



Plumas County Children and Families Commission

February 2, 2026
9:30 a.m.-11:30 a.m.
Public Health Conf. Room,
270 Hospital Road, Quincy CA
[Teams Meeting Link](#)
Meeting ID: 217 327 334 102 7
Passcode: 9Yc3zV29

DRAFT AGENDA

1. **ROLL CALL/INTRODUCTIONS:** Dwight Ceresola, Acting Chair
2. **APPROVAL OF MINUTES:** October 27, 2025* (page 2 – 5) (5 Minutes) **ACTION**
3. **FISCAL ITEMS*** (page 6) (10 minutes)
 - a. Commission will take action on the Quarterly Budget Report FY 2025-26 **ACTION**
4. **PUBLIC COMMENT** (5 Minutes)
5. **COMMISSIONER MEMBERSHIP** **DISCUSSION**
 - a. Notice of Vacancy (see Memo, page 7 & 8)
 - b. Annual Statement of Economic Interests - Form 700 **DISCUSSION**
6. **PROGRAM DEVELOPMENT** (60 Minutes) **DISCUSSION**
 - a. Welcome Baby Program and Medi-Cal Billing Updates
7. **REPORTS** (25 Minutes) **DISCUSSION**
 - a. Executive Director's Report
 - b. Employee Performance Evaluation, Executive Director **CLOSED SESSION**
 - c. Commissioner's Reports: Commissioners and guests may report on local, regional, or state issues that impact children ages 0-5 and their families. **DISCUSSION**
8. **PUBLIC COMMENT** (5 Minutes)
9. **NEXT MEETING DATES:**
Public Health Conference Room, 207 County Hospital Rd, Quincy, first Mondays, 9:30 a.m. to 11:30 a.m. ♦March 2, 2026, ♦April 6, 2026, ♦May 4, 2026, ♦June 1, 2026
10. **ADJOURNMENT**

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Plumas County Children and Families Commission

October 27, 2025
9:30 a.m.-11:30 a.m.
Public Health Conference Room
270 Hospital Road, Quincy, CA

DRAFT MEETING Minutes

1. ROLL CALL/INTRODUCTIONS: Dwight Ceresola, Acting Chairperson

Attending: Mimi Hall, Joanna Garneau, Cindy Hogg, Melissa Smith, Casey Nunn, Ashley Simpson, Dwight Ceresola

Absent: none

Staff: Alicia Kerr, Dana Marty, Pam Becwar

Public: Andrea White

2. APPROVAL OF MINUTES: October 6, 2025

The Commission will take action to approve meeting minutes from October 6, 2025, regular meeting. No additions or corrections were suggested.

Motion: Melissa Smith

Second: Ashley Simpson

Motion carried.

3. FISCAL ITEMS

a. The Commission will take action to approve updated supplemental Budget 2025-26 (see last page).

The proposed budget update is contingent on the pending grant agreement with Partnership Healthcare Plan for \$149,300. The First 5 Commission approved the additional contracts necessary to execute this grant (see October 6, 2025, meeting minutes). The grant period will end December 31, 2026.

Motion: Mimi Hall

Second: Melissa Smith

Roll Call: Mimi Hall, Joanna Garneau, Cindy Hogg, Melissa Smith, Casey Nunn, Ashley Simpson, Dwight Ceresola

Motion carried.

3. PUBLIC HEARING - NONE

4. Commission will take action to approve the following items:

a. Plumas County Children & Families Commission [Financial Statements Report](#) FY 2024-2025 (and [Management Letter](#))

Executive Director reviewed statutory compliance documents and required submission dates from the [Annual Report Guidelines FY 24-25](#). The Financial Statement is aligned with Annual Reports and are due before November 1. Corrective actions have been

addressed but HR will need to meet with Smith & Newell to determine discrepancy.

Motion: Ashley Simpson

Second: Mimi Hall

Motion carried.

