

**First 5 Plumas**  
Plumas County Children and Families Commission  
Meeting Minutes  
Wednesday, June 10, 2009

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, Kathy Wickman, Lori Simpson, Mini Hall, Elliott Smart, and Jaye Bruce

**Commissioners Absent:** Merle Rusky

**Commission Vacancies:** 2

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

**II. Approval of the May 27, 2009 Meeting Minutes:**

**Motion:** Commissioner Smart made a motion to approve the minutes of May 27, 2009 as presented. Commissioner Wickman seconded the motion. **Motion carried unanimously.**

**III. Program Development**

a. CARES Program FY 08-09 Report by: Contractor Susan Wilson

Susan reported that while the CARES Program is successful, the state requirements are too burdensome. As a result there were fewer applicants again this year. A total of 20 providers successfully applied and received a base stipend of \$1,522.00. Ten family child care and 10 center based providers participated. One provider didn't qualify. Commissioner Burney asked what AB 212 stipend funds pay for. Ms. Wilson stated that AB 212 only pays for state preschool providers.

b. CARES Program Proposal FY 09-10

Director Vieira noted the agenda memo in the board packet. She reminded the Commission the state matching fund program ends 12-31-09. Plumas County will receive \$7,500 in First 5 California matching funds FY 09-10. The CARES/AB212 Planning/Advisory Committee has proposed that the Commission continue a local program only.

Director Vieira explained the increase in the CARES coordination contract is increased by \$2,000 for program closeout and evaluation activities. She also noted that the Minicucci Associates evaluation contract is increased by \$5,000 to produce a comprehensive CARES evaluation report.

Discussion: Commissioner Smart questioned the appropriateness of spending \$7,000 on an evaluation report when the Commission knows that the program is successful and direct services to families are being cut and/or reduced. Commissioner Smart recommended that the Commission approve the \$2,000 increase to the coordination contract for evaluation and state program closeout activities, but not approve any increase in the Minicucci Associates evaluation contract.

Director Vieira noted that the Commission and the public is provided with an annual indicator/outcome report. She reminded the board that the Commission will receive \$7,500 in F5C matching funds and as of December 31, 2009 the state commission will no longer fund the CARES program. He also asked the director to come back to the Commission with information on how the \$7,500 in F5C matching funds will be spent.

b. CARES Program Proposal

c. Action on contract No. PCCFC09-10CRISW-\$25,000-Susan Wilson for coordination of the CARES program.

**Motion:** Commissioner Hall made a motion to approve the CARES program FY 09-10 and approve contract No. PCCFC09-10CRISW in the amount of \$25,000 to contractor Susan Wilson. Commissioner Smart seconded the motion. **Motion carried unanimously.**

#### IV. Fiscal Items

a. Projected Budget Expenditure Report by Cost FY 2008-09

Director Vieira presented a Projected Budget Expenditure Report that included the CARES and School Readiness Budgets FY 08-09.

100% of the CARES Budget of \$45,000 and the School Readiness Budget of \$225,000 FY 08-09 is projected to be expended. 98.3% of the Local Budget FY 08-09 is projected to be expended.

Director Vieira also reported that 17% is expected to be spent on Administration, 75% on Programs, and 7% on Evaluation. The Commission will be provided with an Actual Expenditure Report on all three budgets in October 2009.

**Motion:** Commissioner Smart made a motion to accept the Projected Budget Expenditure Report FY 2008-09. Commissioner Wickman seconded the motion. **Motion carried with Commissioner Hall (Director of Public Health/Commission's Fiscal Administrator) abstaining from the vote.**

b. Proposed Budget Package FY 2009-10

Director Vieira presented the Proposed Budget Package FY 2009-10 in the amount of \$429,732 that included a Budget Narrative, Budget Calendar, Five Year Financial Plan,

Budget by Cost Allocation, Projected Budgets through FY 2014, the School Readiness Budget and CARES Budget FY 09-10.

The FY 09-10 proposed budgeted amount of \$429,732 is \$27,768 under the projected revenue amount of \$457,500. By Cost Category, 18% is projected for Administration, 74% is projected for Programs, and 9% for Evaluation.

Director Vieira also presented the Projected Budgets through 2013-14 and pointed out that even with slight increases to the annual budget to cover personnel costs; the Trust Fund would have approximately \$306,075 in reserve. Plumas County recommends that at least ½ of revenues be available incase Proposition 10 funds are diverted as a result of the current budget crisis. This reserve also allows the Commission to respond to emerging local needs.

**Motion:** Commissioner Smart made a motion to approve the Proposed Budget Package FY 2009-10 in the amount of \$424,332, which includes the School Readiness budget in the amount of \$225,000 and the CARES budget in the amount of \$47,000. Commissioner Wickman seconded the motion. **Motion carried with Commissioner Hall abstaining from the vote.**

**V. Public Comment: None**

**VI. Commission will consider the following Service Agreement Contracts FY 09-10**

a. PCCFC09-10PUSDSR-\$12,000 School Readiness Services-Plumas Unified School District

**Possible Conflict of Interest:** Since Chairperson Burney is an employee of Plumas Unified School District, she excused herself from any discussion and vote on the contract listed below.

