

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

Wednesday, October 8, 2008

Portola City Hall  
35 Third Avenue  
Portola, CA 96122

**MEETING MINUTES**

**Commission Meeting:**

**I. Roll Call/Introductions:** Carol Burney, Chairperson

Chairperson, Carol Burney called the meeting to order at 9:15 a.m. Commissioner's and Staff, contractors introduced themselves.

**Commissioners Present:** Jaye Bruce, Mimi Hall, Elliot Smart, Carol Burney, Bill Powers, Merle Rusky and Kathy Wickman

**Commissioners Absent:** Commissioner Powers excused himself from the meeting at 9:30 am

**Staff Present:** Ellen Vieira, Executive Director and Cathy Minicucci, Contracted Evaluator

**II. Approval of Meeting Minutes:** September 10, 2008

**Motion:** Commissioner Powers made a motion to approve the minutes of September 10, 2008 as presented. Commissioner Hall seconded the motion. **Motion carried unanimously.**

**III. Public Hearing:**

**Commission will take action on the following First 5 Plumas Annual Reports  
FY 2007-08 (Items a,b, and c)**

Discussion: Copies of the CARES, School Readiness, and First 5 Plumas Annual Reports FY 07-08 were distributed to the public in attendance. There was no public comment prior to the presentation.

**Motion:** Commissioner Hall made a motion to approve the CARES Annual Report FY 07-08, School Readiness Annual Report FY 07-08, and First 5 Plumas Annual Report FY 07-08. Commissioner Smart seconded the motion. **Motion carried unanimously.**

#### **IV. Public Comment-None**

#### **V. Reports**

##### a. Executive Director's Report

##### a. Submission of Annual Reports and Audit FY 08-09

Submission of the FY 07-08 Annual Report and Audit are due to the State Commission and the State Controllers Office by November 1<sup>st</sup>. The CARES Report is due by October 15<sup>th</sup>. All of the First 5 Plumas reports will be submitted on time. First 5 Plumas has received the final 07-08 audit report from Smith and Newell and will send it to the State Controller's Office along with the audit findings response. Director Vieira offered copies to the Commissioners. Members of the public were asked to complete a record release to obtain a copy.

##### b. Program Reports Due

Director Vieira reported that the first quarter program reports and invoices are due by October 15<sup>th</sup>. She will be reviewing the reports, evaluation data and processing the invoices.

##### c. Local Child Care Planning Council

Director Vieira reported that she attended a Local Child Care Planning Council meeting on September 30<sup>th</sup>. The new Plumas Unified School District's Superintendent attended and introduced himself. His name is Glenn Harris and he has worked in other small counties including Siskiyou and Del Norte.

She also reported to the LPC on the First 5 California's Legacy Project/process.

##### d. Oral Health Coalition

Director Vieira reported that she chaired a Dental Coalition meeting on September 18<sup>th</sup>. She noted the oral health update in the board packets and passed out the Coalition meeting minutes. She noted that program sustainability was discussed and the next steps to create protocols and policies for MAA and Medi-Cal reimbursement revenue generated by health programs.

##### e. Meeting with Coordinator of New Born House Calls

Director Vieira reported that she met with Sue Swicegood, the coordinator of New Born House Calls. She noted that she will meet monthly with the coordinator, since Sue is new to the job. New Born House Calls will be following up with at risk families referred by other First 5 funded programs such as Early Intervention.

##### f. Executive Committee Meeting

Director Vieira reported that in accordance with the revised Executive Director's Personnel Policies, she met with an Ad Hoc Personnel Committee on September 22<sup>nd</sup> which consisted of

Chair Burney, and Commissioners Rusky and Bruce. The next meeting should be scheduled for February 2009. Chair Burney will be scheduling that meeting in January.

g. Procurement and Conflict of Interest Policies

Director Vieira reported that she has been in communication with the new contracted Plumas County Counsel. Currently they are reviewing the Procurement and Conflict of Interest policies that County Counsel developed for the Commission in 2006. The Commission should be receiving a letter soon stating whether the policies are in compliance with California State law.

h. First 5 Association and State Commission Meeting Highlights

Director Vieira noted the Prop 10 Briefings in the board packets. The following items were highlighted from the briefings:

Association Updates Highlighted:

Director Vieira reported that during the state's budget crisis, the Association focused primarily on reaching out to individual members of the Legislature, working with CSAC, and coordinating support from stakeholders in the health, early education, and family support communities. Efforts will continue to inform policymakers about the importance of First 5 because many of the newly elected members will join the Legislature in 2009.

