



May 4, 2026
9:30 a.m.-11:30 a.m.
[Teams Meeting Link](#)
270 Hospital Road, Suite 206
Quincy, CA

DRAFT MEETING AGENDA

1. **ROLL CALL/INTRODUCTIONS:** Dwight Ceresola, Chairperson
2. **APPROVAL OF MINUTES: April 6, 2026*** (5 Minutes) **ACTION**
3. **FISCAL ITEMS: PUBLIC MEETING** (20 Minutes)
 - a. Quarterly Budget Report, Third Quarter FY 25-26 **ACTION**
 - b. Commission will review and discuss the Draft Financial Plan FY 26-27 **DISCUSSION**
 - c. Proposed Budget FY 2026-2027 **DISCUSSION**
4. **PUBLIC COMMENT**
5. **PROGRAM DEVELOPMENT** (60 Minutes)
 - a. **Commission will consider service agreement contracts FY 26-27:**
 1. PCCFC25-26SN- **\$6,600** Smith and Newell Audit Firm **ACTION**
 2. PCCFC25-26PRS – **\$113,000** Plumas STARS Child Care Quality Improvement **ACTION**
 3. PCCFC25-26RC - **\$30,000** Roundhouse Council – Family Resource Center **ACTION**
 4. PCCFC25-26EI - **\$20,000** Plumas Unified School District - Early Intervention **ACTION**
 5. Community Grants - **\$40,000** **DISCUSSION**
6. **REPORTS** (30 Minutes)
 - a. Executive Director Report*, Pamela Becwar (submitted) **DISCUSSION**
 - b. Program Updates **DISCUSSION**
 - c. Commissioner Report(s): Commissioners may report on local, state, or federal issues relating to children ages 0-5 and their families. **DISCUSSION**
7. **PUBLIC COMMENT**
8. **COMMISSION MEETING SCHEDULE FY 26-27*** (5 minutes) **DISCUSSION**
8. **NEXT MEETING DATES:** ♦ June 1, 2026

9. ADJOURNMENT

Anyone wishing information on the PCCFC agenda, OR disability related accommodations, should contact; Pamela Becwar, Executive Director, either by telephone (503)-924-9140, in writing, First 5 Plumas 270 Hospital Road Suite 206, Quincy, CA 95971, or by email at first5plumas@gmail.com

The order in which agenda items are considered may be subject to change.

Agenda Items listed with an asterisk * are included in the Commission board packets.

Public Comment may be made prior to and during any Commission Action items



April 6, 2026
9:30 a.m.-11:30 a.m.
270 Hospital Road, Suite
206, Quincy, CA

DRAFT MEETING MINUTES

1. Call to Order: Time: 9:35 a.m.

ROLL CALL/INTRODUCTIONS: Dwight Ceresola, Chairperson

In Attendance: Ryan Nowling, Cindy Hogg, Melissa Smith, Ashley Simpson, Dwight Ceresola

Absent: Mimi Hall, Joanna Garneau, Casey Nunn

Staff: Pam Becwar

Public: None

2. Correction to the DRAFT Agenda:

Item 9: Next Meeting dates were corrected to May 4, 2026, June 1, 2026

APPROVAL OF MINUTES:

Commission took action to approve meeting minutes for March 2, 2026.

Motion: Ashley Simpson

Second: Melissa Smith

Motion carried.

3. FISCAL ITEMS

a. Commission will take action to accept the Quarterly **Budget Report Q3 FY 25-26**

TABLE for May Commission meeting

b. Commission will review **proposed FY 2026-27 budget package**

Presentation by Pam Becwar, Executive Director, highlighted 25- 26 investments, SPCFA application and scope of work, and reserve funds.

Commissioners discussed proposed community grants including Plumas STARS (child development - \$15,000) and Early Intervention (child health - \$20,000).

Commissioners would like clarification on if FNRC and PCOE have worked on travel time reimbursements.

The Child Health community grant, \$25,000, will focus on existing home visiting program coordination with the First 5 Plumas Welcome Baby Program.

