

**First 5 Plumas**  
Plumas County Children and Families Commission  
Meeting Minutes  
Wednesday, May 9, 2007

Courthouse Annex  
Department of Social Services, 2<sup>nd</sup> 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, Hank Foley, Kathy Wickman, and Jaye Bruce

**Commissioners Absent:** Carmen Lopez and Bill Powers

**Commission Vacancies:** 2

**Staff Present:** Ellen Vieira, Executive Director

**II. Approval of Minutes of March 12, 2007 and April 9, 2007:**

**Motion:** Commissioner Foley made a motion to approve the minutes of March 12, 2007 and April 9, 2007. Commissioner Bruce seconded the motion. **Motion carried unanimously.**

**III. Public Hearing: First 5 California 2005-2006 Annual Report**

Commissioner Smart asked if the First 5 California report listed its administrative expenses. Director Vieira pointed to page 18, Exhibit 9, the administrative expenses of \$44,815.874 were 9% of the total 05-06 funds expended of \$502,414,446.

With no further comments, the Public Hearing was closed.

**Motion:** Commissioner Smart made a motion to accept the First 5 California 2005-06 Annual Report. Commissioner Foley seconded the motion. **Motion carried unanimously.**

**IV. Public Comment: None**

**V. Fiscal Items**

**a. Projected End-of-the-Year 2006-2007 Budget Report**

Director Vieira presented the FY 06-07 Expense Report and stated that the current budget of \$540,131 should be 95%-100% expended. She reported that due to the absence of a nurse, the New Born House Calls program will have approximately \$9,000 in unexpended funds.

Commissioner Smart requested that the item be placed on the June agenda since there was no policy in place for budget transfers.

The Commission will have the exact expenditure report for FY 06-07 in October.

**Motion:** Commissioner Bruce made a motion to accept the FY 06-07 Expense Report. Commissioner Smart seconded the motion. **Motion carried with Commissioner Foley abstaining.**

b. Proposed Draft Budget Package FY 2006-07

Director Vieira presented the Commission with a Draft Budget Package for FY 07-08. Vieira reported that the total proposed budget of \$492,574 is \$22,300 over the projected revenue amount of 447,787. She also noted that in FY 08-09 there will be an increase in the trust fund by \$15,515.

Director Vieira stated that the Draft Proposed Budget Package FY 07-08 will be placed on the June agenda for action.

**VI. Commission will consider the following Service Agreement Contracts FY 07-08.**

a. PCCFC06-07PUSDIS-\$35,000 Early Intervention Program-Plumas Unified School District  
**Motion:** Commissioner Smart made a motion to approve contract PCCFC07-08PUSDIS-\$35,000. Commissioner Foley seconded the motion. **The motion carried with Commissioner Burney abstaining.**

b. PCCFC07-08IM-\$30,000 Infant Massage Program-Contractor, Jaye Bruce  
**Conflict of Interest:** Chairperson Burney informed the public that Commissioner Bruce, as the potential contractor would be dismissed during the Commission's discussion and action. Commissioner Bruce excused herself from the meeting.  
**Motion:** Commissioner Wickman made a motion to approve contract PCCFC07-08IM. Commissioner Smart seconded the motion. **Motion carried with Commissioner Bruce abstaining from the discussion and vote.**

c. PCCFC07-08SN-\$3,000 Smith & Newell audit firm for the PCCFC FY 07-08 Annual Audit.  
**Motion:** Commissioner Smart motion to approve PCCFC06-07SN-\$3,000. Commissioner Bruce seconded the motion. **Motion carried unanimously.**

d. PCCRC07-08OH-\$50,000 Children's Oral Health Services-Plumas County Public Health Agency.  
**Motion:** Commissioner Burney made a motion to approve contract PCCFC07-08OH-\$50,000. Commissioner Wickman seconded the motion. Motion carried with Commissioner Foley abstaining from discussion and vote.

**VII. Public Comment:** Dorette English, coordinator of New Born House Calls reported on the coordination efforts between programs involved in the Home Visitation Coalition.

