

Minutes Approved: September 8, 2010

First 5 Plumas

Plumas County Children and Families Commission

Meeting Minutes

Wednesday, June 9, 2010

Courthouse Annex

Department of Social Services, 2nd Floor

Quincy, CA 95971

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

Commissioners Absent: Merle Rusky and Corla Bertrand

Commission Vacancies: 2

Staff Present: Ellen Vieira, Executive Director

II. Approval of the May 12, 2010 Meeting Minutes:

Motion: Commissioner Smart made a motion to approve the minutes of May 12, 2010 as presented. Commissioner Bruce seconded the motion. **Motion carried unanimously.**

III. Fiscal Items

a. Proposed Budget Package FY 2010-2011

Director Vieira presented the Proposed Budget Package in the amount of \$462,888, which included: 1) Budget Narrative, 2) Budget Calendar, 3) Five-Year Financial Plan, 4) Budget by Cost Allocation, 5) Projected Budgets FY 2009-2012, 6) School Readiness Budget FY 10-11, and 7) CARES Budget FY 10-11.

Ellen Vieira explained that the proposed budget in the amount of \$462,888 is \$12,088 over the projected revenue amount of \$450,800, which includes a funding roll over amount of \$10,000 for the Oral Health contract to Plumas County Public Health Agency (PCPHA). PCPHA director, Mimi Hall explained that the agency now has a dental hygienist working on the case management piece of the contract's scope of work. Mimi Hall will be working directly with the hospitals to ensure that patient level information can be shared with the case

manager in charge of working with families to secure hospital dentistry services outside of Plumas County.

Vieira also noted that \$10,000 of School Readiness funds are ear marked for the Raising a Reader program. A contractor or contractors will be decided at a later date.

A review of the Projected Budget through 2013-2014 shows that the county trust fund has a beginning balance of \$334,115 FY 2009-2010. With the ending of School Readiness funding on June 30, 2011, the projections show that the Commission will have to reduce spending by \$100,000 by fiscal year 2011-2012 to align with the \$125,000 reduction in First 5 California School Readiness revenues. She reported that the strategic planning scheduled FY 2010-11 will include a five year plan for spending.

Plumas County recommends that at least ½ of revenues be available in case 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.

The budget presented by cost allocation includes: 1) 19% or \$87,128 projected to be spent on Administration, 2) 73% or \$338,120 to be spent on Program, and 3) 8% or \$37,640 to be spent on Evaluation. Director Vieira reminded the Commission that the 19% projected for Administration costs are within the Commission's Administrative Cost Policy of 17%-20%.

The School Readiness Budget FY 10-11 in the amount of \$225,000 and a CARES Budget FY 10-11 of \$47,000 was also presented.

Motion: Commissioner Simpson made a motion to approve Items III a. Proposed Budget Package FY 2010-11 in the amount of \$462,888, b. School Readiness Budget FY 2010-11, and c. CARES Budget FY 2010-11. Commissioner Bruce seconded the motion. **Motion carried with Mimi Hall abstaining due to her position as the director of Public Health, which administers the Memorandum of Understanding between the Commission and Plumas County for fiscal administration services.**

IV. Public Comment-None

V. Commission will consider the following Service Agreement Contracts FY 10-11

a. PCCFC10-11PUSDIS-\$20,000 Early Intervention Services-Plumas Unified School District

Motion: Commissioner Smart made a motion to approve contract No. PCCFC10-11PUSDIS in the amount of \$20,000. Motion seconded the motion. **Motion carried with Commissioner Burney abstaining because she is a PUSD employee.**

b. PCCFC10-11CM-\$25,000 Evaluation Services-Minicucci Associates.

Motion: Commissioner Smart made a motion to approve contract No. PCCFC10-11CM in the amount of \$25,000. **Motion carried unanimously.**

c. PCCFC10-11SN-\$6,000 Independent Audit FY 09-10 –Smith and Newell Audit Firm

Motion: Commissioner Simpson made a motion to approve contract No. PCCFC10-11SN in the amount of \$6,000. Commissioner Hall seconded the motion. **Motion carried unanimously.**

d. PCCFRC10-11JB-\$30,000 Touch Communication-Jaye Bruce, Independent Contractor
Conflict of Interest-As a Commissioner, Jaye Bruce has a conflict of interest and left the meeting room for the discussion and vote.

Motion: Commissioner Smart made a motion to approve contract No. PCCFC10-11JB in the amount of \$30,000. Commissioner Simpson seconded the motion. **Motion carried with Commissioner Bruce abstaining.**

e. PCCFRC10-11OH-\$10,000 Oral Health Case management/Systems change-Plumas County Public Health.

Motion: Commissioner Simpson made a motion to approve contract No. PCCFC10-11OH in the amount of \$10,000. Commissioner Bruce seconded the motion. **Motion carried with Commissioner Hall abstaining.**

VI. Public Comment-None

VII. Reports

a. Executive Director's Report

1. Child Abuse Prevention (CAP) Council activities

I chaired the last CAP Council meeting of the fiscal year, on June 4th. The next council meeting is scheduled on Friday, September 3rd. The CAP Council is sponsoring children's activities every Thursday during the Farmer's Market in Quincy.