4. PUBLIC HEARING-Statutory Compliance Item

a. Commission took action to approve the [First 5 California Annual Report](#)

Motion: Cindy Hogg

Second: Ashley Simpson

Roll call: Ryan Nowling, Cindy Hogg, Melissa Smith, Ashley Simpson, Dwight Ceresola

Motion carried.

5. PUBLIC COMMENT

6. PROGRAM DEVELOPMENT

a. Strategic Planning and Investments:

How can we measure impacts of oral health or diaper bank? Oral Health and HeadStart have oral health data.

Imagination Library is evidence based but what do we want to measure in our county.

b. First 5 Plumas Program Updates

- PearSuite data system handout
- Welcome Baby Program updates – Add questions about sizes to the form. Include CPS in distribution plan
- Diaper Bank expansion with SupplyBank – First 5 Plumas plans to work with existing distribution locations.

7. REPORTS

a. Executive Director Report*, Pamela Becwar (submitted)

b. Commissioner Report(s): Commissioners may report on local, state, or federal issues relating to children ages 0-5 and their families.

Ashley Simpson: There is a CASA senior project at Carey Candy as a fund raiser and way to educate people about CASA.

Melissa Smith: PRS is doing high-fidelity wrap services and Jennifer Bromley is doing an excellent job as interim director of DSS.

Cindy Hogg: HeadStart is applying for the CAP Food Security grant

April 24 is the Preschool Round Up at all the HeadStart locations

Ryan: the Mobile Oral Health Program is offering screenings at elementary and preschool locations. The will have several more years of funding.

8. PUBLIC COMMENT NONE

9. NEXT MEETING DATES: ♦ May 4, 2026 ♦ June 1, 2026

10. ADJOURNMENT: TIME: 11:00 a.m.

FIVE-YEAR FINANCIAL PLAN

Pending Commission Approval June 1, 2026

The Plumas County Children and Families Commission annually reviews and adopts a five-year Financial Plan. This five-year revised plan provides the framework for implementing the Annual Budget process. The Annual Budget Package and the Five-Year Financial Plan are in direct support of the goals, priorities, and objectives documented in the Commission's Strategic Plan that was approved October 27, 2025, for FY 2025-2030 and is reviewed and approved annually as part of a public meeting. This Financial Plan is a tool for the Commission to guide its actions and community investments. No funds are appropriated from this document.

Financial Plan Goals:

The main goal of the plan is long term sustainability. The funding commitments also supported a funding mode that included spending a portion of the reserves as Prop 10 funds decrease, the percentage of reserves is maintained at a lower total amount and means the actually reserve totals can decrease.

- Make sure state funds are utilized to the maximum amount possible and leverage First 5 Plumas funds for gaps based on needs assessments;
- Long term sustainability of effective programs supported with Proposition 10 funds;
- Spend the maximum possible annually for community programs;
- Plan for the future of the commission and funded programs through leveraging; and
- Plan for system integration and changes necessary to improve outcomes for children 0-5

Financial Plan Objectives:

The objectives of this plan are intended actions to achieve the above stated goals.

- Provide capacity for program priorities;
- Commitment to evaluation outcomes to fund the most effective programs;
- Pursue leveraging to sustain both the commission and funded programs;
- Provide capacity for multi-year initiatives to make a positive impact on child outcomes;
- Establish a six-month reserve for program continuation or contingencies; and
- Establish a range of 16% to 25% of the approved annual budget that may be spent on administrative functions.

Financial Plan Principles:

The following principles provide guidelines for the use of the plan.

- Guides spending for a five-year period of time;
- The Financial Plan is the basis for the annual budget process;
- The Financial Plan will be reviewed and updated annually by the Commission;
- Staff will validate the assumptions annually and provide Commission with annual report;
- Commission must approve any changes to the Financial Plan;
- Surplus budget funds will rollover into the beginning fund balance of the next year;
- The Commission will evaluate the goals, objectives and principles of the financial

- plan on an annual basis; and
- Commission will leverage its financial resources to maximize the impact of its Prop 10 revenue to achieve outcomes designated in the Strategic Plan.

