

**First 5 Plumas**  
Plumas County Children and Families Commission  
Meeting Minutes  
Wednesday, June 13, 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, Carmen Lopez, Bill Powers Hank Foley, Kathy Wickman, and Jaye Bruce

**Commissioners Absent:** Elliott Smart

**Commission Vacancies:** 2

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

**II. Approval of the May 9, 2007 Meeting Minutes:**

**Motion:** Commissioner Wickman made a motion to approve the minutes of May 9, 2007. Commissioner Foley seconded the motion. **Motion carried with Commissioner Powers abstaining.**

**III. Funded Program Evaluation Report FY 2006-2007**

A funded program report was provided by the Commission's contracted evaluator, Cathy Minicucci (the full report is attached).

**IV. Public Hearing: PCCFC Strategic Plan 2005-2008 Annual Review**

With no further comments, the Public Hearing was closed.

**Motion:** Commissioner Powers made a motion to approve the PCCFC Strategic Plan 2005-2008. Commission Foley seconded the motion. **Motion carried unanimously.**

**V. Public Comment: None**

**VI. Fiscal Items**

**a. Proposed Budget Package FY 2007-2008**

**Motion:** Commissioner Powers made a motion to approve the FY 07-08 Budget Package. Commissioner Wickman seconded the motion. **Motion carried with Commissioner Foley abstaining.**

b. Projected End-of-the-Year budget report FY 06-07

**Motion:** Commissioner Bruce made a motion of accept the projected end-of-the-year budget report FY 06-07. Commissioner Wickman seconded the motion. **Motion carried with Commissioner Foley abstaining.**

c. Commission will consider a funding request from Feather River College Child Development Center for a child transport buggy in the amount of \$1,110.51.

**Motion:** Commissioner Bruce made a motion to . Commissioner Powers seconded the motion. **Motion carried with Commissioner Foley abstaining.**

d. New Born House Calls project budget transfer in the amount of \$11,977.

**Motion:** Commissioner Powers made a motion to . Commissioner Bruce seconded the motion

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

a. PCCFC07-08PUSDSR-\$12,500 School Readiness activities-Plumas Unified School District

**Motion:** Commissioner Powers made a motion to approve contract PCCFC07-08PUSDSR-\$12,500 to Plumas Unified School District for School Readiness activities. Commissioner Bruce seconded the motion. **The motion carried unanimously.**

b. PCCFC07-08PCPHANBHCSRI-\$130,000 School Readiness activities Plumas County Public Health Agency.

**Motion:** Commissioner Wickman made a motion to approve contract PCCFC07-08PCPHANBHCSR-\$130,000 to the Plumas County Public Health Agency. Commissioner Lopez seconded the motion. **Motion carried with Commissioner Foley abstaining.**

c. PCCFC07-08SRJB-\$3,000 for School Readiness activities.

**Motion:** Commissioner Powers made a motion to approve contract PCCFC07-08SRJB-\$3,000 to contractor, Jeanne Brovelli. Commissioner Lopez seconded the motion. **Motion carried unanimously.**

d. PCCFC07-08SRRC-\$20,000 School Readiness activities-Roundhouse Council

**Motion:** Commissioner Powers motion to approve PCCFC07-08SRRC-\$20,000. 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 PCCFC06-07OH-\$50,000. Commissioner Wickman seconded the motion. Motion carried with Commissioner Foley abstaining from discussion and vote.

e. PCCFC 07-08RB-\$1,500 PCCFC Web Site-Contractor Robert Burney.

**Conflict of Interest:** Director Vieira announced to the public that Chairperson Burney had a conflict of interest as the proposed contractor was her husband. She excused herself from the meeting. Vice –chair Wickman called for a motion.

**Motion:** Commissioner Powers made a motion to approve contract PCCFC07-08RB for \$1,500 for the development and maintenance of the PCCFC Web Site. Commissioner Bruce seconded the motion. **The motion carried with Commissioner Burney abstaining.**

**VIII. Public Comment:** There was no public comment.

#### **IX. Reports**

a. Executive Director's Report.

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

b. Commissioners Reports

#### **X. Program Development**

a. Commission will consider a \$20,000 contract from evaluation activities FY 07-08.

**Motion:** Commissioner Powers made a motion to approve a \$20,000 contract to Minicucci Associates of Sacramento for evaluation services FY 07-08. Commissioner Foley seconded the motion. **Motion carried unanimously.**

b. Commission will discuss filling two membership vacancies.

Discussion:

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.

**XI. Public Comment:** None

**XII. Next Meeting Dates:**

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

**XIII. Adjournment:**

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

Submitted by: Ellen Vieira, Executive Director