

First 5 Plumas
Plumas County Children and Families Commission
Meeting Minutes
Wednesday, September 10, 2008

Courthouse Annex
Department of Social Services, 2nd 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, Bill Powers, Merle Rusky, Elliott Smart Kathy Wickman, and Jaye Bruce

Commissioners Absent: Mimi Hall

Commission Vacancies: 2

Staff Present: Ellen Vieira, Executive Director, Anna Ward, PCPHA Fiscal Officer

II. Approval of the June 11, 2008 Meeting Minutes:

Discussion: Chairperson Burney asked if she was not present during a vote if the minutes should state that she abstained (page 3, item d.) Commissioner Smart stated that the minutes should reflect that Commissioner Burney was not present. Director Vieira will change the minutes to reflect the change.

Commissioner Rusky asked about the Plumas District Hospital (PDH) Oral Health Policy on Page 4, under item #5. Director Vieira explained that one outcome of the Children's Oral Health Project was that PDH made it a policy that every pre-natal patient would be referred to a dentist.

Motion: Commissioner Bruce made a motion to approve the minutes of June 11, 2008 with the change to page 3, item d. Commissioner Powers seconded the motion.

Motion carried unanimously.

III. Fiscal Items

a. Actual FY 07-08 Expenditure Report

PCPHA Fiscal Officer, Anna Ward presented an actual FY 2007-2008 Expenditure Report to the Commission. Total expenditures for Local Budget #70562 were: \$342,080.40 (95.1% expended); School Readiness Budget #70563-\$225,000 (100% expended); and CARES Budget #70565-\$45,000 (100% expended.) According to the Expenditure Report, 15% of the budget was expended for

Administrative Costs, 6% for Evaluation, and 79% was expended for Program.

Motion: Commissioner Rusky made a motion to accept the FY 07-08 Actual Expenditure Report, Commissioner Smart seconded the motion. **Motion carried unanimously.**

b. FY 2008-2009 Budget Augmentation-Rollover Funds from the Year 07-08

Director Vieira asked that the Commission not take any action on this agenda item. Should the Commission need any roll-over funds in the FY 08-09 budget she would place the item on a future agenda.

Motion: None taken

c. Public Hearing on the Draft PCCFC Audit FY 2007-08

Commissioner Smart opened the Public Hearing

Director Vieira passed out Draft copies of the FY 07-08 Audit to the Commission and members of the Public in attendance.

PCPHA Fiscal Officer, Anna Ward presented the Draft PCCFC Audit FY 07-08. She reported that the Commission's Beginning Balance FY 08-09 is \$325,845 and the Ending Balance FY 08-09 is \$342,843. She reported on the audit of the Commission's Program Implementation, School Readiness, and CARES programs.

She also presented the Commission's Management Report. Based on the audit, Smith and Newell found that, for the items tested, the Commission complied with the laws and regulations of the First 5 California Children and Families Program.

Smith and Newell recommended that the Commission should take all steps necessary to ensure compliance with SAS 112 including usage of a disclosure checklist, which provides guidance to the financial statement's content and whether a necessary disclosure has been overlooked. Anna Ward reported to the Commission that Smith and Newell would send her the checklist.

She also explained that she will work with the County Auditor's Office to make sure that the beginning balances of cash and fund equity be recorded in funds 7015A and 7015B and that fund 7015 was adjusted to reflect reductions.

Finally, the Interfund Transfers recommendation FY 06-07 Audit was implemented.

Commissioner Smart closed the Public Hearing

There was no Public Comment on the Commission's FY 07-08 Audit presentation. Anna Ward left the meeting after the presentation of the Audit.

Motion: Commissioner Rusky made a motion to accept the Draft FY 07-08 Audit Commissioner Powers seconded the motion. **Motion carried unanimously.**

IV. Public Comment

Commissioner Smart commented that due to the delay in passing a California State Budget, child care providers are struggling and may have to shut down their businesses.

Ann Nielson, coordinator of Plumas Rural Services Child Care Resource and Referral Agency stated that currently no family child care or centers have closed. One center in Portola may have to close soon without a loan or line of credit.

Joyce Scroggs, the Coordinator of the Local Child Care Planning Council commented that other First 5 Commissions are providing loans to subsidized EC providers.

Commissioner Smart asked Director Vieira if it was feasible for the Commission to loan Plumas Rural Services \$100,000 to make payments to providers.

Director Vieira stated that the Commission has approximately \$300,000 in reserve and if the loan is paid back during the current fiscal year it is possible.

Commissioner Smart asked Director Vieira to place this item on the Commission's October agenda.

Commissioner Burney asked Commissioner Rusky to bring the Head Start Income Guidelines to the next Commission meeting.

V. Reports

a. Director's Report-The director reported on the following items:

a. First 5 California's Hands-on-Health Van visits Plumas County

The First 5 California Hands-on-Health Van arrived in Plumas County on Sept. 4th to join the Quincy Farmer's Market. The Health Van included two health "edutainers" who set up the Van's staging backdrop and all of the child activities, which included games that included health related messages, tattoos, and prizes. The Van included a covered structure so that local programs and grantees could attend and distribute collateral materials and conduct outreach activities. Programs that participated during the Van's visit included, New Born House Calls, WIC, Head Start, Birth Partners, and the Public Health Department's Children's Oral Health program. Flyers and outreach materials were provided by First 5 California's contracted media firm, The Rogers Group. The event was very well attended. According to the programs that attended and the "edutainers", approximately 150 children ages 0 through 5 children attended. Director Vieira reported

that she has requested the Health Van attend the Plumas County Children's Fair in May 2009. Vieira will bring pictures of the event to share with the Commission next month.

