

First 5 Plumas
Plumas County Children and Families Commission
Wednesday, September 13, 2006
Health and Human Services Building
Social Service Conference Room
Quincy, CA 95971

MEETNG MINUTES

Commission Meeting:

I. Roll Call:

Chairperson Carol Burney called the meeting to order at 9:05 a.m. Commissioner's and staff introduced themselves.

Commissioners Present: Chairperson Carol Burney, Elliott Smart, Hank Foley, Shelley Miller, Klytia Dutton, Kathy Wickman, Jaye Bruce, and Bill Powers

Commissioners Absent: Carmen Lopez

Staff Present: Ellen Vieira, Executive Director

II. Approval of Meeting Minutes: June 14, 2006

Motion: Commissioner Miller made a motion to approve the minutes of June 14, 2006 as presented. Commissioner Foley seconded the motion. **Motion carried unanimously.**

III. Fiscal Items:

a. FY 2005-2006 Actual Budget Expenditure Report

Motion: Commissioner Powers made a motion to approve the FY 2005-2006 Actual Budget Expenditure Report as presented. Commissioner Bruce seconded the motion. **Motion carried with Commissioner Foley abstaining.**

b. Proposed Augmentation to FY 2006-2007 Budget

Discussion: Commissioner Smart commented that he was hesitant to approve the budget with \$17,460.00 in unallocated funds in the professional services line item. He asked the Director if the unallocated funds could be transferred to another line item. Director Vieira stated that the transfer could be made to the contingency line item. The Commission directed that any expenditure be itemized in the Commission's budget reports and include an expenditure spreadsheet for professional services.

Motion: Commissioner Smart made a motion to approve the \$117,486 augmentation to the FY 2006-2007 Budget with the stated changes. Commissioner Miller seconded the motion. **Motion carried with Commissioner Foley abstaining.**

IV. Public Comment:

Linda Wymore reported on the Fetal Alcohol Syndrome training in Susanville. She will email Director Vieira a flyer.

V. Commission will consider the following Service Agreement Contract and Contract Addendum FY 06-07

- a. #PCCFC06-07IM-\$30,000-Jaye Bruce Infant Massage Program-Certified Infant Massage Specialist
Proposed Service Agreement will change the administration of the Infant Massage Program from Sierra Cascade Family Opportunities, Inc. (SCFO) to Jaye Bruce-Consultant

Notice to the Public of a Conflict of Interest

Commissioner Bruce left the room during the discussion and vote. Director Vieira informed the members of the public in attendance that there was a conflict of interest with this contract due to the membership of Jaye Bruce on the Commission. She pointed out that this contract was the only award that directly benefits a Commissioners lively hood. She also reminded the Commission that California's conflict of interest laws and the First 5 Plumas Conflict of Interest Policy against awarding a contract to a board member *does not* apply as long as the member leaves the room during discussion, recuses him/herself from voting, and the conflict of interest is clearly stated to the public. There has also been no discussion among any board members regarding this contract.

History/Discussion

Director Vieira reported that Jaye Bruce requested the Commission consider allowing her to administer the Healthy Touch program and the funds directly. This would eliminate the 8% administrative fee that would be transferred to travel related expenses. Jaye Bruce has purchased the required 1 million dollar liability insurance and has provided the insurance binder to the Commission office. Director Vieira contacted Brenda Potetee, director of SCFO and she agreed to allow the administration of the contract to be transferred to Jaye.

Commissioner Smart commented that in a very small county such as Plumas, conflicts of interest are difficult to avoid.

Motion: Commissioner Smart made a motion to approve service agreement PCCFC06-07 IM-\$30,000 and award the service agreement directly to Jaye Bruce. Commissioner Dutton seconded the motion. **Motion carried with Commissioner Miller opposing.**

- b. Addendum to Contract #PCCFC06-07PUSDSR-\$30,500 in the amount of \$7,000 for staff cost increase and enhanced school readiness activities.

Discussion: Discussion centered on the increase in staff costs due to the recent substantial pay raise given to school district employees. Commissioner Smart was concerned that the Commission was being expected to pay not only the pay increase, but any retroactive pay as well.

Director Vieira asked the Commission to consider the cost of implementing programs through the school district verses through independent contractors when considering contracts for an additional four years of school readiness.

Decision: Commission tabled this agenda item and requested that someone from the school district attend the next meeting to provide a more detailed explanation on the increased costs.

VI. Reports:

a. Executive Director-Report

There were no questions regarding the Director's report. Director Vieira reminded the Commission that she would be leaving on Friday, September 13th for a 2 week vacation. She stated that the annual reports would be ready for the October meeting and any fiscal questions should be forwarded to Anna Ward at the Health Department.

She also reported that the annual audit was conducted and after briefly speaking to the Auditor, the management issues identified in the previous audit was corrected. The review draft should be ready when Director Vieira returns from vacation on October 2nd.

Director Vieira also briefly reported on the letter of support that she provided to the Plumas Sierra Community Action Agency for their request for funding under the First 5 California Statewide Partnership for Parent/Caregiver Outreach grant. She explained that it was a redesign of the State Commission's Community Based Organization (CBO) Program. The proposal involves 11 rural counties and if awarded, Plumas Rural Service was the CBO identified to receive the funding. Special Needs, low-income and Hispanic families were the identified underserved populations.

b. Commissioners-Report(s): None

VII. Program Development

a. Raising a Reader Report-Barbara Olson, Health Coordinator-Plumas County Public Health Agency

Program Coordinator, Barbara Olson explained the book bag process and video. There were approximately 160 book bags distributed countywide. Barbara also reported that the coordinator of New Born House Calls was looking for additional funding for the Program to increase the staff time dedicated to the program and to purchase and maintain supplies.

b. Healthy Smiles Program Update

Program Coordinator, Joyce Martin provided a written report and program brochures to the Commission and the public in attendance. She reported on the program's public education activities and the fluoride varnish applications. 131 children ages 1-5 received fluoride varnish and 117 received a dental screening.

Joyce also reported that Healthy Smiles staff participated in the First 5 California "Hands on Health" van an interactive presentation to educate families on the importance of children's healthy development. The van was at the Plumas Sierra County Fair in August and staffed by local agency and First 5 California staff.

VIII. Public Comment

Commissioner Foley reported that CSAC, through their Health and Human Services Platform is in support of Proposition 86, the Tobacco Tax Act of 2006, sponsored by the Coalition for a Healthy California. Prop. 86 increases the state's tobacco tax by \$2.60 per pack of cigarettes and is expected to raise \$2 billion annually for health related activities.

IV. Next Meeting Dates:

◆ October 11, 2006 (Portola Library) ◆ January 10, 2007 (Quincy) ◆ March 14, 2007

X. Adjournment

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

Submitted by: Ellen Vieira, Executive Director