

First 5 Plumas
Plumas County Children and Families Commission
DRAFT Zoom Meeting Minutes
Monday, June 6, 2022

I. Roll Call: A quorum is established.

Vice-Chairperson Kendrah Fredricksen called the meeting to order at 9:05 a.m. Commissioners and staff introduced themselves.

Commissioners Present: Vice-Chairperson Kendrah Fredricksen, Kevin Bean, Brenda Poteete, Dana Loomis and Neal Caiazzo

Commissioners Absent: Rachelle Hines, Dwight Ceresola

Commissioner Applicant: Briana Sherlock

Staff Present: Ellen Vieira, Executive Director and Jaye Bruce, Family Service Coordinator

II. Approval of the May 2, 2022 Meeting Minutes:

Motion: Commissioner Loomis made a motion to approve the May 2, 2022 meeting minutes as presented. Commissioner Bean seconded the motion. **Motion carried unanimously.**

III. Fiscal Items-The Commission took Action on the following budget items:

a. Projected Expenditure Report FY 2021-2022

Director Vieira reported that 100% of the FY 2021-2022 budget of \$649,853 is projected to be expended. The 21-22 revenues received and the Actual Expenditure Report will be presented in October 2022.

Director Vieira also reported on the following budget expenditures FY 21-22 by Cost Allocation: 1) 14% of the estimated expenditures went to Administration for a total of \$88,493, 2) 76% expended on Program totaling \$495,350, and 3) 10% expended on Evaluation costs in the amount of \$66,010 for a total of 100% of the estimated expenditures. She also reported that the Commission will receive the "Actual Expenditure/Revenue Report" in October 2022.

Motion: Commissioner Poteete made a motion to *Approve* the Projected Expenditure Report, FY 2021-2022 as presented. Commissioner Loomis seconded the motion. **Motion carried unanimously**

Due to expenditures for the child care grants and Imagination Library, the Commission is asked to increase the budget line item Special Department Outreach by \$5,000. The new budget total for the year 21-22 is \$654,853.

Motion: Commissioner Poteete made a motion to increase the line item Special Department Outreach in the amount of \$5,000 for fiscal year's budget 21-22. Commissioner Loomis seconded the motion. **Motion carried unanimously.**

b. Proposed Budget Package in the amount of \$602,111 FY 2022-2023

DISCUSSION: Director Vieira presented the budget package to the Commission in the amount of \$602,111 for fiscal year 2022-2023. She noted that the administrative cost is projected to be 14% of the total expenditures, which is within the Commission's Administrative Cost Policy range of 17%-25%. 78% of the budget's cost will go directly to program and 8% is earmarked for evaluation costs.

The projected revenues for fiscal year 22-23 are projected to be \$520,860, which includes \$22,000 in Medi-Cal Administrative Activities (MAA) funds from the billing year of 21-22.

The 2022-2023 Budget Package was approved by the following votes:

Motion: Commissioner Bean made a motion to approve the 2022-2023 Budget Package in the amount of \$602,111, including the Long Range Financial Plan and Multi-Year Budget FY's 18/19-25/26. Commissioner Caiazzo seconded the motion. Motion carried unanimously. **Budget Adopted FY 2022-2023.**

d. GASB 54 Fund Balance Report as of May 25, 2022

DISCUSSION: Director Vieira reported that the total fund balance as of May 25, 2022 is \$621,584. Of that, \$397,195 is for contracts FY 22-23 and is committed. \$204,916 is assigned to the funds that are budgeted for fiscal year 22-23. She noted that \$19,473 will be assigned to the Financial Plan Commitment.

Motion: Commissioner Caiazzo made a motion to approve the GASB 54 Fund as of May 25, 2022. Commissioner Loomis seconded the motion. **Motion carried unanimously.**

IV. Public Comment

Dorrie Philbeck commented that Family First home visiting program is serving one post-partum mother in Greenville.

Jaye Bruce commented that she is also serving families in Greenville. As some of her families have transitioned out of her services, she is looking to recruit more families that need intensive home visiting services.