b. Status of 08-09 contracts

Director Vieira reported that all of the FY 08-09 Workplans, Budgets, and Evaluation plans are finalized and initial invoices have been processed. All of the Commissions funded programs are for FY 08-09 are up and running.

c. Update on 07-08 Smith and Newell's Audit process

Director Vieira reported that Smith and Newell conducted the Commission's audit via faxed and E-mailed PDF files. She reminded the Commission that the audit next year will be placed out to a competitive bid process as directed.

d. FY 07-08 Annual Report and Evaluation

Director Vieira reported she is working with Plumas County Public Health Agency fiscal staff and the Commission's contracted evaluator, Cathy Minicucci to complete the First 5 California Annual, CARES, and School Readiness reports. The drafts will be placed on the Commission's October 8th agenda. Director Vieira also reported that the Commission's October meeting will be held at the Portola City Hall.

e. Family Resource Centers in Portola and Greenville

Director Vieira reported that the Portola and Greenville Family Resource Centers will be closing from October 1st-January 2009. Family Advocate Lori Bader from Portola cited state funding issues as the reason for the centers temporarily closing.

f. Outcome Report FY 07-08

Director Vieira reported that a Funded Program Outcome Report FY 07-08 will be presented by the Commission's evaluator Cathy Minicucci during the October meeting.

g. Meeting with new Local Planning Counsel Coordinator

Director Vieira reported meeting with Joyce Scroggs, the new Local Child Care Planning Council Coordinator on August 14th to discuss the Commission's and the LPC's collaboration and joint projects. There is a hand-out in the Commission packets describing the relationship in a Nutshell. Vieira attended the first LPC meeting of the summer on August 28th. The LPC will be meeting monthly to catch up on the strategic plan activities.

h. Child Abuse Prevention Council-Update

Director Vieira reported that she had been attending monthly CAP Council's meetings during the summer. Currently the Plumas County contracted legal firm is reviewing the CAP Council's coordinator's contract. There is a new policy in Plumas County that independent contractors must have liability insurance.

i. Meeting with Prevention Coalition

Director Vieira reported that she presented information on the Commission's funded prevention programs to the Prevention Coalition on August 6th. She asked the Commissioners to note the handout in the board packets on the programs presents to the Coalition.

j. CARES 07-08 Number of Applicants Served

Director Vieira reported that 32 out of 33 applications were accepted as complete; 24 applicants were paid through Prop. 10 and 9 applicants were paid through AB 212 funds. The average stipend amount was \$967.00. The full report of FY 07-08 activities will be placed on the Commission's October agenda.

k. Association meeting in Sacramento on September 17th

Director Vieira reported that she will attend an Association meeting in Sacramento on September 17th. She noted that the agenda and the July Association meeting report is in the Commission's board packets.

l. Implementation of State Evaluation Contract with NE Counties

Director Vieira reported that an evaluation consultant will work with eleven First 5 County Commissions in the Northeast Region to assess and address their evaluation systems. In response to the Request for Qualifications submitted by the First 5 Association, Philliber Research Associates was awarded the contract. In coordination with the First 5 Association, Philliber will begin the project by hosting a telephone conference with the Executive Directors and local evaluators in the eleven participating counties.

The expected outcomes for the project are: 1) Every county in the region will receive a written assessment of its current outcome evaluation strategies and systems, 2) Systems have been improved for data collection and/or recording, 3) New assessment and or evaluation tools have been introduced, and 4) Data analysis and reporting systems have been improved.

m. PUSD Vendorization Proposal to FNRC-Update

Director Vieira reported that Far Northern Regional Center has responded to the PUSD Vendorization Proposal and requested some minor changes and/or clarifications to the plan. The Commission will be updated as this process unfolds.

n. County-Based Medi-Cal Administrative Activities Time Study Training.

Director Vieira reported that she attended a MAA Training on Monday, September 8th. She is participating in a MAA time study during the month of September. The Commission is participating under Plumas County Public Health Agency to try and leverage some funding for the director's Medi-Cal outreach activities.

b. Commissioners Comments-No further comments

c. State Budget Discussion

Director Vieira noted that State Budget information was in the Board Packet for review. Commissioner Smart and Powers commented that they would be going to Sacramento and would report to the Commission on the statuses of the State Budget and any local impacts.

VI. Program Development

a. Revision of the Personnel Policies of the Executive Director

Discussion: Director Vieira presented the Draft revisions to the Executive Director's Personnel Policies. She stated that Performance was added to the Employee Compensation. Number 3 was added; The Personnel Committee shall meet quarterly with the Executive Director. Director Vieira reminded the Commission that she was directed in June 2008 to place these revisions on the September agenda in response to the Director's 2008 Performance Evaluation.

Commissioner Smart asked that “at a time and place determined by the Chair” be added to the revision.

Director Vieira stated that the Personnel Committee consisted of the Chair and two additional Commissioners appointed by the Chair.

Chairperson Burney appointed Commissioners Rusky and Bruce to meet with the Executive Director at a scheduled day/time in September. Both Commissioners agreed to participate.

Motion: Commissioner Rusky made a motion to approve the revisions to the Executive Director’s Personnel Policies with the addition of “at a time and place determined by the Chair.” Commissioner Powers seconded the motion. **Motion carried unanimously.**

VII. Public Comment: There was no public comment.

VIII. Next Meeting Dates:

◆ October 8, 2008(Portola-City Hall)◆January 14, 2009 (Quincy)◆March 11, 2009 (Quincy)

IX. Adjournment:

Motion: Commissioner Powers moved to adjourn the meeting. Commissioner Smart seconded the motion. **Motion carried unanimously.**

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

Submitted by: Ellen Vieira, Executive Director