

First 5 Plumas
Plumas County Children and Families Commission
Meeting Minutes
Wednesday, May 10, 2006

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

I. Roll Call:

Chairperson Carol Burney called the meeting to order at 9:00 a.m. Commissioner's and staff introduced themselves.

Commissioners Present: Chairperson Carol Burney, Elliott Smart, Klytia Dutton, Hank Foley, and Carmen Lopez.

Commissioners Absent: Shelley Miller and Bill Powers

Staff Present: Ellen Vieira, Executive Director

II. Approval of Minutes of April 12, 2006:

Motion: Commissioner Foley made a motion to approve the minutes of April 12, 2006. Commissioner Lopez stated that she did not attend the meeting in April and her name should be removed from the list of attendees. Commissioner Smart seconded the motion with Commissioner Lopez' name removed. Motion carried with Commissioner Lopez abstaining.

III. Public Hearing: First 5 California 2004-05 Annual Report

Commissioner Foley commented that it was unfortunate that the State Commission's good work is being over shadowed by controversy. "There are some good outcomes here."

Motion: Commissioner Smart made a motion to accept the First 5 California 2004-05 Annual Report. Commissioner Foley seconded the motion. Motion carried.

IV. Public Comment

Sierra County School Board is against Proposition 82, the Preschool for All Initiative.

V. Commission will consider an Administrative Cap Policy

Director Vieira presented the policy and explained that she had met with Commissioner Foley and they both agreed that adopting a range for administrative cost of 17%-20% made sense, especially considering more budget reductions were projected in the next two years. Director Vieira noted that County Counsel approved the policy.

Motion: Commissioner Dutton made a motion to approve the Administrative Cap Policy. Commissioner Foley seconded the motion. Motion carried.

VI. Fiscal Items

a. Projected End-of-the-Year 2005-06 Budget Report

Director Vieira presented the budget report. The \$693,927 FY 2005-06 budget is projected at 96% to be expended. Director Vieira said that the actual expenditure report will be presented to the Commission in October.

Motion: Commissioner Smart made a motion to accept the FY 2005-06 Projected Expenditure Report. Commissioner Dutton seconded the motion. Motion carried with Commissioner Foley abstaining.

b. Proposed Draft Budget Package FY 2006-07

Commissioner Foley presented the Commission members each with a Draft Budget Package for FY 06-07. He commented that it was a comprehensive package and very transparent in it's' presentation. The budget narrative gave a good general explanation of the budget line items and the \$531,040.00 budget accurately reflected the Commission's Planning Retreat in February. The Financial Plan's 5-Year Spending Plan also accurately reflected the information given to the Commission during the Planning Retreat.

The new Prop. 10 legislative changes as a result of AB 109 and SB 35 require that the Commission's budget titled GFOA is delineated by cost categories of Administration, Evaluation, and Program. Director Vieira supported the percentage of her staff time by a 3-month time study. He commented on the hard work that the director put into developing the different components of the budget package.

DISCUSSION: Commissioner Smart requested that a \$5,000 contract for Resource Center fund development be put in the budget for 06-07. He explained that he and Commissioner Foley had been meeting with the resource center directors regarding local funding to sustain their operations/services. He commented that it probably wasn't a good idea for the resource centers to depend solely on local funding and felt that it was appropriate to develop funding through a Commission contract.

Commissioner Burney commented that the 5-year budget projections looked much better than in February. Director Vieira said that the projections in February were developed maintaining the current level of spending. Reducing Commission operations and staffing, along with reducing the leverage fund by \$35,000 and eliminating the \$25,000 in mini grants, she said that the budget was able to be reduced by \$160,000. Therefore, programs would not be reduced this coming fiscal year.

Director Vieira stated that the Draft Proposed Budget Package FY 06-07 will be placed on the June agenda for action.

VII. Public Comment

What would be the impact on the Commission's funding should Proposition 82 pass in June? Director Vieira responded that the State Commission has a committee of county and state representatives working on shifting the funding focus and developing programs for children ages 0-3.