Financial Plan Assumptions:

The assumptions used to build the spreadsheet model of the plan are as follows:

Economic Assumptions

- Any cost adjustments to funded program amounts will be based on demonstrated need;
- 2 % Interest Earnings on all funds;
- Maintain six months of revenue for sustainability and/or closeout as necessary;
- Continuation of First 5 California small county augmentation methodology; and
- Up to 8% of the Commission’s expended annual budget may be spent on operational and fiscal support through a Memorandum of Understanding by and between the Commission and the County of Plumas.

Policy Assumptions

- Continuation of First 5 California’s support of small population counties
- Maintain six months of revenue for sustainability an/or closeout should it be necessary, or contingency issues; and
- In accordance with the administrative Cost Policy approved by the Commission, places a 25% limit on all administrative costs in one fiscal year.

Implementation:

The Financial Plan will become effective annually upon approval by the Commission no later than June 30th of each fiscal year. It will be the guideline for the preparation of the funding allocation plan and the annual budget for each fiscal year.

Projected Five-Year Spending Plan:

The Commission may choose to increase or decrease the fund allocation priorities based on changes in the Strategic Plan, Fund Allocation Plan, or Financial Plan. At the discretion of the Commission, specific funds will be matched to support specific programs or services that address local, state or regional issues.

Small County Augmentations:

In January 2017, First 5 California approved a new funding methodology and accountability framework for the allocation of augmentation funds to twenty-one small population counties beginning in Fiscal Year (FY) 2017-18 and ending FY 2026-2028.

In January 2021, First 5 California approved the Small Population County Funding Augmentation. First 5 Plumas received \$793,443 for fiscal years 2021-2024 with a one-year extension of \$268,256.13, for 2024-25, which included roll-over funds from 23-24. First 5 Plumas received a one year allocation for 2025-26 fiscal year for \$244,136. The grant award notification for SPCFA from First 5 California is pending for FY 2026-2028 for \$544,797 (FY 26-27 \$266,850 and FY 27-28 \$277,947).

Currently, the funding includes a fixed, graduated baseline formula determined by the number of births in each county. The funding formula qualifies a county for the augmentation if the county’s number of births is 1,000 or less. The goal of the small population county funding augmentation is to support the success of small counties in their work and to ensure Proposition 10 is truly a statewide effort that impacts the lives of young children throughout California.

Fund allocation priorities from 2026 through 2028 are noted in the following table. This is a two-year allocation based on funding through 2028. IMPACT QRIS funding is for 2026-27 only and is based on available funds.

Programs for children ages 0-5	\$447,796
Staffing and Operating Costs	\$127,000 (admin)
Community Outreach-Educational materials, Home Visiting Coordination, travel, media/promotional	\$150,000 (all other operations)
Program Evaluation	\$66,000 (in-house)
IMPACT QRIS	\$113,425

Funding Allocation Plan:

The Commission determines how funds will be allocated to meet established Commission goals and objectives. The Commission has developed a Financial Plan that is a component of the Strategic Plan and reflects defined strategic results areas, goals, and objectives.

The small size of the county limits options for new programs so the Commission is focused on funding multi-year programs, evaluation outcomes, and leveraging to sustain successful programs over the long term. As of June 30, 2025, the Commission’s Trust Fund had a fund balance of \$630,403 (See [First 5 Plumas 24-25 Financial Statement](#), page 8).

The Commission approved the Strategic Plan for FY 2025-2030. The plan identifies desired outcomes, strategies, and potential indicators for each First 5 California result areas. The result areas identified are: improved family functioning, improved child development, improved health, and improved systems of care.

As a result of the strategic planning in 2024-25, the Commission released a Request for Proposals for community-based programs which included multi-year contracts for PUSD Early Intervention and Roundhouse Council’s home visiting program. Plumas County Public Health Agency’s Family First Home Visiting Program did not apply for the funding after having received funding continuously for 13 years. Community Grants were awarded to Pluma Rural services and Lost Sierra Kids. The Commission will be targeting key partners for Community Grants for 2026-27 including Plumas STARS and home visiting programs.

