that provides organizational capacity building for community resource centers to develop a strategic plan.

b. Commissioner's Report/Comments: None

VI. Program Development

a. Discussion/Action on recommendation for appointment of Mimi Hall, director of Public Health for membership on the Commission.

Discussion: Director Vieira explained that in accordance with Plumas County Ordinance No. 98-908, the Commission may recommend to the Board of Supervisors an appointment to fill the Public Health membership on the Commission. Mimi Hall, MPH, CHES has been appointed as interim director to replace Henry Foley. Director Vieira also informed the Commission that Ms. Hall will be appointed director on February 1, 2008.

Motion: Commissioner Smart made a motion to approve a recommendation for the appointment of Mimi Hall to the Commission for membership pending her permanent appointment as the director of the Health Agency on February 1st. Commissioner Rusky seconded the motion. **Motion carried unanimously.**

Commissioner Smart asked who had the responsibility of sending a board letter to the BOS and scheduling this agenda item. Director Vieira answered that she would.

b. Discussion/ Action on a 2-year extension of the Memorandum of Understanding (MOU) between the Commission and the County of Plumas.

Discussion: Director Vieira reported that all of the services in the MOU have been adequately provided by the Plumas County Health Agency. She reported that the Health Agency has appointed a single fiscal technician to provide all the Commission's fiscal services and it has been working out very well. Director Vieira noted that under the terms of the MOU, a two-year extension could be approved in writing by either party.

Commissioner Burney commented that she wished the services under the MOU were so expensive.

Motion: Commissioner Burney made a motion to approve a two-year extension of the MOU through April 2010. Commissioner Wickman seconded the motion. **Motion carried unanimously.**

- c. Discussion/Possible Action on submission of a Request for Qualifications for fiscal administration of the Plumas County Child Care Development and Planning Council under the MOU between the Commission and the County of Plumas.

Discussion Only: Director Vieira reported that the Local Child Care Planning and Development Council (LPC) released a Request for Qualifications (RFQ) for fiscal and administrative support. The LPC's contract is through the California Department of Education, and Plumas County has historically received approximately \$100,000 per year. The LPC has one full time coordinator. Director Vieira reported that after a discussion in November 2007, the LPC decided to publish the RFQ after the Plumas County Office of Education's Superintendent, Mike Chelotti gave his permission to do so. She also stated that during the discussion, several members of the LPC, which she is a member of, requested that the Commission apply. It was noted that the Commission's budget process was very transparent, and it operates under the Brown Act already.

Director Vieira has already met with Public Health interim director, Mimi Hall to discuss whether it was even feasible to add the LPC under the Commission's MOU. She thought that it could be done and is willing to work with Director Vieira and County Counsel to work out the details.

After this discussion, Director Vieira stated that she would respond to the RFQ and bring it back to the Commission for action pending the LPC's decision on March 11th.

- d. Update on Commission membership vacancies

Discussion Only: Director Vieira reported that an ad for the two Commissioner vacancies will be running in all four local newspapers during the month of February. She reported that two parents, one in Graeagle and one in Lake Almanor were interested in applying to the Commission for membership.

- e. Schedule a Brown Act training

Discussion Only: Director Vieira will conduct a Brown Act training from 11:00 a.m. to 12:00 p.m. after the Commission meeting on March 12th. New Commissioners were encouraged to attend.

- f. Update on recent state/national legislative action on health care reform

Discussion Only: Commissioner Smart commented that he is usually very good about keeping an eye on Health Care reform, specifically ABX 1. He stated that the Senate won't consider this bill because of the state's \$14 billion deficit. Conversations at the state level regarding this fiscal crisis call for a

10% across the board cuts. Because of the budget deficit, services to elderly and disabled adults will be decreased.

VII. Public Comment

Commissioner Burney reported that the Longboards ski races are scheduled for January 19th at the Johnsville Ski Hill.

VIII. Next Meeting Dates

◆ February 08-No Meeting Scheduled ◆ March 12, 2008 ◆ April 9, 2008 (Greenville)

IX. Adjournment

Motion: Chairperson Carol Burney adjourned the meeting at 11:00 a.m.

Submitted by: Ellen Vieira, Executive Director