2. Kindergarten Round-up (KRU)

A total of 95 pre-kindergarten children attended Kindergarten Roundup this spring: 1) Chester-17, compared to 18 in 2009, 2) C. Roy Carmichael-35, compared to 33 in 2009, 3) Quincy-27, compared to 38 in 2009, and 4) Greenville-16, compared to 15 in 2009.

The number of participants was down slightly in Chester and significantly in Quincy from 2009; up slightly in Greenville and C. Roy Carmichael, with an Overall decrease of (9), with a decrease in Quincy having the greatest impact on the overall numbers.

New this year, the Pioneer Elementary Kindergarten teachers conducted a very basic assessment during KRU intended to divide up the various competency levels of the pre-kindergarten children. The intention was to have the classrooms more equally distributed by skill level and maturity.

3. Plumas County Public Health Agency's oral health meeting

Director Vieira reported that she attended an oral health planning meeting

on Friday, June 4th. Since there are limited funds next year to provide school based sealant and fluoride treatments, the Health Department is developing a work plan that includes partnership agreements to collaborate to provide school based services for children ages 3-12.

The Commission's \$10,000 contract with the Health Department for fiscal year 10-11 includes coordination of oral health case management and assisting families that have children ages 1-5 who need hospital dentistry services.

4. July State meetings

The next Association meeting is scheduled in Sacramento on July 12th. The state commission meeting is scheduled the next day on the 13th. Director Vieira plans on attending.

5. CARES Plus-First 5 California

Director Vieira reported that she is participating on the CARES Plus Adhoc Workgroup representing the sixteen smallest counties receiving state augmentations. The results of the CARES Plus County Survey showed that the smallest counties would consider participating in CARES Plus if there was no match or a 1:1 match requirement. Some flexibility for local implementation within the program's framework was also expressed by the smallest counties.

The outcome of the Workgroup is to provide recommendations to First 5 California staff for the Request for Proposals that is due for release sometime this summer.

6. State budget impact on local child care providers

Director Vieira reported that it looks as though the state budget delay will also delay payments to providers this summer. This will especially impact center-based programs that have a high percentage of subsidized children. Director Vieira informed the Commission that if a provider is in jeopardy of having to close their business, more than likely they will contact the Commission.

7. Audit FY 09-10

Director Vieira shared copies of the Smith and Newell audit firm's proposal for the 09-10 independent audit. The proposal is \$6,000, a \$300.00 increase from fiscal year 08-09.

The State Controller's office has released the 09-10 Audit Guidelines for county commissions. Director Vieira has met with fiscal staff in preparation for the audit and has sent the audit guidelines to the county.

b. Commissioners Report(s)

Commissioner Hall reported that the Public Health Department hired an oral health case manager for children ages 0-5. She reported that the Indian Valley area has been significantly impacted by oral health decay.

She also reported that Public Health is writing oral health into the Maternal Child Adolescent Health (MCAH) Plan. Commissioner Hall said that CHDP is another program that could help support oral health.

Commissioner Simpson reported that the county's revenue is short by \$3 million. She reported that CSAC reports that statewide, revenues are down by 5%. The county's budget committee will present a balanced budget proposal that will include some very difficult cuts.

Commissioner Smart reported that the Senate and Assembly budget committees met and the 15% reduction to CAL WORKS is off the table, as well as the elimination of CAL WORKS, and the elimination of subsidized child care. So far, \$132 million has been saved in child welfare services. He noted that there will be "trade offs." In `1991, increased costs for in-home support, and Child Protective Services were shifted to counties. Under discussion now is a change in realignment to find a new source of revenues.

VIII Program Development

- a. Commission will consider a Strategic Planning Process/Timeline FY 10-11
- b. Commission will consider a revised Meeting Schedule FY 10-11
- c. Commission will consider Contract No. PCCFC10-11CC-\$10,000 for Strategic Planning-Independent Contractor, Carol Casaday.

Motion: Commissioner Smart made a motion to approve items VIII a, b, and c. Commissioner Simpson seconded the motion. **Motion carried unanimously.**

- d. Funded Program Evaluation Report by: Minicucci Associates

Contracted Evaluator Cathy Minicucci presented the Commission with a 2010-11 Funded Program Outcome Evaluation Report. (See a full report in the Minute Book)

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

- a. Performance Evaluation FY 09-10 and Compensation FY 10-11 of the Executive Director

Discussion: Due to the state budget crisis and the uncertainty of future Proposition 10 revenues to 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 09-10 employment contract base amount of \$69,178.92 beginning July 1, 2010. 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.

She also reported that the Commission has approved the Executive Director providing the Commission with options for the possibility of purchasing health insurance for the executive director's position.

XI. Public Comment: None

XII. Next Meeting Dates:

◆ July-No Meeting ◆ August-No Meeting ◆ September 8, 2010 ◆ October 13, 2010

XIII. Adjournment:

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

Submitted by: Ellen Vieira, Executive Director