- b. [Annual Report FY 2024-2025](#) to First 5 California ([AR 1](#), [AR 2](#), [AR 3](#))

Annual reports include population served, demographic data, and provides an opportunity to address county highlights and SPCFA activities (ED will clarify in reports that the percent increase was within the First 5 Plumas program, and not a county wide increase). Commissioner Hall asked if the data would be presented to the BOS data and suggested participation in the Lassen Plumas Sierra Community Action agency. Commissioners discussed the need to address how people in Plumas County will be impacted by the hold to CalFresh benefits (see [CDSS All-County Letter](#) No. 25-75). ED will help convene a group to address how to best help families.

Motion: Cindy Hogg

Second: Ashley Simpson

Motion carried.

5. PUBLIC COMMENT - NONE

6. PROGRAM DEVELOPMENT

- a. The Commission will take action to accept the [Year End Evaluation Report FY 2024-2025](#), presented by Pamela Becwar, Executive Director

Year End data showed that most services are provided in Portola and there is an overall decline in home visiting services. There were data discrepancies in the Early Intervention data and Family First said that they had staffing issues that included retirements, medical leave, accrued vacation time, and an increase in training hours which impacted declining home visiting services in 24-25. Commissioners discussed the ability to collect anonymous data. There is a need for long-standing MOUs between First 5 Plumas and County agencies. Outreach to Chester can include contacting child Care providers and the Wellness Center has a space.

Motion: Ashley Simpson

Second: Melissa Smith

Motion carried.

- b. The Commission will take action to accept the [First 5 Plumas Strategic Plan 2025-2030](#)

The strategic planning process has been an ongoing process over the last year and there were no concerns expressed.

Motion: Mimi Hall

Second: Ashley Simpson

Motion carried.

- c. The Executive Director employee evaluation will be done in November. Commission should establish a personnel committee.

The Executive Director suggested a 360 Evaluation, so that any Commissioner could serve on the personnel committee, even if they did not know the EDs current performance. Commissioner Hall suggested working with a consultant that provides individual assessments and she would like to work with HR on County employee 360 evaluations. Joanna Garneau and Mimi Hall volunteered to be on the committee.

7. REPORTS

- a. Executive Director's Report (submitted). ED will be providing briefs, during the months that the Commission is not meeting (reconvening on February 2, 2026), about Sustainability Planning and building capacity for Welcome Baby and Medi-Cal billing.

- b. Commissioner's Reports

Commissioners may report on local, regional, or state issues that impact children ages 0-5 and their families.

Mimi Hall: Will contact Jennifer Bromley to get the data about enrollments and plan a county wide meeting with partners. Announce at BOS meeting on the Nov 4 and then have the group meet before Nov 18. Coordinate all food resources.

Joanna: Shared about the Plumas Sierra Resource Team which will be meeting Nov 6, 2025, at 8:30 a.m. She would like to make sure that we direct families to medically tailored meals. Contact PHP directly as they help navigate. Clients need to have a physical address and a refrigerator: Mom's Meals, Food RX, Performance Kitchen (on the Resource sheet). We will work on a First 5 Plumas Commission Portola meeting space.

Cindy: HeadStart funding has not been impacted. Children receive 2 meals a day.

Melissa: Child Welfare work is often about making sure children have food. Lack of food is a huge impact. PH nurse is starting tomorrow for Foster Care. Terry Smith. All data will be entered. Child Welfare is working hard to make sure they are responsive, but it is still difficult.

Dana: Will be publishing the First 5 Plumas newsletter and community calendar. Send to 20,000 Lives.

Andrea: PUSD 0-5 UPK adding TK teachers. Teaching credential and CD credits are required.

Casey: FRC Parent Education Night, November 18, 2025. 25 slots available. Children receive 3 meals a day.

