

**First 5 Plumas**  
Plumas County Children and Families Commission  
Meeting Minutes  
Wednesday, May 14, 2008

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, Bill Powers, Kathy Wickman, Jaye Bruce, and Merle Rusky

**Commissioners Absent:** Mimi Hall

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

**II. Approval of Minutes of March 12, 2008 and April 9, 2008:**

**Motion:** Commissioner Powers made a motion to approve the minutes of March 12, 2008 as presented. Commissioner Bruce seconded the motion. **Motion carried unanimously.**

**Motion:** Commissioner Rusky made a motion to approve the minutes of April 9, 2008 as presented. Commissioner Smart seconded the motion. **Motion carried unanimously.**

**III. Public Hearing: First 5 California 2006-2007 Annual Report**

**Discussion:** Commissioner Burney questioned the Plumas County Profile's portion of First 5 California's Annual Report stating that the county's population has almost doubled since the 1970's. Commissioner Powers also questioned the validity of the statement. Director Vieira said that she would verify and change if appropriate for the 2008-09 Annual Report County Profile.

**Motion:** Commissioner Smart made a motion to accept the First 5 California Annual Report FY 2006-07 including the comments regarding the Plumas County Profile. Commissioner Powers seconded the motion. **Motion carried unanimously.**

There was no further discussion or comments on the First 5 California 06-07 Annual Report.

**IV. Public Comment: None**

**V. Fiscal Items**

**a. Proposed Budget Package FY 2008-09**

Director Vieira presented the Commission with a Draft Budget Package for FY 08-09. Vieira reported that the total proposed budget of \$437,292 is \$17,708 under the projected revenue amount of 455,000.

Director Vieira stated that the Draft Proposed Budget Package FY 08-09 will be placed on the June agenda for action and will include any roll-over funds from budget obligations FY 07-08.

Discussion: Commissioner Smart stated his concerns on approving a budget in June when Proposition 10 revenues were in jeopardy of being diverted. He stated that he had real concerns that the governor would propose that Proposition 10 funds be used for other purposes in the State's May Budget Revision.

Director Vieira stated that any diversion of Proposition 10 revenues would most likely have to go to a state ballot measure. She also stated that in accordance with the Commission's approved Financial Plan that there were adequate funds in the county Trust Fund to pay contractors and staff and close business if needed.

**VI. Commission will consider the following Service Agreement Contracts FY 08-09.**

- a. PCCFC08-09PUSDIS-\$35,000 Early Intervention Program-Plumas Unified School District
- b. PCCFC07-08IM-\$30,000 Infant Massage Program-Contractor, Jaye Bruce

**Conflict of Interest:** Chairperson Burney informed the public that she as a Plumas Unified School District's employee and Commissioner Bruce, as the potential contractor for the Infant Massage contract would be dismissed during the Commission's discussion and action on these two agenda items. Commissioner Burney and Bruce excused themselves from the meeting for agenda items VI a and b.

**Motion (on items VI a&b):** Commissioner Powers made a motion to approve contract PCCFC08-09PUSDIS-\$35,000 and contract PCCFC08-09IM-\$30,000. Commissioner Rusky seconded the motion. **Motion carried with Commissioner Burney and Bruce abstaining from the discussion and vote.**

- c. PCCFC08-09SRRC0-\$20,000 Early Indian Education-Roundhouse Council

**Motion:** Commissioner Bruce made a motion to approve contract PCCFC08-09-\$20,000 Early Indian Education –Roundhouse Council. Commissioner Smart seconded the motion. **Motion carried unanimously.**

- d. PCCFC08-09CM-\$20,000 Program Evaluation Services-Minicucci Associates

**Motion:** Commissioner Rusky made a motion to approve contract PCCFC08-09CMO-\$20,000. Commissioner Wickman seconded the motion. **Motion carried unanimously.**

e. PCCFC08-09SN-\$6,000 Independent Annual Audit-Smith and Newell

Discussion: Director Vieira provided the Commission with a comparison of one larger (Nevada) and five like-size county audit costs. Like Plumas, other counties have experienced a significant increase in the independent audit costs due to the expanded audit requirements. Smith and Newell's cost has increased from \$2,930 FY 06-07 to \$6,000 for FY 07-08. The Commission discussed the benefit of staying with Smith and Newell vs. going out to bid. It was concluded that the Commission would approve staying with Smith and Newell this fiscal year, but obtain other bids FY 09-10.

**Motion:** Commissioner Smart made a motion to approve contract PCCFC08-09SN-\$6,000 FY 08-09 and directed the executive director to place the contract out to bid FY 09-10. Commissioner Powers seconded the motion. **Motion carried unanimously.**

**VII. Public Comment:** Susie Wilson commented that the CARES program required wrap up activities during the months of July and August and she was nervous working on soft money.

Commissioner Smart commented that if Proposition 10 funding was lost that the executive director was tasked with making recommendations to the Commission regarding contract services. Commissioner Smart reassured Ms. Wilson that the Commission would extend reasonable relationships with contractors to close out business.

### **VIII. Reports**

a. Executive Director's Report.

The executive director reported on the following items:

1. Update on Proposition 10 funding/Latino Caucus

The Association of Counties provided a letter from present and past Latino Commissioners to the State's Latino Caucus encouraging them not to support diverting Prop 10 funding to backfill the state budget deficit. Past First 5 Plumas Commissioners Carmen Lopez and Erasema Taveras signed the letter and will be included in this statewide effort. A copy of the letter is in the board packets.

