

First 5 Plumas
Plumas County Children and Families Commission
Wednesday, October 11, 2006
Portola Library Meeting Room
(Meeting moved across the street to City Hall)
Quincy, CA 95971

MEETNG MINUTES

Commission Meeting:

I. Roll Call:

Vice Chair Elliott Smart called the meeting to order at 9:00 a.m. Commissioner's and staff introduced themselves.

Commissioners Present: Vice Chair Elliott Smart, Hank Foley, Shelley Miller, Bill Powers, Carmen Lopez and Kathy Wickman

Commissioners Absent: Klytia Dutton, Jaye Bruce and Carol Burney

Staff Present: Ellen Vieira, Executive Director

II. Approval of Meeting Minutes: September 13, 2006

Motion: Commissioner Foley made a motion to approve the minutes of September 13, 2006 as presented. Commissioner Miller seconded the motion. **Motion carried unanimously.**

III. Public Hearing:

a. Commission will consider the 2005-06 Annual Report and Audit

Discussion: There was no Public Comment. Commissioner Foley introduced Anna Ward, PCPHA Fiscal Officer to present the 2005-06 Audit. Ms. Ward reported that no material conditions were found during the independent audit. Proper and adequate accounting records have been established for the receipt, deposit and disbursement of Commission funds were maintained. The auditor recommended the following management changes, 1) The Commission establish separate accounts with the County for special funding received from First 5 California, and 2) Payment to the County for fiscal services should be recorded as an expenditure, not as a transfer out.

b. CARES Program and Fiscal Report

c. School Readiness program and Fiscal Report

d. FY 2005-2006 Program Outcome Report

Motion: Commissioner Powers made a motion to approve the 2005-06 Annual Reports including the CARES and School Readiness program and fiscal reports and the 2005-06 Audit including the auditor's recommendations to change the Intrafund Transfer line item to Overhead and separating the Commission's budgets to 3 separate funds with the County. Commissioner Miller seconded the motion. **Motion carried with Commissioner Foley abstaining.**

IV. Public Comment

There was no Public Comment

V. Guest Speaker

- a. Representative from PUSD will report on increased staff costs relating to the School Readiness contracts.

A representative was unable to attend due to a scheduling conflict.

VI. Augmentation to Service Agreement PCCFC06-07PUSDSR -\$30,500

- a. Since no representative from PUSD was able to attend, the Commission did not take any action on this agenda item.

VII. Reports

a. Executive Director-Report

There were no questions regarding the Director's written report.

b. Commissioners-Report(s)

Commissioner Foley reported that Mimi Kim has joined the Health Department staff as the Pandemic Flu director.

VIII. Program Development

a. Reapplication to First 5 California for School Readiness Matching Funds

Director Vieira reported that a draft grant application will be ready for Commission action by the January 10th meeting. The Action Plan provided by staff was discussed, but the Commission did not take any action on this agenda item. The grant is due to First 5 California by January 30, 2006.

IX. Public Comment

There was no Public Comment

X. Next Meeting Dates

The next two meetings are scheduled on January 10, 2007 and March 14, 2007.

XI. Adjournment

The meeting was adjourned at 11:00 a.m.

Submitted by: Ellen Vieira, Executive Director