Program and service funds are routinely segmented into three categories:

Funding Category	Funding Term	Commission Approval
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Program/Service Grants	Multi-year	Annually
Internally Run Programs	Multi-year	Annually
Community Training/Outreach	Executive Director Approval of contracts of \$5,000 or less	Allocated Annually

Planning for Sustainability

This plan was designed to reflect a continued fund augmentation to the twenty-one smallest counties. The plan supports the future intent to develop leveraging opportunities for both the commission staff and community providers. The Commission will work with the county and community-based organizations to enable leveraging to occur at the community and provider level. The Commission also researches federal, state, foundation or private grants to sustain strong and effective programs for children 0-5 years that can be supported for the long term. To leverage additional funds, the Commission’s Executive Director participates in Medi-Cal Administrative Activities (MAA), which leverages approximately \$14,000 annually. First 5 Plumas is also pursuing a contract with Partnership HealthCare for Medi-Cal billing to establish additional funding sources.

Financial Management

Quarterly and annual financial reports to the Commission assist members and staff in evaluating the effective use of Proposition 10 dollars. Quarterly and annual financial reports document Commission revenue, expenses, grant funds expended, GASB 54 reports on assigned, committed and unassigned fund balances, and as applicable, reserve fund interest earnings.

Through a formal Memorandum of Understanding (MOU) with the County of Plumas, the Plumas County Public Health Agency (PCPHA) provides the Commission’s fiscal administration. The MOU has been re-approved by the Commission and the County of Plumas FY 2020 and does not have an expiration date.

The PCPHA and the Commission staff will manage assets consistent with fiscal accounting control policies and procedures of the Plumas County Auditor’s Office. The cost of the MOU services shall not exceed eight percent (8%) of the Commission’s expended annual budget.

Administrative Costs:

The First 5 Plumas County Children and Families Commission shall use the most recent definition in the [First 5 Financial Management Guide](#) to define administrative functions. The definition will be consistent with the guidelines issued by the First 5 California Children and Families Commission. At the time of the policy development and adoption, these guidelines state:

Administrative costs are defined as costs incurred in support of the general management and administration of a First 5 Commission for a common or joint purpose that benefits more than one cost objective (other than evaluation activities) and/or those costs not readily assignable to a specifically benefited cost objective.

The Commission shall adhere to this definition in its budgeting, accounting and financial reporting processes. Where there is a question of interpretation of how specific activities shall be coded, the definition of administrative costs benefiting more than one cost objective, or not being readily assignable to one cost objective will serve as the determining definition.

Administrative costs may include commission support (meetings, recruitment, committee work), fiscal management, state/local government monitoring/participation, public relations, general administration (office support, staff management), management staff, support staff salary and benefits, contract management, performance monitoring, staff training and travel costs, and other direct/indirect costs necessary to support operations and facilitate the goals and objectives of the Commission.

Due to the Commission's declining revenues, the Administrative Cost Policy of 16.0%-20.0% was revised and adopted by the Commission on June 8, 2011. The upper limit of the policy was increased from 20.0% to 25.0%. Based on an analysis of the Commission's spending needs and best practice in government finance, the limit on the percentage of the annual operating budget that may be spent on administrative functions is a range of 16.0% -25.0%. The Administrative Cost Limit may be adjusted at the discretion of the Commission for special costs (e.g.: state initiative planning, capital asset purchases, etc.) planned for within the annual budget process. The Administrative Cost policy was re-adopted by the Commission on October 6, 2025.

Administrative Cost Monitoring and Reporting:

The Plumas County Public Health Agency and the Commission's Executive Director, through a Memorandum of Understanding with the Commission, will be responsible for establishing, within the accounting and reporting system a methodology for tracking and reporting administrative, program, and evaluation costs, and maintaining auditable records to ensure compliance with the administrative cost limit policy.

The Executive Director shall be responsible for presenting on an annual basis, to the Commission, a breakdown of administrative, program, and evaluation costs by line item and as a percentage of the operating budget. This information will ensure compliance with the administrative cost limit policy, and will also be used to help guide future budgeting decisions. This information shall also be reported, on an annual basis, to the First 5 California Commission in the [First 5 Plumas Annual Financial Report](#), which was adopted by the Commission at a public hearing, October 27, 2025.