V. Reports

a. Executive Director's Report:

1. PCPHA Oral Health Collaborative Dinner

On May 18th, Director Vieira attended a dinner and oral health training sponsored by the Health Department. Dr. Barnay McKee who has practiced dentistry in Lassen County for 36 years presented his preventative care approach using Fluoride Varnish and Silver Diamine Fluoride.

2. SCFO-Head Start Health Meeting

Director Vieira attended the Head Start Spring Health Services Advisory Committee meeting. SNAP (Cal Fresh) has been added to TANF (cash aid) and SSI as a new eligibility type to increase the number of children who qualify for Head Start.

3. MAA Training

On May 19th Director Vieira attended a Medi-Cal Administrative Training. In order to claim MAA, a mandatory training is required annually. The training was provided by the Health Department.

4. Plumas STARS

Plumas Starts is a community collaborative that oversees the Impact/QCC grants. There is a meeting scheduled for June 16th from 1-2:30 pm.

5. Local Child Care Planning Council-Update in October 2022

6. Update on ED Recruitment/Personnel Committee

Director Vieira has a meeting scheduled on June 17th with the commission's Personnel Committee. The Commissioners participating on the Personnel Committee are Rachelle Hines, Kendrah Fredricksen and Kevin Bean. Ellen has updated the ED Job Description, Job Application and is finishing up an Executive Director Recruitment brochure. The position should be posted in July for a hire later in the summer/fall.

7. TA for Sierra County

Director Vieira has provided the new executive director for First 5 Sierra County technical assistance. She is looking for a time for me to meet with her commission.

8. Home Visiting Coalition

First 5 Plumas has been participating in the First 5 California Home Visiting Coordination grant implemented by Lisa Watson, the Commission's evaluator from Social Entrepreneur's Inc. Even though the grant is sunsetting as of June 30th, the Commission's director should facilitate these meetings quarterly moving forward.

b. Commissioner's Report:

Commissioner Bean reports that the schools are currently having a small increase in the number of COVID cases. Summer school is happening district-wide for K-12. There are several construction school projects scheduled for the summer. PCOE and the Health Department will receive funds from the state to increase the general vaccination rates. Many children were not receiving their scheduled vaccines due to COVID.

Commissioner Loomis reports that the state is not going to terminate the CHDP program after all.

Commissioner Poteete reports that Head Start will reopen a classroom for 3-4-year old's in Greenville in the fall. Head Start is serving 7 families in Greenville with home visiting services.

VI. Program Development:

- a. PCCFC22-23SN-\$5,700 Independent Audit FY 2022-2023-Smith and Newell Audit Firm
- b. PCCFC22-23RB-\$2,000 First 5 Plumas Web Site-Robert Burney, Independent Contractor
- c. PCCFC22-23PDG-RBL\$17,503Lory Implementation of Preschool Development Block Grant
- d. PCCFC22-23PRSIMPACT-\$110,000 Implementation of IMPACT Grant
- e. PCCFC22-23PRSMental Health-\$30,000 Mental Health Home Visiting Services
- f. PCCFC22-23SMBL-\$5,000 Brenda Lory Social Media
- g. PCCFC22-23PRSQCC-\$30,000 Plumas Rural Services Incentives QCC
- h.PCCFC22-23SEI-\$31,492 Evaluation Services

Motion: Commissioner Bean made a motion to approve contracts a-h. Commissioner Loomis seconded the motion. **Motion carried unanimously.**

2. Commission will take action on the 2-year membership of Briana Sherlock.

Motion: Commissioner Caiazzo made a motion to approve a recommendation to the Board of Supervisors for the 2-year membership of Briana Sherlock. Commissioner Poteete seconded the motion. Motion carried unanimously.

3. Report from Roundhouse Council on home visiting services in Greenville will be rescheduled until October 2022.

VII. Public Comment: None

VIII. Adjournment: Commissioner Poteete made a motion to adjourn the meeting at 9:38 am. Commissioner Bean seconded the motion. The meeting was adjourned by Vice-Chairperson Fredricksen at 9:38 a.m.

Next Meeting Dates:

◆ July-No Meeting ◆ August-No Meeting ◆ No Meeting ◆ October 3, 2022

Submitted by: Ellen Vieira, Executive Director