Alicia: Pop-up Preschool starts Nov 4, 2025, Tuesdays 11 a.m. – 12 p.m. Teacher led. Winter Playgroups start Wednesdays 11-12, Parent walking group starts, Nov 6, 2025, Thursdays 11-12

Ashley: Lost some CASA volunteers. 30 hours. Ashley is available at Headwaters (Portola), every third Wednesday and every third Tuesday at Cary Candy (Quincy)

Dwight: none

8. PUBLIC COMMENT NONE

9. NEXT MEETING DATES

Public Health Conference Room, 207 County Hospital Rd, Quincy, first Mondays, 9:30 a.m. to 11:30 a.m. ♦February 2, 2026, ♦March 2, 2026, ♦April 6, 2026, ♦May 4, 2026, ♦June 1, 2026

10. ADJOURNMENT 11:25 am

Date of Commission Meeting, Approved Budget: June 2, 2025

First 5 Plumas Deptment code 70562 Supplemental Update: Approved October 27, 2025

Code	Account Title	Contract	Budget	Q2 Exp	Admin	Program	Evaluation
52189	PROFESSIONAL SERVICES	SPCFA Funded Programs	66,636	33,983.88		66,636	
52190	PROFESSIONAL SERVICES	PCCFC24-25SN (Audit)	6,600		6,600		
52190	PROFESSIONAL SERVICES	PCCFC24-25PRS Impact	116,234	51,173		116,234	
52191	PROFESSIONAL SERVICES	California Children and Families Founda	37,200	4,320			
52190	PROFESSIONAL SERVICES	Other Contracts under \$5,000	3,000				
52191	PROFESSIONAL SERVICES	Dollywood Imagination Library	4,000	495.33		4,000	
52190	PROFESSIONAL SERVICES	PCCFC25-26 Consultant	20,000	9,100		10,000	
		Subtotal Contracts	253,670	99,072.21	6,600	196,870	0
51020	OTHER WAGES	Wages-Emp. #3	50,000			40,000	
51020	OTHER WAGES	Wages-Emp. #2	40,000	25060		40,000	
51000	REGULAR WAGES	Wages/Emp. Contributions	85,500	45587	13,680	60,705	11,115
51080	RETIREMENT	Benefit	12,000		1,920	8,520	1,560
		Total wages	187,500	70647	15,600	149,225	12,675
51070	UNEMPLOYMENT INSURANCE	Unemployment	200	200	200		
51081	OPEB LIABILITY						
51100	FICA/MEDICARE OASDI	FICA	10,000	5396	10,000		
51110	COMPENSATION INSURANCE	Comp Insurance	1,500		1,500		
52020	COMMUNICATIONS	Communication: Software/subscriptions	3,000	181	3,000		
52050	INSURANCE	Insurance	12,384	11516	12,384		
52160	MEMBERSHIPS	Memberships	6,500	20	6,500		
52180	OFFICE EXPENSE	Office Supplies	2,500		2,500		
52190	PROFESSIONAL SERVICES	Professional Services	203,470	99,072.21	6,600	196,870	0
52330	EDUCATIONAL NAT/INCENTIVE	Parent Incentives	12,000	300		3,000	
52340	MEDIA/PROMOTIONAL ITEMS		5,000	2231	2,000		
52370	PUBLICATIONS-LEGAL NOTICE						
52525	SPEC. DEPT. OUTREACH ACT.	Special Dept. Outreach	15,000	2706		15,000	
52740	TRAVEL ROUTINE	Travel-Routine	2,650	120		2,500	
52750	TRAVEL-SPECIAL	Travel -Special	2,000	279	2,000		
52775	IN-COUNTY HOSTING EVENTS		8,000			8,000	
52840	CONTINGENCIES						
520419	COVID PPE & CLEANING COST						
525119	LIABILITY SELF-FUND INSURANCE	Liability Self-Fund Insurance	1,500		1,500		
54950	COMPUTER HARDWARE		5,000				
58001	TRANSFER-OUT1						
		Subtotal Services & Supplies	290,704	122021.21	48,184	225,370	
525000	OVERHEAD	Overhead Expenses	20,000				
		Total Wages	177,500	70647	15,600	109,225	12,675
		Total Budget	488,204	192668.21	63,784	334,595	12,675



