

First 5 Plumas
Plumas County Children and Families Commission
Wednesday, April 12, 2006
Health and Human Services Building
Quincy, CA 95971

MEETNG MINUTES

Commission Meeting:

I. Roll Call:

Chairperson Carol Burney called the meeting to order at 9:05 a.m. Commissioner's and staff introduced themselves.

Commissioners Present: Chairperson Carol Burney, Elliott Smart, Hank Foley, Shelley Miller

Commissioners Absent: Bill Powers and Klytia Dutton (2 board vacancies)

Staff Present: Ellen Vieira, Executive Director

II. Approval of Meeting Minutes: February 8, 2006 and March 30, 2006

Motion: Commissioner Foley made a motion to approve the minutes of February 8th and March 30, 2006 as presented. Commissioner Smart seconded the motion. **Motion carried unanimously.**

III. Program Development:

a. Commission will consider a draft Conflict of Interest Policy

Motion: Commissioner Foley made a motion to approve the draft Conflict of Interest Policy as presented. Commissioner Smart seconded the motion. **Motion carried unanimously.**

b. Commission will consider re-adoption of Conflict of Interest Resolution #2004-06

Motion: Commissioner Smart made a motion to approve the draft Conflict of Interest Policy as presented. Commissioner Miller seconded the motion. **Motion carried unanimously.**

c. Commission will consider revised Personnel Policies for the Executive Director

Discussion: The Commission discussed the following sections to the policy:

#4. The Personnel Committee is charged with the responsibility for making a recommendation to the Commission for needed or appropriate adjustments to the salary range of the Executive Director, subject to the Performance Evaluation.

#5. The Personnel Committee will annually review the salary rate for the Executive Director based upon survey data from other commissions and bring to the Commission any recommendations for changes based on that information.

It was decided that #4 and #5 were duplicative and could be consolidated into one statement.

Motion: Commissioner Miller made a motion to:

Approve the revisions made by County Counsel to the Executive Director's Compensation Policies: 1. Omit # 8-The Commission may make a one-time augmentation in compensation based upon performance

and other factors, as the Commission deems appropriate and the addition of #9. The Commission shall, when adopting the contract for the Executive Director, establish the specific benefits that the Executive Director shall receive during the course of the Director's employment with the Commission. These benefits may include, but not limited to: vacation or sick leave, compensation for health insurance costs, paid holidays, etc.; and combine #4 and #5 to revise as follows: The Personnel Committee is charged with the responsibility for the annual review, the salary range, and making recommendations to the Commission for the appropriate adjustment to compensation. Change the word *will* in # 7 to *may* implement a cost of living adjustment...

Commissioner Smart seconded the motion. **Motion carried unanimously.**

d. Commission will review a first draft Personnel Policies for the Program Coordinator
Director Vieira presented the document and said that she developed the document and sent it to County Counsel for approval. The policy will be placed on the May 10th agenda for action.

e. Commission will consider revisions of Ordinance No. 98 108.

Motion: Commissioner Smart made a motion to approve the revisions of Ordinance No. 98 108 as presented. Commissioner Foley seconded the motion. **Motion carried unanimously.**

f. Commission will consider revisions to Procedures and Guidelines for Service Agreements.

Discussion:

Director Vieira passed out the comments made by County Counsel regarding the Commission's Procedures and Guidelines for Service Agreements. The Commission discussed the pros and cons of having an annual competitive process. It was decided that the Commission would put new money out to bid for contracts of \$25,000 or above and that it was a good idea to have a periodic bid process. Commissioner Miller requested that this policy be placed on a future agenda for further discussion.

Motion: Commissioner Foley made a motion to approve the Policies and Procedures for Service Agreement Contracts with the revision to the Eligibility section as recommended by County Counsel. Commissioner Smart seconded the motion. **Motion carried unanimously.**

g. Commission will consider a draft Procurement Policy as written by County Counsel.

Motion: Commissioner Smart made a motion to approve the Procurement Policy as written by County Counsel. Commissioner Foley seconded the motion. **Motion carried unanimously.**

h. Commissioner Recruitment-Update

Director Vieira reported that there were two applications for the first board vacancy that was placed in all four local newspapers the last two weeks of March. The Call for Applications advertised for an early childhood educator or provider. The second board vacancy will run the first two weeks of April and advertise for a parent representative in any geographic location of the county. The Commission discussed the interview process and asked Director Vieira to call Commissioner Dutton and ask if she could serve on the interview committee with Chair Burney and the director. Commissioner Smart said that he would serve on the committee if Commissioner Dutton was unable to do so. The interviews are scheduled the afternoon of April 11th.

IV. Fiscal Item

a. Budget Report-Projected Expenditure Report for Fiscal Year 2005-2006

Director Vieira reported that due to the illness of several key PCPHA fiscal staff, the report will be placed on the May 10th agenda.

V. Public Comment

There was no public comment

VI. Reports:

a. Executive Director-Report

There were no questions regarding the Director's report.

b. Commissioners-Report(s)

Commissioner Miller reported on that Preschool For All Community Forums were scheduled in all four communities and planned by the Local Planning Counsel. Commissioners Miller and Burney will be part of the forum in Quincy.

c. Evaluation Report on the Early Intervention Program

First 5 Plumas Evaluation Consultant, Susie Kocher presented the report. . Evaluator Kocher explained the evaluation methodology and said that the program initially funded by the Commission in 2001 had met the intended outcomes. Director Vieira pointed out that the school district was matching funds for the program by funding a classroom aid to conduct home visits and contributing nursing time.

VII. Public Comment

Jaye Bruce reported that the Infant Massage program was receiving referral from Children's Protective Services and she was very pleased with the collaboration. She also reported that she was working with Susie Wilson in Indian Valley to expand the Birth Partners program to Plumas District Hospital in Quincy.

VIII. Next Meeting Dates:

The next two meetings are scheduled on May 10, 2006 and June 14, 2006. The 2006-07 meeting schedule will be placed on the May 10th agenda.

IX. Closed Session-Potential Litigation

X. Report on Closed Session

There was no report. The Commission did not take action.

XI. Public Comment:

There was no public comment.

XII. Adjournment:

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

Submitted by: Ellen Vieira, Executive Director