

**Minutes Approved October 14, 2009**

**First 5 Plumas**

Plumas County Children and Families Commission

Meeting Minutes

Wednesday, September 9, 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, Mimi Hall, Merle Rusky, Elliott Smart Kathy Wickman, and Jaye Bruce

**Commissioners Absent:** Supervisor Lori Simpson

**Commission Vacancies:** 2

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

**II. Approval of the June 10, 2009 Meeting Minutes:**

**Motion:** Commissioner Smart made a motion to approve the minutes of June 10, 2009 as presented. Commissioner Hall seconded the motion. **Motion carried with Commissioner Rusky abstaining.**

**III. Fiscal Items**

a. Actual FY 08-09 Expenditure Report

Director Vieira presented an actual FY 2008-2009 Expenditure Report to the Commission. Total expenditures were \$426,704.09. She reported that School Readiness budget of \$225,000 was 100% expended, while the CARES budget had a balance of \$1,523 because one CARES applicant was disqualified. According to the Expenditure Report, 17% of the budget was expended for Administrative Costs, 7% for Evaluation, and 75% was expended directly for Program costs.

**Motion:** Commissioner Smart made a motion to accept the FY 08-09 Actual Expenditure Report, Commissioner Rusky seconded the motion. **Motion carried with Commissioner Hall abstaining.**

b. Public Hearing on the Draft PCCFC Audit FY 2008-09

Commissioner Smart opened the Public Hearing.

Director Vieira passed out Draft copies of the FY 08-09 Audit to the Commission and members of the Public in attendance.

## Minutes Approved October 14, 2009

Director Vieira presented the Draft PCCFC Audit FY 08-09. She reported that the Commission's Beginning Balance FY 08-09 is \$306,075 and the Ending Balance FY 08-09 is \$334,115. 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.

### AUDIT FINDINGS DISCUSSION:

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 had sent the checklist and the final audit report FY 08-09 would comply with SAS 112.

PCPHA fiscal officer, Anna Ward reported that she has been completing the SAS 112 disclosure checklist, and finds much of it difficult to apply to small counties.

Director Vieira reported that the status (implemented FY 08-09) of the Beginning Cash and Fund Equity has been recorded in funds 7015A and 7015B and that fund 7015 has been adjusted to reflect reductions.

Director Vieira stated that the final Audit FY 08-09 and the response to the audit will be placed on the October agenda.

Commissioner Smart closed the Public Hearing

There was no Public Comment on the Commission's FY 08-09 Audit presentation.

**Motion:** Commissioner Rusky made a motion to accept the Draft FY 08-09 Audit  
Commissioner Wickman seconded the motion. **Motion carried with Commissioner Hall abstaining**

#### **IV. Public Comment-None**

#### **V. Reports**

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

##### a. Status of 09-10 Contracts

Director Vieira reports that she has met with each of the grantees/contractors and the FY 09-10 work plans, budgets, and evaluation plans have been finalized and the initial invoices have been processed.

##### b. FY 08-09 Annual Report and Evaluation

## Minutes Approved October 14, 2009

Director Vieira reports that she is working with Plumas County Public Health fiscal staff and the Commission's contracted evaluator, Cathy Minicucci to complete the First 5 California Annual, CARES, and School Readiness reports FY 08-09. The drafts will be placed on the Commission's October 14<sup>th</sup> agenda. She also reports that October's Commission meeting will be held at the Portola Family Resource Center.

### c. Outcome Report FY 08-09

Director Vieira reports that a funded Program Outcome Report FY 08-09 will be presented by Minicucci Associates during the October meeting.

### d. Child Abuse Prevention Council-Update

Director Vieira distributed a letter provided to the Commission by the CAP Council's coordinator, Janine. The letter contained a report of the funding results of the Request for Proposals (RFP) released on June 15, 2009. The following programs have been funded for two years: 1) Head Start-Healthy Touch Program-\$15,000 annually to provide home visits to special needs infants, 2) Plumas Crisis Intervention and Resource Center-\$10,000 annually to provide home visits and mentoring to families with infants and young children, 3) Women's Mountain Passages-After School Violence Prevention Program-\$15,000 annually to provide an after school program called PeaceBuilders, which is an evidence based curriculum for violence prevention. The program will be held at the Quincy Library for children ages 8-11, 4) University of California Cooperative Extension-4H Camp and Family Strengthening-\$5,000 to provide scholarships to help with the cost of uniforms, transportation, and summer camp, 5) Plumas Rural Services-Family Support, Childcare and Transportation Services-\$15,000-Family support, including childcare and transportation to appointments will be developed using the Community Connections program.