**Commission Meeting:
February 2, 2026
Agenda Item: V. a.**

DATE: January 23, 2026

TO: First 5 Plumas Children and Families Commissioners

FROM: Pamela Becwar

RE: Notice of Vacancy

This memo is to notify the First 5 Plumas Commission that according to Ordinance Chapter 13. Sec. 5-13.03., there is a vacancy for a required member of the First 5 Plumas Commission. Traditionally, the Public Health director has participated as a Commission member but due to staffing shortages, the Public Health director has declined to fill this role. A staff member from Behavioral Health was interested but County Council advised them to not participate in Commission membership.

Executive Director will submit a consent agenda item, Notice of Vacancy, to the Board of Supervisors.

CHAPTER 13. - FIRST 5 PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION Sec. 5-13.03. - Appointment of the Commission.

The Commission shall be appointed by the Board of Supervisors and shall consist of nine (9) members.

(a) Two (2) members of the Commission shall be from among the County Health Officer and persons responsible for management of the following County functions: children's services, public health services, behavioral health services, social services, and tobacco and substance abuse prevention and treatment services.

Please see the Commission Membership matrix on the next page for your reference.

Thank you.

First 5 Plumas County Children and Families Commission

Membership Matrix (Approved 9.19.25)

Name	Member Designation	Geographic Area	Representation	Diverse Populations	Term Expires	Office Title	Office Expires
¹ Dwight Ceresola 530 251 3537	County BOS Representative	County-wide	LG: Local Government		3-2026	Acting Chair	11-2025
¹ Melissa Smith	Social Services Child Welfare	County-wide	SF: Strong Families	Child and Families at-risk	6-2027		
Ashley Simpson	CASA Coordinator	County-wide	SF: Strong Families	Child and Families at-risk	1-2028		
Cindy Hogg	At-Large ECE	County-wide	Early Childhood Education	Low income children and families	10-2028	Treasurer	10-2028
Joanna Garneau	Eastern Plumas Health Care	Eastern Plumas	Healthy Children	Healthy Children	10-2028		
Casey Nunn	At-Large ECE	County-wide	Early Childhood Education	Low income children and families	10-2028		
Mimi Hall	At-Large	County-wide	Healthy Children	Healthy Children	10-2028		
¹ VACANT	Public Health	County-wide	Healthy Children	Child and Families at-risk			
VACANT		North County	SF: Strong Families	Children with Sp. Needs and Disabilities			

¹Members mandated by Proposition 10 Legislation

H: Healthy Children
ECE: Early Childhood Education
LG: Local Government
SF: Strong Families

Note: Commissioners serve three-year terms and may be appointed to unlimited subsequent terms

Statutory Compliance:

December 9, 2025: Submitted 2025 Annual Survey of Local Government Finances

Projects:

Brush, Book, Bed - Oral Health initiative in collaboration with Oral Health to celebrate National Children's Dental Health Month in February. 200 kits will be distributed in February by First 5 Plumas and WIC. Kits will be advertised in the First 5 Plumas February newsletter. Kits include: floss, toothbrush, toothpaste, tri-fold that includes AAP information about oral health, literacy, and safe sleep. There will be a limited number of books available, *The Tooth Book: A Guide to Healthy Teeth and Gums*. Also included will be information about oral health and sensory defensiveness and resources will be in English and Spanish. All children will receive an oral health kit at the Children's Fair.

Inclusive Early Education [Action Plan](#). Currently surveying the IEE workgroup for feedback ([survey link here](#)). Next Inclusive Early Education Workgroup virtual meeting will be on **Friday, February 20th, from 10 a.m. to 11 a.m.**

Help Me Grow project published at www.first5plumas.org. We are working on HMG fidelity model and improving our referral system.

