

**First 5 Plumas**  
Plumas County Children and Families Commission  
Meeting Minutes  
Wednesday, May 12, 2010

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 9:05 a.m. Commissioners and staff introduced themselves.

**Commissioners Present:** Chairperson Carol Burney, Elliott Smart, Mini Hall, Corla Bertrand, Jaye Bruce, and Merle Rusky

**Commissioners Absent:** Supervisor Lori Simpson

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

**II. Approval of Minutes of April 14, 2010:**

**Motion:** Commissioner Smart made a motion to approve the minutes of April 14, 2010 as presented. Commissioner Bertrand seconded the motion.

**Motion carried unanimously.**

**III. Fiscal Items**

**a. Projected Budget Report FY 2009-2010**

Director Vieira presented the estimated budget expenses FY 2009-2010 according to the following cost categories: Administration 17%, Program 75%, and Evaluation 8%. Costs for Commission operations at 17% are within the Administrative Cost Policy of 17%-20%.

Explanation of projected fund balance FY 2009-2010:

The \$10,800 projected balance in line item Professional Services is the \$10,000 augmentation to the Public Health Agency's (PCPHA) New Born House Calls contract for oral health case management and systems change; a balance of \$300 remains in the Smith and Newell's Audit Firm contract, and \$500 in the Raising a Reader Program, evaluation/coordination contract to the Plumas County Library for a total of \$10,800.

Vieira reported that \$5,300 remains in line item Special Department Outreach because fewer funds than anticipated were spent on countywide trainings. Other line items had smaller balances for a total budget estimated balance of \$28,750 or 63% of the total budget.

### **School Readiness**

Director Vieira presented a FY 2009-1010 School Readiness Projected Budget Report. She anticipated that this current fiscal year's School Readiness Budget of \$225,000 will be 100% expended. She reminded the Commission that like CARES, School Readiness is a reimbursed program.

### **CARES**

Director Vieira presented a FY 2009-2010 CARES Projected Budget Report. She anticipates that this current fiscal year's CARES budget will be 100% expended if all the provider applicants can complete the application process by the June 1<sup>st</sup> due date.

Director Vieira stated that an actual 2009-2010 Budget Report will be provided September 2010 after the Auditor's Office processes all of this fiscal years invoices.

### **b. Proposed Budget FY 2010-2011**

Director Vieira presented the Commission with a Draft Budget for FY 10-11. She reported that the total proposed budget of \$462,888 is \$12,088 over the projected revenue amount of \$450,800. She also noted that Administrative costs are 19%, in accordance with the Commission's Administrative Cost Policy of 17%-20%. Evaluation costs are 8%, and program costs are anticipated to be 73%.

Director Vieira made the following comments on the Draft Budget FY 10-11:

- Revenues are anticipated to be \$6,700 less for FY 10-11 due to the ending of First 5 California CARES matching funds.
- FY 10-11 budget is \$12,088 over revenue
- There is a \$10,000 roll over for the Health Department's Oral Health grant. Work on the grant could not be completed this fiscal year.
- A contractor(s) for the \$10,000 allocated to the Raising a Reader Program will be decided in the fall of 2010.
- Plumas Unified School District's contract to provide early intervention services is increased by \$2,500 to help defray some of the cost for infants that no longer qualify for services by Far Northern Regional Center.
- The \$5,000 increase to the Minicucci Associates contract covers the cost of the

Early Intervention Longitudinal Study, and the close-out of the School Readiness Program.

Director Vieira stated that the Draft Budget Package FY 10-11, including the Budget Narrative and the Five-Year Financial Plan will be placed on the June 9<sup>th</sup> agenda for action.

**IV. Public Comment:** Local Child Care Planning Council coordinator, Joyce Scroggs announced that Kindergarten Roundup was very well attended at all four of the county's elementary schools. She stated that the First 5/LPC joint parent survey was conducted and she would provide the Commission with a report next month.