VIII. Commission will consider the following Service Agreement Contracts FY 06-07.

a. PCCFC06-07PUSDIS-\$35,000 Early Intervention Program-Plumas Unified School District

Motion: Commissioner Smart made a motion to approve contract PCCFC06-07PUSDIS-\$35,000. Commissioner Lopez seconded the motion. The motion carried with Commissioner Burney abstaining.

b. PCCFC06-07IM-\$30,000 Infant Massage Program-Contractor Sierra Cascade Family Opportunities, Inc.

Motion: Commissioner Smart made a motion to approve contract PCCFC06-07IM. Commissioner Lopez seconded the motion. Motion carried.

c. PCCFC06-07SW-\$18,000 CARES program coordination, data entry, annual report. Contractor is Susie Wilson.

Motion: Commissioner Foley motioned to approve contract PCCFC06-07SW-\$18,000. Commissioner Lopez seconded the motion. Motion carried.

d. PCCFC06-07SN-\$2,390 Smith & Newell audit firm for the PCCFC Annual Audit.

Motion: Commissioner Smart motion to approve PCCFC06-07SN-\$2,390. Commissioner Foley seconded the motion. Motion carried.

e. PCCFC06-07PUSDSR-\$30,500 School Readiness activities. Contract to Plumas Unified School District for Family Advocacy and Kindergarten Round-up.

Motion: Commissioner Dutton made a motion to approve contract PCCFC06-07PUSDSR-\$30,500. Commissioner Smart seconded the motion. Motion carried.

f. PCCRC06-07OH-\$50,000 Children's Oral Health Services-Plumas County Public Health Agency.

Motion: Commissioner Smart made a motion to approve contract PCCFC06-07OH-\$50,000. Commissioner Lopez seconded the motion. Motion carried with Commissioner Foley abstaining.

g. PCCFC06-07CM-\$24,895-Evaluation activities and Annual Report-Minicucci Associates.

Motion: Commissioner Smart made a motion to approve contract PCCFC06-07CM.

Discussion: Commissioner Dutton commented that she had reservations regarding the contract because on the Raising a Reader Survey it still implied that the highest level of education is high school graduation, which is incorrect. If the percentages were added together, 84% graduated from high school. Commissioner Smart asked at the end of the fiscal year that the contract be reviewed. Director Vieira stated that all service agreements ended June 30th providing the Commission with an opportunity to review the results prior to renewal.

Motion: Commissioner Dutton seconded the motion. Motion carried.

IX. Reports

a. Executive Director's Report.

There were no questions regarding the director's written report. She also reported on the following items:

1. Governor Schwarzenegger appointed David Kears, 59, of Oakland to the California Children and Families Commission. He has served as the director of the Health Care Services Agency for Alameda

County since 1986 and as the chair of the Interagency Children's Policy Council for the county since 1996. Kears is a Democrat.

2. Reported on the series of PFA Community Forums sponsored by the Local Planning Council and designed to provide information on Proposition 82. Scheduled in each community from May 2nd through May 10th, the forums were successful but only attracted 12 participants on average.
3. Director helped facilitate an ECE/Teacher dinner at Moon's Restaurant in Quincy. Sponsored by the Mentor Program at Feather River College and funded by the Commission, the dinner had a very good turnout. Approximately 23 center directors and kindergarten teachers.
4. Filled out a Preschool for All planning survey for Children NOW.
5. Director Vieira said that she had a copy of the PUSD School Calendar FY 06-07 and had copies if anyone wanted one.
6. Reported that Whitehawk Ranch donated a cabin for 2 nights, wine and cheese, lunch, a golfing for 2 to the Association's Silent Auction. The donation is worth approximately \$850.00.
7. Reported on the status of the Commissioner applications and interviews. There were 5 applicants and they will be interviewed by Ad Hoc committee consisting of the Chair, Executive Director, and Commissioner Dutton. The committee's recommendation to appoint 1 provider and 1 parent will be on the June agenda for action.

b. Commissioners Reports

1. Commissioner Smart reported on the recent meetings to address Mental Health access, referral, and treatment issues involving children ages 0-5 and their families. Since very young children are not being referred to Mental Health, it was decided to work with Pat Leslie; coordinator of Children's System of Care to initiate a referral and follow-up process to see where the gaps are and goes from there. Director Vieira will contract Ms. Leslie.

