

First 5 Plumas
Plumas County Children and Families Commission
Wednesday, June 14, 2006
Health and Human Services Building
200 Hospital Road
Quincy, CA 95971

MEETNG MINUTES

Commission Meeting:

I. Roll Call:

Chairperson Carol Burney called the meeting to order at 9:10 a.m. Commissioner's and staff introduced themselves.

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

Commissioners Absent: Bill Powers and Carmen Lopez

Staff Present: Ellen Vieira, Executive Director

II. Approval of Meeting Minutes: May 10, 2006

Motion: Commissioner Miller made a motion to approve the minutes of May 10, 2006 as presented. Commissioner Foley seconded the motion with the following change: Commissioner Foley abstained from Action Item 8a-The New Born House Calls Contract. **Motion carried unanimously with the aforementioned change.**

III. Public Hearing:

a. Public Comment and Commission action on the annual review and adoption of the PCCFC Strategic Plan.

Director Vieira noted that the only revisions to the Strategic Plan were the annual timeline, the Children's Report Card was undated through 2005, and the Financial Plan was also inserted.

Public Comment: None

Motion: Commissioner Smart made a motion to approve the PCCFC Strategic Plan FY 2005-2008.. Commissioner Dutton seconded the motion. **Motion carried unanimously.**

IV. FY 2006-2007 Budget Package

Discussion: Chairperson Burney asked what GFOA stood for and what was included in the Special Dept. Outreach line item. Director Vieira stated that GFOA stood for Government Financial Officers Association and the Special Dept. Outreach included the CARES childcare stipends and parent/provider training.

Commissioner Smart noted his appreciation for the \$5,000 included for 0-5 resource development for the resource centers.

Motion: Commissioner Smart moved to approve the FY 2006-2007 Budget Package. Commissioner Miller seconded. **Motion carried with Commissioner Foley abstaining.**

V. Public Comment

There was no public comment

VI. Commission will consider the following Service Agreement Contracts:

- a. PCCFC06-07NBHC \$130,000 to the Plumas County Public Health Agency Home Visitation and School Readiness services.
Discussion: Commissioner Smart asked if all of the Commissions contracts were reviewed and approved annually. Director Vieira stated that all the contracts are reconsidered for action annually.
Motion: Commissioner Smart moved to approve Contract PCCFC06-07NBHC for \$130,000. Commissioner Dutton seconded the motion. **Motion carried with Commissioner Foley abstaining.**
- b. PCCFC06-07JB \$7,000 to ECE Consultant, Jeanne Brovelli for School Readiness services.
Discussion: Director Vieira explained that the contract was for coordination of the countywide School Readiness activities during Kindergarten Roundup and the Modified Desired Results Developmental Profiles Kindergarten Entry Profiles for the State School Readiness evaluation. Jeanne will provide the teacher training and coordination between SRI and Greenville Elementary and C. Roy Carmichael School.
Motion: Commissioner Foley made a motion to approve Contract #PCCFC06-07JB for \$7,000. Commissioner Smart seconded the motion. **The motion carried unanimously.**
- c. PCCFC06-07 Contractor to be decided for School Readiness planning and re-application to First 5 California in January 2007 and Mental Health program and fund development.
Discussion: Commissioner Miller asked if there was a possibility to put the contract out for a competitive bid. Director Vieira said that she would.
Commissioner Burney asked for further clarification on the services. Director Vieira explained that for the purposes of School Readiness, the consultant would develop and conduct parent/provider surveys as necessary, facilitate and record meetings, assist with writing the application. She also explained that after an initial period of 0-5 referrals to the Children's System of Care, there will be a need to develop an Infant Mental Health program and develop funds accordingly.
Motion: Commissioner Miller moved to approve Contract #PCCFC06-07TBD for \$15,000. Commissioner Smart seconded the motion. **Motion carried unanimously.**
- d. PCCFC06-07TBD-\$5,000 for Resource Center 05- fund development.
Motion: Commissioner Smart made a motion to approve Contract #PCCFC06-07TBD for \$15,000. Motion was seconded by Commissioner Dutton. **Motion carried unanimously.**
- e. PCCFC06-07TBD-\$5,000 for the expanded FY 06-07 expanded audit.
Motion: Commissioner Smart moved to approve PCCFC06-07TBD for \$5,000.
Commissioner Smart moved to approve PCCFC06-07TBD for \$5,000. Commissioner Foley seconded the motion. **The motion carried unanimously.**
- f. PCCFC06-07TBD-\$2,000 for the annual update of the Children's Report Card.
Discussion: Director Vieira asked the Commission if they thought it was necessary to update the Report Card on an annual basis. None of the Commissioners could provide a concrete answer so Director Vieira stated she would place this item on a future agenda.
Motion: Commissioner Smart made a motion to approve PCCFC06-07TBD for \$2,000. Commissioner Foley seconded the motion. Vote: Motion carried with Commissioners Smart and Foley opposing and Commissioners Dutton, Miller, and Burney approving. **Motion carried with a majority vote.**

VII. Public Comment

Contractor Susie Wilson commented that the Parents as Teachers (PAT) program was an asset to serving families.

VIII. Program Development

- a. Commission will consider draft Personnel Policies for the Program Coordinator.

Motion: Commissioner Foley made a motion to approve the draft Personnel Policies.

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

- b. Commission will consider a recommendation by the Ad Hoc Committee to approve two of the Commissioner applicants for at large membership on the Commission and appointment by the Board of Supervisors.

Motion: Commissioner Dutton made a motion to recommend parent Kathy Wickman and Infant Massage therapist, Jaye Bruce for membership on the Commission with a

recommendation to the Board of Supervisors for approval. Commissioner Smart seconded the motion. **Motion carried unanimously.**

IX. Reports

a. Executive Director-Report

There were no questions regarding the Director's report.

b. Commissioners-Report(s)

None

c. Home Visitation Evaluation Report

Motion: Commissioner Dutton made a motion to approve the report. Commissioner Smart seconded the motion. The motion carried unanimously.

X. Public Comment

There was no public comment.

XI. Next Meeting Dates:

The next three meetings are scheduled on September 13, 2006, October 11, 2006, and January 10, 2007. As indicated by the adopted FY 2006-07 PCCFC Meeting Schedule, there are no scheduled meetings in July and August.

XII. Public Comment

There was no Public Comment

XIII. The meeting was adjourned at 11:15 a.m.

Submitted by: Ellen Vieira, Executive Director