Mountain Interagency Laction Coalition – First 5 Plumas collaboration to develop online breastfeeding support and maternal supports including doula services.

Diaper Bank collaboration with Plumas Crisis Intervention and Resource Center - Diaper Bank implementation includes providing families with a resource guide.

Updates:

PUSD Kindergarten Round up: First 5 Plumas received notice that PUSD is discontinuing the Kindergarten Round UP events district wide. First 5 Plumas has supported this event in the past and PUSD is asking for continued support. That stated, "In light of the ongoing financial difficulties of Plumas Unified School District, and the changes to enrollment requirements, we have decided it would better serve our students to direct any First Five resources to their needs throughout the school year instead of to supplement a single community event."

First 5 Plumas Executive Director Accomplishments Report 2025

Statutory Compliance Reporting:

Completed 24-54 reporting without the additional cost of a consultant:

- Year End Evaluation
- Mid-Year Evaluation
- Annual Report
- Financial Plan
- Completed **Strategic Plan 2025-2030**, Adopted October 27, 2025

2025 Annual Survey of Local Government Finances December 9, 2025

Fiscal Responsibilities:

- Annual Financial Statement Audit
- Manage grantee contracts: Family First, Roundhouse Council, PUSD Early Intervention, Lost Sierra Kids, Mindful Nurturing Parenting, Diaper Bank
- Grant awards, Invoicing, and Budgets
- SLIP Insurance

Fund Development:

- **\$67,125 - CSPP QRIS Block Grant** – wrote the grant and collaborated with Feather River College to be the LEA when PUSD was unable to fulfill its LPC grant obligations
- **\$149,300 - Partnership Health Care, Incentive Payment Program grant**
- **\$150,000** – Providing Access and Transforming Health (PATH) Technical Assistance (TA) Marketplace

First 5 Commission:

- Facilitate Commission meetings
- Recruit Commission membership (maintaining 7 members)
- Updated Commission Policies and Procedures (Approved 10/6/2025)
- Brown Act compliance

Inclusive Early Education Workgroup:

Inclusive Early Education Workgroup met monthly, collaborated with 14 organizations and 29 participants, to develop the [Inclusive Early Education Action Plan](#).

First 5 Plumas is strengthening inclusion by offering [Inclusive Early Education & Disabilities](#) information in English and Spanish. Families and service providers asked for more outreach and resources just for Plumas County families and we have developed resources online and continue to do target outreach with additional resources including competing the Help Me Grow website:

- [Learn ways you can help support your child](#) flyer can be shared with your families- to encourage access to ASQ.
- [Concerned About Your Child's Development document](#)— guides to age-specific advocacy resources and next steps.
- [Pathways to Services flowchart](#) is a clear, one page referral guide that simplifies how to connect families with Early Intervention and Special Education services in Plumas County.
- [Help Me Grow Plumas](#) is service matrix and includes a family services navigator.

Marketing & Outreach

Advertised using social media, press releases, advertised in the Plumas Sun, shared events with KQNY, and attended public events including:

- Pumpkin Patch (Quincy)
- Trick or Treat (Quincy and Graeagle)
- Children's Fair
- Charter School Fall Performance Community Bingo
- Quincy Elementary School Back to School
- Pioneer Back to School
- Railroad Days (Portola)

Began publishing the First 5 Plumas Newsletter in November 2025 with 405 subscriptions. Newsletter includes a family events calendar and a partner highlight.