### e. Local Child Care Planning Council

Director Vieira reported that she has been elected to the Local Planning Council's Executive Committee as an at-large member FY 09-10. She also announced that the LPC along with FRC, PRS, Central Plumas Rec. District, Head Start and First 5 Plumas will be sponsoring a training called The Outdoor Classroom on Saturday, September 12<sup>th</sup> from (10:00 am to 4 pm).

### f. CARES 08-09 Number of applicants served

Director Vieira distributed a report provided by CARES coordinator Susan Wilson. She also distributed an example of a Track V project. Of the twenty providers that received a stipend, ten were family child care providers and 10 were center based.

### g. Medi-Cal Administrative Activities Time Study Training.

Director Vieira reports that she attended a MAA training on August 28<sup>th</sup>. She is participating in a MAATime Study during the month of September. The Commission is participating under Plumas County Public Health.

### h. New Born House Calls Program Update

Director Vieira reported that NBHC coordinator has left county employment. Director Vieira recently met with PCPHA director Mini Hall to discuss the program's transition. Commissioner Hall commented that she is planning to use multiple home visitors.

### i. State Association Updates

Director Vieira distributed copies of Prop 10 Briefings. The next Association meeting is scheduled in Los Angeles on October 20<sup>th</sup> and First 5 California is scheduled on October 21<sup>st</sup>. There is a Preschool Learning Exchange scheduled the day prior to the Association meeting. Director Vieira reported that she would not be attending the October meetings.

## Minutes Approved October 14, 2009

### j. State Commission Updates

Director Vieira noted that First 5 California planned to contract with the State Board of Equalization to assist in determining a small population county augmentation formula. However, BOE would be unable to do the work before January 2010, so state staff will begin the process of seeking another contractor.

On August 13<sup>th</sup> First 5 California called a special meeting and approved \$81.4 million to pay for health care premiums and related enrollment expenses for eligible children ages 0-5 in the Healthy Families Program from August 13<sup>th</sup> through June 30, 2010. Many of the county commissions surveyed by the Association are focusing on local needs and have no plans to participate in another contribution to the state's Healthy Families Program.

In 2008 the state commission approved \$16.5 million to prevent a Healthy Families waiting list.

Director Vieira reported that she presented to the Board of Supervisors on August 18<sup>th</sup>. She noted the presentation in the board packets.

### b. Commissioners Report(s)

Commissioner Smart reports that food stamp caseloads have increased by 80%. All programs, including Cal Works are experiencing an increase in caseloads in all of the north state counties.

Commissioner Burney reports that the Early Start requirements have changed. Prematurity and mentally delayed parents do not automatically qualify for services.

Commissioner Rusky reports that Head Start began this school year with full enrollment.

Commissioner Hall reports that the 0-5 age group is the highest risk group for flu-related complications. PCPHA is rolling out vaccinations for the fall. She also reports that the Public Health Agency received federal funding for planning and vaccination. The health department's plan must be submitted to the State Department of Health by October 1<sup>st</sup>. She also explained that populations for the flu vaccines are prioritized according to: 1) pregnant women, 2) infants age 6 months, 3) children 6 months-4 years, and 4) care givers with children under the age of 6, 5) people with underlying diseases or other conditions, etc. H1N1 vaccine is given in a series of 3-4, and children under the age of 9 require 2 does 3-4 weeks apart.

Joyce Scroggs, Local Child Care Planning Council coordinator reports that Feather River College is now classified as a State Preschool and the program is no longer able to accept 2 year olds.

c. Health and Human Services Budget and Service Reductions FY 09-10-Due to time restraints, this agenda item will be discussed next month.

## **VI. Program Development**

## Minutes Approved October 14, 2009

### a. Report on CARES program FY 08-09

Director Vieira passed out a report provided by the program's coordinator Susan Wilson. The final statistics show that twenty providers received a stipend. Ten were center based staff and ten were family child care providers.

FY 09-10-Ninety-five invitations were sent out, and an article was placed in the local paper announcing the three kick-off meetings. Thirty-five providers attended, and an additional two providers requested information who could not attend the meeting. Of those thirty-seven, thirty applicants have returned a registration.

Director Vieira noted the CARES FY 08-09 Invoice in the board packets. As a small county, a 2-1 local match is required. Total program expenditures FY 08-09 are \$43,477; the state funds requested are \$14,347. Director Vieira noted that state commission program staff has approved the invoice for payment.

**VII. Public Comment:** There was no public comment.

### **VIII. Next Meeting Dates:**

- ◆ October 8, 2008 (Portola Family Resource Center) ◆ January 13, 2010 (Quincy)
- ◆ March 10, 2010 (Quincy)

### **IX. Adjournment:**

**Motion:** Commissioner Rusky moved to adjourn the meeting. Commissioner Bruce seconded the motion. **Motion carried unanimously.**

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

Submitted by: Ellen Vieira, Executive Director