**VIII. 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.

Vieira also reported that "who pays" is a contentious issue on the Small County Augmentations Workgroup. She reported that while large counties support the augmentations in theory, they do not support any funds coming from the counties. Commissioner Smart commented that it appeared the small counties are being "bullied" by the large southern counties. He requested that the director take that message back to the next Small County Augmentations Workgroup meeting.

First 5 California approved the Plumas County School Readiness reapplication.

b. Commissioners Reports

## **IX. Program Development**

a. Reappointment to a 2-Year term on the Commission: Bill Powers, Hank Foley, Elliott Smart, and Shelley Miller.

Director Vieira reported that the Commission received a resignation letter from Commissioner Miller sighting work constraints. Both Commission vacancies will be placed on the June agenda for discussion.

**Motion:** Commissioner Burney made a motion to approve additional 2-year terms for Commissioners Smart, Foley, and Powers. Commissioner Bruce seconded the motion. **Motion carried unanimously.**

b. Annual Election of the PCCFC Executive Committee: Chair, Vice Chair, and Treasurer.

Discussion: Commissioner Burney stated that she would continue for another year. Commissioner Smart agreed to continue as Treasurer. After some discussion, Commissioner Bruce agreed to fill the Vice Chair position on the Executive Committee.

**Motion:** Commissioner Smart made a motion to approve Carol Burney, Chair, Jay Bruce, Vice Chair, and Elliott Smart as Treasurer. Commissioner Foley seconded the motion. **Motion carried unanimously.**

c. Commission will consider a FY 2007-2008 Meeting Schedule.

Discussion: Director Vieira reported that the May meeting scheduled in Greenville is difficult for some Commissioners to attend. Commissioner Bruce asked why there is no meeting scheduled in Chester. Director Vieira stated that the Commission decided that Chester residents could attend the Greenville meeting. Commissioner Foley said that he was sensitive to the needs of Chester residents and suggested listing Chester with Greenville meeting on the schedule and move the meeting from May to April.

**Motion:** Commissioner Foley made a motion to approve the FY 2007-08 Meeting Schedule. Commissioner Bruce seconded the motion. **Motion carried unanimously.**

d. CARES Program Report-Susie Wilson, Grantee

Susie passed out a one-page up-to-date program report. It was estimated that 28 participants would receive a stipend this program year. Shelley Miller presented at the CARES Conference in Sacramento in March. The Plumas County program was lauded for our partnership with Feather River College.

e. Service Agreement Contract-PCCFC07-08SW-\$18,000-Susie Wilson, ECE Consultant for the coordination of the CARES Program FY 07-08.

**Motion:** Commissioner Bruce made a motion to approve contract PCCFC07-08SW not to exceed \$18,000. Commissioner Wickman seconded the motion. **Motion carried unanimously.**

f. FY 07-08 Evaluation Activities

Director Vieira informed the Commission that two local consultants were interested in the Evaluation contract and she decided it would be fair to issue a Request for Qualifications (RFQ). The director then passed out copies of the RFQ for review. Commissioner Smart asked what the process would be after the June 4<sup>th</sup> deadline. Vieira stated that she would interview each applicant and come back to the Commission in June with a recommendation.

**X. Public Comment:** None

**XI. Next Meeting Dates:**

◆ June 13, 2007 ◆ September 12, 2007 ◆ October 10, 2007 (Portola-Location TBD)

**XII. Closed Personnel Session-Gov't Code 11126(A)(1)**

a. Performance Evaluation of the Executive Director and discussion/possible action on compensation

**XIII. Report on Closed Session**

The Commission has concluded the Performance Evaluation of the Executive Director.

Motion: Commissioner Bruce made a motion to give the Executive Director a 3% COLA in accordance with the Executive Director's Compensation Policies. Commissioner Foley seconded the motion. Motion carried unanimously.

**IVX. Adjournment:**

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

Submitted by: Ellen Vieira, Executive Director