The Association is working to understand the significance of trailer bill language in AB 1389 that authorizes the Controller to borrow from Prop 10 and Prop 63 revenues providing that the transfers do not interfere with carrying out the intent of the Propositions.

The Association and the California Dental Association Foundations are collaborating on an Oral Health Network Learning Exchange. The first stage will be to compile a comprehensive catalogue of county commission oral health efforts, and then to convene meetings in 2009, focused on increasing access, community based prevention strategies, and workforce development.

Local and statewide legislative support for First 5 will need to continue in 2009, with the promise of another difficult budget year and a large percentage of new legislators coming to Sacramento in January.

First 5 California Updates Highlighted:

First 5 California will hold its 2009 Annual Statewide Conference at the Hyatt Regency Hotel in San Francisco April 14<sup>th</sup>-16<sup>th</sup>. Director Vieira pointed out the registration information in the board packets and requested Commissioners to contract her soon if they wish to attend.

The November State Commission meeting in Sonoma County has been canceled. The next meeting is scheduled in January 2009.

**VI. Program Development**

a. First 5 California Project Legacy-Report

Director Vieira referred to the Power Pt. presentation by First 5 California. She explained that all current matching programs such as School Readiness and CARES will no longer be funded. Beginning July 2011, First 5 California will fund new Signature Programs and Pilot Projects. The new programs will be developed through a Project Legacy Workgroup. In September 2008, the State Commission approved the Legacy Workgroup Process. There are several Workgroup membership categories that include First 5 California Commissioners, staff, early childhood experts, as well as First 5 County Commissions. Director Vieira reported that the First 5 Association of Counties will nominate First 5 County Commissions through the regional process.

c. Discussion/Report on First 5 Loans to EC Providers

Director Vieira provided information on what 19 other county commissions are doing in response to the need for child care provider loans due to non-payment of subsidies from the State. The smallest rural county to provide repayable loans is Tuolumne County. She explained that First 5 Tuolumne has extra reserves set aside. Commissioner Smart commented that while the State funds are again flowing to the counties, he asked that this item be agendized at a future date.

d. State Budget Discussion/Update

There was no further discussion on the State budget

**VI. Program Development**

a. Funded Program Evaluation Report-Presented by Minicucci Associates

The First 5 Plumas contracted evaluator Cathy Minicucci presented a Power Pt. presentation, which included highlights of the Commission’s Report Card of Community Indicators.

Evaluation Highlights:

The funded programs served 794 children/parents FY 07-08. New Born House Calls distributed 128 Kits for New Parents and 128 Early Learning Bags. The CARES program continues to work with the early learning community to continue their education and apply for stipends. FY 07-08, 32 early care and education providers received a stipend. The average stipend amount was \$947.00. Early Intervention and Healthy Touch continue collaboration to serve children with disabilities/special needs. Healthy Touch also provides breastfeeding support to new mothers. Early Intervention currently serves 14 infants. Roundhouse Council accomplished 410 home visits serving Native American children ages 0-5.

The Commission thanked Cathy Minicucci for the report and suggested that drug and alcohol indicators be added to the Report Card.

**VII. Public Comment-None**

**VIII. Next Meeting Dates**

The next two meetings are scheduled on January 14, 2009 and March 11, 2009. There is no meeting scheduled in February.

**IX. Adjournment**

**Motion:** Commissioner Bruce made a motion to adjourn the meeting. Commissioner Ruskey seconded the motion. **Motion carried unanimously.** The meeting was adjourned at 11:00 a.m.

Submitted by: Ellen Vieira, Executive Director