Comment from the public: Dennis Thiebault from Plumas Rural Services commented on the challenges of identifying children needing mental health services. Dorette English commented that frequently it's the mental health issues of the parents that need addressing.

2. Commissioner Dutton reported that she attended one outreach event in April with Dorette English, coordinator of New Born House Calls. They took pictures at the Graeagle Spring Festival Easter Egg Hunt. She encouraged everyone to notify her if there were any events in other communities that she could attend.

X. Program Development

- a. Reappointment to a 3-Year term on the Commission: Carol Burney, Carmen Lopez, and Klytia Dutton. **Motion:** Commissioner Smart made a motion to approve. Commissioner Foley seconded the motion. Motion carried.
- b. Annual Election of the PCCFC Executive Committee: Chair, Vice Chair, and Treasurer.

Discussion: Commissioner Burney stated that unless anyone else had a burning desire that she would continue for another year. Commissioner Dutton said that she was uncomfortable being Treasurer because she didn't really know what the role of Treasurer was. Commissioner Smart said that other organizations and boards have the Treasurer review the auditor's comments in the annual audit and report back to the Commission. Director Vieira said that the Commission Bylaws could reflect that. Director Vieira made the suggestion that Commissioner Dutton becomes Vice Chair and Commissioner Smart becomes the Treasurer.

Motion: Commissioner Foley made a motion to approve Carol Burney, Chair, Klytia Dutton, Vice Chair, and Elliott Smart as Treasurer. Commissioner Lopez seconded the motion. Motion carried.

c. Commission will consider a proposed plan for Commission support.

Director Vieira reported that in lieu of hiring another program coordinator that she developed scopes of work for 4 consultants to provide many of the program coordinator's duties. Using consultants instead of hiring an employee would save the Commission approximately \$25,000. Director Vieira also reported that 3 of the consultants that the Commission has used in the past all got full time jobs elsewhere. She recommended moving forward without hiring staff and using the \$5,000 set aside in the budget next fiscal year to purchase extra office assistant hours from the Health Dept. when needed.

The Commission came to a consensus that there was no need for action and that the Executive Director should move forward accordingly. There was no action taken by the Commission.

d. Commission will consider a FY 2006-2007 Meeting Schedule.

Discussion: Commissioner Foley asked why there were so many meetings scheduled. Commissioner Smart asked what months could be eliminated. Commissioner Dutton said that it's easier to travel in November than February. Director Vieira said that November and February could be eliminated. Special meetings could be scheduled if needed. Commissioner Smart suggested keeping the September meeting in Portola and also meets once in Greenville. He also suggested canceling the Chester meeting because Chester could attend the meeting in Greenville. Director Vieira asked if the meeting times would remain the same, from 9:00am-11:00 am. Commissioner Smart said that they would.

Motion: Commissioner Dutton motioned to approve the FY 2006-07 Meeting Schedule with no scheduled meetings on the following months: July, August, November, December, and February. Motion carried.

Director Vieira said that she would make these revisions and send the Commission the adopted schedule.

e. Commission will consider a Home Visitation Programs Evaluation Report

Discussion: Director Vieira will make the changes to the Raising a Reader section and put on June's agenda for consideration/action.

XI. Public Comment:

Dorette English reported on and passed out the latest edition of the Fun and Facts for Families newsletter.

XII. Next Meeting Dates:

◆ June 14, 2006 ◆ October 11, 2006 (Portola- Location TBD) ◆ January 10, 2006

XIII. Adjournment:

The meeting was adjourned by Chairperson Burney at 11:15 a.m.

Submitted by: Ellen Vieira, Executive Director