2. Child Abuse Prevention Council activities/First 5 collaboration

The CAP Council's budget committee is having difficulty getting a broader member participation in the negotiations with PRS regarding the 08-09 \$70,000 contract for child abuse prevention services and parenting classes. We may be meeting on May 19<sup>th</sup> if more members are able to participate. The Children's Fair is scheduled for May 17<sup>th</sup>. Children will be provided with healthy sack lunches.

3. Kindergarten Roundup

KRU is moving forward. Last week 42 children received school physicals and school backpacks at C. Roy Carmichael School.

4. Audit FY 07-08 Cost

Matter deferred to agenda item VI e.

5. Third Quarter Program Reports/Invoices

All of the 3<sup>rd</sup> quarter program reports, evaluation data and invoices have been received and processed. Director Vieira will be meeting with grantees in the coming weeks to finalize the scopes of work and budgets FY 08-09. She reported no substantive changes in contract Scopes of Works FY 08-09.

6. Evaluation Activities FY 08-09

As noted in the proposed Scope of Work from Minicucci and Associates, A meeting will be scheduled with stakeholders and interested commissioners in the fall to design a cross program logic model and outcomes.

7. Trainings

Director Vieira reported on three local trainings, "Coping with Secondary Trauma and Compassion Fatigue" scheduled for June 5<sup>th</sup> from 9:00am-4:00pm to be held at the Plumas County Department of Social Services. "Meth is Our Problem" is scheduled on Tuesday, June 17<sup>th</sup> from 8:30 am to 4:00 pm at the Plumas County Fair Grounds. STD Overview is scheduled for Tuesday June 10<sup>th</sup> from 8:30 am to 3:30 pm at the Plumas County Fair Grounds Mineral Building. Flyers were distributed for all trainings.

8. Mental Health Services Act

California voters passed the Mental Health Services Act (Proposition 63) in November 2004. Director Vieira reported that the public is invited to participate in the input process of the Community Services and Supports Plan FY 2005-2008. The plan may be accessed on the county website at [countyofplumas.com](http://countyofplumas.com)

9. State Updates (A-C):

A. The Northeast Region (NE) through Tuolumne Co. recently issued a Request for Qualifications for Regional Technical Assistance activities that will be funded through First 5 California in the amount of \$256, 500 (\$27,00 for coordination). The primary focus of the technical assistance activities for the NE region will be targeted evaluation assistance, a NE region impact report, and some sub-regional targeted technical assistance activities through small contracts. County executive directors will make themselves available to participate in regional teleconferences, work closely with the coordinator to determine the best approach to evaluation design and data collection at the sub-regional events, and for providing data to the coordinators.

While there were several applicants, the First 5 Association received the highest score and was offered the contract. Tuolumne County will act as fiscal agent for the TA contract. Another point is that Sacramento and the Central Region have decided not to accept the TA monies. At this point the state commission is uncertain what they will do with the unused money.

## B. Fund Balances

As reported, county commissions FY 06-07 have 2.5 billion dollars in reserves. As you know, these fund balances represent contractual obligations and long-term financial planning. Director Vieira reported that these funds have been targeted to backfill the state's budget shortfall. County commissions are pursuing strategies to reduce fund balances. One strategy is encumbering funds in multiple year contracts. Another strategy to guard fund balances is to revise contract language so that it doesn't allow for the county commission to terminate the contract as a result of reduction in revenue. If contracts are legally binding in this way the reserves cannot be accessed.

## C. Press Relations

The director reported that nine Bay Area counties received a public record request from the San Francisco Chronicle. The request asks for budgets, salary information, and lists of contractors and grantees. Sherry Novick, executive director of the Association informed counties that The Chronicle has a history of making an issue of what public employees are paid.

b. Commissioners Reports-None

## **IX. Program Development**

a. Commission will consider a FY 2008-2009 Meeting Schedule.

Discussion: Commissioner Burney questioned the necessity of meeting in Portola and Greenville when no additional members of the public attended. Commissioner Smart said the Commission should be accessible to the public whether they attended or not.

**Motion:** Commissioner Smart made a motion to approve the FY 2008-09 Meeting Schedule. Commissioner Rusky seconded the motion. **Motion carried unanimously.**

b. CARES Program Report FY 07-08-Susie Wilson, Grantee

CARES Program Coordinator Susie Wilson reported that an estimated 36 participants would receive a stipend this program year. She reported that the Plumas County program was identified as exemplary by the State for its Track V offerings, which included participation on the CARES Planning/Advisory Committee.

Commissioner Powers commented that it is important to note when a small rural county program is acknowledged as exemplary by the state. Commissioner Powers left the Commission meeting at 10:00 am; after all of the action items were addressed.

c. Commission will consider a Request for Funds from First 5 California for funding of the CARES program FY 08-09.

**Motion:** Commissioner Rusky made a motion to approve the Request for Funds from First 5 California in the amount of \$45,000. Commissioner Smart seconded the motion. **Motion carried unanimously.**

d. Service Agreement Contract-PCCFC08-09SW-\$23,000-Susan Wilson-Contractor

**Motion:** Commissioner Wickman made a motion to approve contract PCCFC08-09SW-\$23,000-Susan Wilson-Contractor. Commissioner Smart seconded the motion. **Motion carried unanimously.**

**X. Public Comment:** None

**XI. Next Meeting Dates:**

◆ June 11, 2008 ◆ September 10, 2008 ◆ October 8, 2008 (Portola-Location TBD)

**XII. Adjournment:**

**Motion:** Commissioner Rusky made a motion to adjourn the meeting at 10:45 am. Commissioner Bruce seconded the motion. **Motion carried unanimously.**

Submitted by: Ellen Vieira, Executive Director