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

- a. PCCFC10-11SWCARES-\$25,000 CARES Program Coordination-Susan Wilson contractor
- b. PCCFC10-11SRRC-\$20,000 Early Indian Education-Roundhouse Council
- c. PCCFC10-11PCPHA-\$130,000 New Born House Calls-Plumas Co. Public Health Agency
- d. PCCFC10-11KRUJB-\$3,000-KRU School Readiness-Independent Contractor Jeanne Brovelli
- e. PCCFC10-11RB-\$1,500 Web Site-Robert Burney, Independent Contractor Jeanne Brovelli
- f. PCCFC10-11PUSDSRKRU-\$12,000 School Readiness Activities-Plumas Unified School District

**Conflict of Interest:**

Chairperson Burney informed the public that she is married to Robert Burney who is under contract to maintain the Commission's web site and therefore she would disqualify herself from voting on Agenda Item V. e and leave the room during the discussion and vote.

Commissioner Bertrand informed the public that she is the Executive Director of Roundhouse Council and announced she would disqualify herself from voting on Agenda Item V b. and leave the room during the discussion and vote.

Commissioner Hall informed the public that she is the Director of the Plumas County Public Health Agency and announced she would disqualify herself from voting on Agenda Item V c. and leave the room during the discussion and vote.

All commissioners with a Conflict of Interest were dismissed during the Commission's discussion and action on the following agenda items: Commissioner Burney excused herself from the meeting for agenda items V e, Commissioner Bertrand excused herself from the meeting for agenda item V b., and Commissioner Hall excused herself from the meeting for agenda item V c.

Director Vieira assured the Commission that all of the grantees have turned in third quarter reports and invoices.

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

**Motion:** V b. Commissioner Smart made a motion to approve contract No. PCCFC10-11SRRC in the amount of \$20,000. Commissioner Rusky seconded the motion. **Motion carried with Commissioner Bertrand abstaining.**

**Motion:** V c. Commissioner Bruce made a motion to approve contract No. PCCFC10-11PCPHA in the amount of \$130,000. Commissioner Bertrand seconded the motion. **Motion carried with Commissioner Hall abstaining.**

**Motion:** V d. Commissioner Bertrand made a motion to approve contract No. PCCFC10-11KRUJB in the amount of \$3,000. Commissioner Bertrand seconded the motion. **Motion carried unanimously.**

**Motion:** V e. Commissioner Smart made a motion to approve contract No. PCCFC10-11RB in the amount of \$1,500. Commissioner Rusky seconded the motion. **Motion carried with Commissioner Burney abstaining.**

**Motion:** V f. Commissioner Rusky made a motion to approve contract No. PCCFC10-11PUSDRKRU in the amount of \$12,000. Commissioner Bertrand seconded the motion. **Motion carried unanimously.**

## **VI. Public Comment**

Dorette English, school readiness coordinator reports that the oral health data from the Sierra Health Foundation grant has been analyzed, and there has been improvement in the oral health of children 0-5, with the exception of Indian Valley. Native American children have 8% urgent decay. Commissioner Bertrand commented that Dr. Gibson from the Greenville Rancheria will be attending Roundhouse Council's Family Night to talk with parents about this issue.

Ms. English also stated that there has been recent changes to the law that governs the application of fluoride varnish. Now anyone can apply varnish under the general direction of a medical doctor or dentist.

Commissioner Bruce passed out flyers announcing the June series of Infant Massage classes. She also commented that WIC funded her to attend a five-day lactation educator recertification class.

## **VII. Reports**

### **a. Executive Director's Report**

The executive director reported on the following items:

#### **1. Child Abuse Prevention Council's Children's Faire**

Director Vieira reported that she has been in contact with First 5 California's media contractor Rogers Group to firm up plans for the Hands-on-Health Vans arrival in Quincy on May 15<sup>th</sup> for the Children's Faire.

#### **2. Kindergarten Roundup**

Kindergarten Roundup was held at all four communities. Early Childhood Development Consultant Jeanne Brovelli will be providing an outcome report to the Commission at the June 9<sup>th</sup> meeting, which will include an overview of the Kindergarten Transition Parent Survey. The parent survey is a coordinated effort between First 5 Plumas and The Local Child Care Planning Council.

3. Plumas Unified School District and Local Child Care Planning Task Force  
Director Vieira reported that she attended a meeting of a subgroup of the Local Child Care Planning Council and the Plumas Unified School District's superintendent, Glenn Harris. The intent of the meeting was to discuss future collaboration between early childhood educators and Plumas Unified School District as it relates to a common long term vision related to early childhood education. Additional meetings are planned, but not yet scheduled.