Trainings/Collaborations:

- Collaborated to sponsor and help staff the FRC Winter Wonder Play Training, November 18, 2025
- Grantee, Plumas Rural Service, Mindful Nurturing Parenting online training series launched December 2025
- ASQ Trainings with service providers including Domestic Violence Services, Roundhouse Council staff, First 5 Plumas staff
- Collaborated with Plumas STARs Consortium as the lead on the IMPACT grant

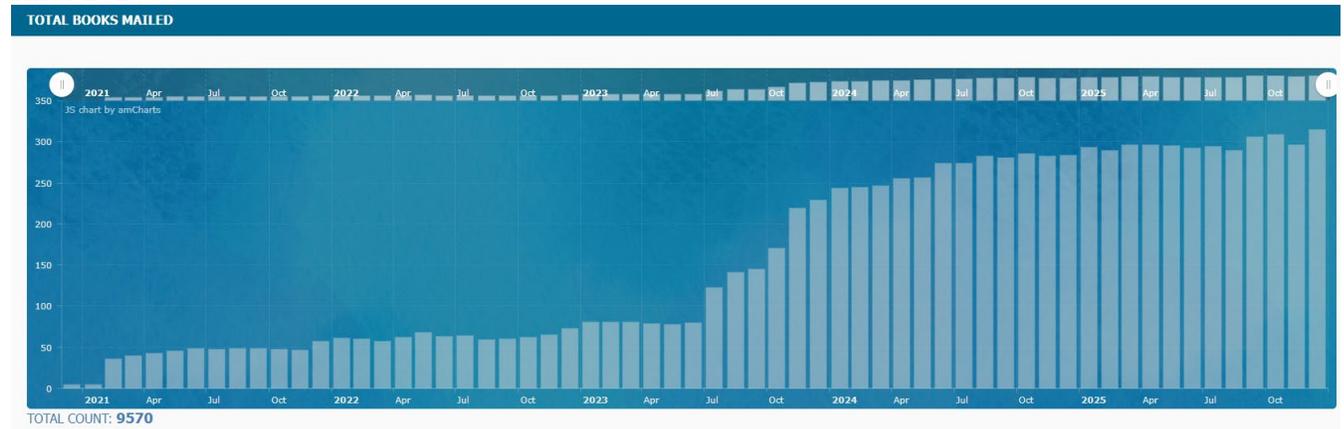
- Collaborated with Domestic Violence Service to implement Child Safety Plans and discuss MOU with PUSD to improve child safety practices

Home Visitor Collaboration and Managed the Home Visitor Database

Quarterly Home Visitor Meetings. Collaborated with the Public Health data manager to make improvements to data collection, data entry, and data analysis (24-25).

Imagination Library

Increased enrollments to 360 enrollments in 24-25 (see graph below) with significant increase since 2023.



ASQ Online

[ASQ developmental screening](#) Alicia Kerr, First 5 Plumas Child Development Specialist, can work with providers to increase screening rates.

Provided ASQ Parent Incentive to improve screening rates and increase parents' understanding of child development.

Collaborations and Advocating for Families with Child, Ages 0 to 5:

Children's Council

Oral Health Coalition

Mountain Interagency Location Coalition

Volunteer Organization After Disaster

SNAP/Food Security Group – First 5 Plumas convening

Presented at Board of Supervisors meeting, December 9, 2025

First 5 Association State convenings:

First 5 Association Executive Directors meeting

First 5 Small Population Counties group

NE Regional group

Partnership HealthCare quarterly meetings

Playgroups and Supports

Alicia Kerr provided weekly Playgroups in Quincy (year round), Chester (summer only) and Portola (summer only)

Launched Pop-up Preschool in Quincy

Launched weekly parent walking and strider bike group in Quincy

Launched weekly playgroup in Portola (December 2025)

Supported Lost Sierra Kids playgroups with funding and training

Roundhouse provided weekly Roundhouse Playgroups for Native families (Greenville)

Staffing:

Hired two new Family Service Coordinator including one in Portola. One staff is a trained Community Health Worker and one is currently being trained.

Mentored two Masters students which included developing a Child Safety Plan for children in Domestic Violence Services and developed ADA materials for child care provide