Commissioner Smart also excused himself for any discussion and vote on the contract below since his wife works for Plumas Unified School District.

**Motion:** Commissioner Simpson made a motion to approve contract No. PCCFC09-10PUSDSR in the amount of \$12,000 to Plumas Unified School District for school readiness services. Commissioner Hall seconded the motion. **Motion carried with Commissioner Burney and Smart abstaining from the discussion and vote.**

b. PCCFC09-10CM-\$25,000 Evaluation services-Minicucci Associates

**Motion:** Commissioner Smart made a motion to approve contract No. PCCFC09-10CM in the amount of \$20,000 instead of the \$25,000, which included a CARES program evaluation the commission did not approve. Commissioner Hall seconded the motion. **Motion carried unanimously.**

c. PCCFC09-10SN-\$6,000 Independent Audit-Smith and Newell Audit Firm.

**Motion:** Commissioner Smart made a motion to approve contract No. PCCFC09-10SN in the amount of -\$6,000 to Smith and Newell Audit Firm. Commissioner Simpson seconded the motion. **Motion carried unanimously.**

**VII. Public Comment: None**

**VIII. Reports**

a. Executive Director's Report

The director reported that because it had only been two weeks since the last commission meeting, the director's report only contains a few items.

Kindergarten Roundup

Kindergarten Roundups have been conducted in all four communities. As reported by First 5 Plumas EC contractor, Jeanne Brovelli, play dough, paper and writing/drawing materials were set up for children at the School Readiness table. Again, these open-ended activities worked well, allowing children to come and go during the Roundup. The Child Care Planning Council again purchased backpacks filled with school supplies for each child. A variety of K-Transition materials were offered to parents as well.

Director Vieira also reported that First 5 Plumas purchased a Kindergarten Roundup banner with interchangeable dates for each school site. The banner was put up ahead of the event at each school site.

Parents filled out a post KRU survey, again with a very high turn-in rate. Director Vieira will provide the Commission with the survey results in the fall.

The following attendance results show that the number of participants was down from 2008 at all sites.

Greenville El.	<b>15</b>	compared to <b>24</b> in 2008
C. Roy Carmichael School	<b>33</b>	compared to <b>35</b> in 2008
Quincy	<b>38</b>	compared to <b>44</b> in 2008
Chester El.	<b>18</b>	compared to <b>26</b> in 2008

Home Visiting Coalition

Director Vieira reported that the Home Visiting Coalition continues to meet quarterly and is facilitated by Dorette English, First 5 School Readiness Coordinator. During the May 13<sup>th</sup> meeting a planning survey was conducted so that participants could share information and opinions about the Home Visiting Coalition.

First 5 Association Meeting

Director Vieira reported that she would attend the First 5 Association meeting in Sacramento on Tuesday, July 14<sup>th</sup>.

County Commission's responses to local budget issues

Director Vieira reported that county commissions have responded to the local budget crisis in various ways. The smallest county to provide funds to child care providers is Tuolumne. Larger county commissions are working with their Boards of Supervisors and other county departments to respond to emerging local needs. Regarding future county funding for Healthy Families, most commissions are focusing on local needs. The Association conducted a recent survey and the results were that county participation in funding Healthy Families will be lower FY 09-10.

Commissioner Smart commented that he would meet with Plumas Rural Services executive director to discuss and future delays of payments to child care providers.

b. Commissioner's Report

Commissioner Hall commented that funding for senior transportation will decrease, limiting services to and from medical appointments only.

c. State Budget Report

Commissioner Smart reported that the proposal to eliminate the Cal-Works program will be off the table. The overall message is that it's going to be tough. He will meet with the Board of Supervisors, prepare and act accordingly.

Commissioner Hall reported that 09/10 transportation funding level is the same, but 10/11 will decrease. Transportation will be available to medical appointments only.

**IX. Closed Personnel Session-Gov't Code 11126(A)(1)**

a. Performance Evaluation FY 08-09 and Compensation FY 09-10 of the Executive Director

Discussion: Due to the state budget crisis and the uncertainty of future Proposition 10 revenues to small counties, the executive director refused to accept the 3% COLA that is usually given annually in accordance with the Executive Director Personnel policies. The full commission reviewed the Performance Evaluation with the executive director, who accepted and signed the evaluation.

**Motion:** Commissioner Smart made a motion that the commission accept the Executive Director's Performance Evaluation and her request to maintain the 08-09 employment contract base amount of \$69,178.92 beginning July 1, 2009. Commissioner Bruce seconded the motion. **Motion carried unanimously.**

**X. Report on Closed Session**

Chairperson Burney reported on the above action taken by the Commission in Closed Session. She reported that the Executive Director had an opportunity to review the Performance Evaluation prior to the Closed Session and she accepted the findings.

**XI. Public Comment: None**

**XII. Next Meeting Dates:**

◆ July-No Meeting      ◆ August-No Meeting      ◆ September 9, 2009

**XIII. Adjournment:**

The meeting was adjourned by Chairperson Burney at 11:00 a.m.

Submitted by: Ellen Vieira, Executive Director