4. Plumas County Public Health Agency's oral health grant  
Director Vieira reported on the \$10,000 augmentation FY 09/10 to the Health Department's New Born House Calls contract for Oral Health Systems Change and Case Management Coordination for children that need dental restoration services.

The director met with Health Department director, Mimi Hall to discuss the grant. The augmentation was approved for the last half of the current fiscal year. Ms. Hall has requested that the contract be rolled over into fiscal year 10/11. With scheduling and staffing issues, Ms. Hall has not been able to devote time to the grant and has requested that the contract and the deliverables be rolled into next fiscal year.

5. Update on contract negotiations for next fiscal year  
Director Vieira is in the process of meeting with grantees regarding contracts, budgets, and scopes of work for fiscal year 2010-2011. She notes that next fiscal year is the final year of Cycle 2 School Readiness matching funds.

6. Third quarter program reports/invoices  
Director Vieira reported that the third quarter program reports and invoices have been processed. She had phone meetings regarding each of the grantee's evaluation reports with evaluator, Cathy Minicucci. Each grantee has been provided email feedback from the evaluator and First 5 director. .

7. Evaluation activities and Minicucci Associates contract FY 10-11  
Director Vieira noted the evaluation board letter and supporting documents in the board packets: 1) Drug and Alcohol Indicators, 2) Early Intervention Longitudinal Study-project outline, 3) Study Data Collection/Program Outcomes, and 4) Memorandum of Understanding between First 5 Plumas and Plumas Unified School District for the Early Intervention Study.

Director Vieira reported that two indicators will be added to the Children's Report Card. They are, Adult Arrest Rate for Drug Violations per 1,000 Population Ages 18-69, and Adult DUI Arrest Rate per 1,000 Population Ages 18-69. There was no further discussion on this item.

Vieira reported that the estimated timeline for the completion of the Early Intervention Longitudinal Study is October –December 2010. She also reported that the Memorandum of Understanding has been approved by the Plumas Unified School District's School Board. She has a legal notice for a Strategic Planner ready to be placed in the newspaper the last two weeks of May. Director Vieira will interview all respondents

and have a Scope of Work and a Service Agreement Contract “not to exceed \$10,000” ready for the Commissions June 9<sup>th</sup> agenda for action.

Minicucci Associates will attend the June 12, 2010 commission meeting to provide a funded program outcome report, as well as an updated Children’s Report Card.

8. Meeting with C. Roy Carmichael’s Principal-April 15th

Director Vieira reported that she met with C. Roy Carmichael School’s principal, Edeltraud Marquette on April 15<sup>th</sup> to discuss plans that Plumas Unified School District has to offer a two-year kindergarten program at the elementary school. Ms. Marquette stated that if the funding is secured, the school will offer a two-year kindergarten program. Each child that attends Kindergarten Roundup will be screened for pre-kindergarten competencies. Those children, who could benefit from this extra time in kindergarten, and with parental permission, will be enrolled.

9. Audit FY 09-10

Director Vieira has contacted audit firm Smith and Newell to obtain a contract proposal for the FY 2009-2010 audit. The contract will be placed on the June 9<sup>th</sup> agenda for approval. She does not anticipate any substantive changes in this year’s audit’s price or scope.

10. State Association activities

- The Association contracted with the Institute for Local Government (ILG) to develop model conflict-of-interest protocols for county commissions. Two documents have been developed: 1) Model ethics policy, which is designed to address perceived conflict of interest and goes beyond legal requirements to build greater public trust, and 2) Menu of best practices. The menu of best practices lists options in five areas: 1) Appointment process, 2) After appointment, 3) When making decisions, 4) Meeting procedures when funding decisions are made, 5) General

Director Vieira will provide all of the protocol documents to the Executive Committee for feedback. Unless the Executive Committee recommends otherwise, she doesn’t anticipate making any changes to what First 5 Plumas already has in place regarding conflict of interest.

- Staff from the Lucile Packard Foundation for Children’s Health demonstrated the [www.Kidsdata.org](http://www.Kidsdata.org) website.

- Director Vieira noted that the rest of the Association topics may be found in the Prop 10 Briefings in the board packets.

- The next Association meeting is scheduled on July 13, 2010 in Sacramento.

11. State Commission meeting

Director Vieira noted following actions from the State Commission meeting in Sacramento on April 21<sup>st</sup>.

- The Commission unanimously approved a contribution of \$50 million to fund the deficit in the Early Start program in the current fiscal year.
- The Commission unanimously approved up to \$2 million from July 1, 2010 through June 30, 2013 to fund operating costs of the Early Learning Advisory Council. The federal Improving Head Start for School Readiness Act of 2007 required that states establish advisory councils in order to receive certain federal funds. California is expected to receive \$10.65 million in federal funds over three years to improve coordination and collaboration among Head Start, state preschool, and other early education programs.
- The Commission unanimously approved \$2 million per year for three years, beginning in 2011-12, to support Educare programs and serve as a public partner for this public-private model.

Educare is a state-of-the-art, evidence-based, full-day, full-year program for at-risk children 0-5. It includes all the components critical to a high quality program-high teacher to child ratio, highly skilled staff, a language rich environment, and a safe setting. Currently 10 sites are in operation nationally.

Educare programs involve Head Start and Early Head Start, school districts, state and local government, and private funders.

The Commission's contribution will establish a public-private partnership in California, and will make it possible to raise \$40 million in other funds.

- The Commission unanimously approved the release of an Invitation to Bid for up to \$15 million over 3 years to produce and distribute the Kit for New Parents, beginning August 1, 2010. 300,000 kits, rather than the 475,000 previously produced, and encouraged county commissions to target low income families for kit distribution.

Director Vieira reported that the usual allotment of kits for Plumas County is 170. This number will be reduced to 75 under this scenario. The Bidder will be asked for the cost of producing 150,000 additional kits if the contract can be expanded with outside funds (such as from county commissions.)

- The Commission approved up to \$12 million per year for three years, beginning July 1, 2010 to support Comprehensive Approaches to Raising Educational Standards (CARES) Plus Program.
- The Commission approved up to \$3 million over 3 years, beginning July 1, 2010 to continue support for the California Smokers' Helpline for activities targeting parents and caregivers of children 0-5.
- The Commission unanimously approved a funding formula under which sixteen small population counties will receive an augmentation each fiscal year for three years beginning July 1, 2011. Director Vieira noted the full report on the Small Population County Workgroup in the board packets.

The next First 5 California meeting is scheduled for July 14, 2010 in Sacramento.

b. Commissioner Report(s)

Commissioner Smart, director of Social Services reported on the Legislature's Budget Committee hearings April 22<sup>nd</sup> and 28<sup>th</sup> on the Governor's proposed \$120 million cuts to Child Protective Services. Locally these cuts would translate to over \$60,000 lost to local programs targeted to protecting Plumas County children from abuse and neglect.

Commissioner Smart reported that the legislative hearing was packed with foster children, agencies, and other interested parties. After 2.5 hours of amazing testimony, the committee voted to restore the funds. With over a \$20 billion dollar deficit, Commissioner Smart commented that now we just have to wait and see what the Governor does.

**VIII. Program Development**

a. Commission will consider a FY 2010-2011 Meeting Schedule.

Director Vieira presented the Draft Meeting Schedule FY 10-11. She explained that an additional eleven hours has been added to the schedule to accommodate strategic planning, which begins in September 2010. Commissioner Smart questioned the need for an additional eleven hours added to the meeting schedule without a work plan in place.

**Motion:** Commissioner Smart made a motion to approve the FY 2010-11 Meeting Schedule with a request for a strategic planning work plan submitted to the Commission for the June 12<sup>th</sup> meeting. Commissioner Rusky seconded the motion.

**Discussion:** Director Vieira stated that she would develop a work plan and if the hours dedicated to the task were increased or reduced, the meeting schedule would be placed back on the June 12, 2010 agenda for additional action.

**Motion carried unanimously.**

**IX. Public Comment:** None

**X. Next Meeting Dates:**

◆ June 9, 2010      ◆ September 8, 2010      ◆ October 13, 2010 (Location TBD)

**XI. Adjournment:** Chairperson Burney adjourned the meeting at 11:05 a.m.

Submitted by: Ellen Vieira, Executive Director