



September 8, 2025
9:30 a.m.-11:30 a.m.

[Meeting Link](#)

Public Health Conference Room
270 Hospital Road, Quincy, CA 95971

DRAFT MEETING AGENDA

1. **ROLL CALL/INTRODUCTIONS:** Dwight Ceresola, Acting-Chairperson
2. **APPROVAL OF MINUTES: August 4, 2025*** (5 minutes) (page 2-3) **ACTION**
3. **FISCAL ITEMS** (20 Minutes)
 - a. Commission will approve FY 24-25 Expenditure Report (page 5) **ACTION**
 - b. GASB 54 Report (page 6) **ACTION**
4. **COMMISSION MEMBERSHIP*** (5 minutes) (pages 11-12)
 - a. The Commission will take action to approve new memberships **ACTION**
5. **COMMISSION**
 - a. Commission will consider the employment contract of Family Service Coordinator to support Welcome Baby Program **ACTION**
 - b. First 5 Plumas Policies and Procedures **ACTION**
5. **PUBLIC COMMENT**
6. **PUBLIC MEETING - PROGRAM DEVELOPMENT** (60 Minutes)
 - a. Final [DRAFT First 5 Plumas Strategic Plan 2025-30](#) **ACTION**
7. **REPORTS** (20 Minutes) **DISCUSSION**
 - a. Executive Director Report
 - b. Commissioner Report(s) and Attendees: may report on local, state, or federal issues relating to children ages, prenatal-5, and their families
8. **PUBLIC COMMENT**
9. **NEXT MEETING DATES:**
Public Health Conference Room, 207 County Hospital Rd, Quincy, 9:30 a.m. to 11:30 a.m.
♦October , 2024, ♦December 2, 2024, ♦January 6, 2025, ♦February 3, 2025, ♦March 3, 2025, ♦April 7, 2025, ♦May 5, 2025, ♦June 2, 2025

10. ADJOURNMENT

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[Join the meeting now:](#) Meeting ID: Meeting ID: 221 955 079 187 6 Passcode: it2MD25d



August 4, 2025
9:30 a.m.-11:30 a.m.
270 Hospital Road, Quincy, CA 95971

DRAFT MEETING Minutes

Call to order: 9:34 a.m.

ROLL CALL:

Attending: Dwight Ceresola (ACTING Chairperson), Melissa Smith, Ashley Sipson

Absent: Brenda Potetee

Staff: Pam Becwar

2. APPROVAL OF MINUTES: June 2, 2025*

Motion: Melissa Smith

Second: Ashley Simpson

Motion carried.

3. FISCAL ITEMS

a. Commission will approve FY 24-25 Expenditure Report - **TABLED**

There are no concerns but the September report will be more accurate with regard to outstanding invoices. Correction on overhead percentage.

b. GASB 54 Report (page 6) **TABLED**

Update GASB 54 report based on if there are any changes on the expenditure report.

4. COMMISSION MEMBERSHIP

Commission will take action to approve new memberships **TABLED**

ED will recruit new Commission members, submit a Notice of Vacancy to the Board of Supervisors, and research First 5 Plumas Ordinance [Sec 5-13.01](#) to see what the ramifications are to non-compliance. Discussion included identifying potential Commission members.

b. The Commission will take action to elect a Chair. **TABLED**

Dwight will remain as Acting – Chair. Ashley Simpson will serve to support the ED with Commission business.

5. COMMISSION

a. Commission will discuss the employment contract of Family Service Coordinator to support Welcome Baby Program

Discussion included the importance of having a way to reach out to families that does not include intensive data collection. The strategy is to have one staff person who can reach out in a non-threatening way and make sure that families know about available resources and make social connections.

b. Commission will discuss the PHP MOU

Discussion included briefing Commissioners on the MOU including referrals and data sharing. There is no funding involved and no requirement on the part of First 5 Plumas to sign a MOU. Comments included that PHP is a barrier to foster care children's well child visit and dentist.

c. First 5 Plumas Policies and Procedures September **TABLED**

Policies and Procedure Manual includes all past approved P & P compiled are reviewed but updates language about the use of faxes and other outdated references. Commissioners requested the inclusion of a social media policy and ED will check on an internet security and data policy.

5. PUBLIC COMMENT NONE

6. PUBLIC MEETING - PROGRAM DEVELOPMENT

a, DRAFT First 5 Plumas Strategic Plan 2025-30 review

Reviewed Draft Strategic Plan including History and Requirements, Goals/Objectives, Performance Measures, and Long-term financial plan. Committee will meet as a to review and refine objectives and performance measures on Tuesday, August 12 at 1:05 pm, Zoom. ED will track any changes between this draft and the final revisions.

b. PUSD Early Intervention funding - \$5,000 ACTION

Motion: Ashley Simpson

Second: Melissa Smith

Commissioner Role Call: Dwight Ceresola (yea), Ashley Simpson (yea), Melissa Smith (yea)

7. REPORTS

a. Executive Director Report - Submitted

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

Ashley: Coffee with CASA 3rd Tuesday at Carey Candy. Partnered with Coop on round-up at the Register. CASA is always taking donations which go to children to make their lives better.

Melissa: Hiring MSW and Title 4E does not look like it will be cut (will pay for MSW and 4 year and work for 2 years). Working on Policy & Procedures. Interim Director is in place. School is starting and things are very busy. Closing 8 cases in the last few weeks.

Dwight: Temporary Supervisor – Andrea White

8. PUBLIC COMMENT NONE

9. ADJOURNMENT 11:35 a.m.



**Commission Meeting: 9-8-25
Agenda Item III b.**

GASB Fund Balance Report

Total Fund Balance as of June 31, 2025: \$518,952

Fund Balance Designation	Designation Amount	Explanation of Authority
Committed	\$203,470	Contracts FY 25-26 Commission Authority only
Assigned	\$471,054	Funds budgeted for fiscal year 25-26 approved by Commission
Assigned	\$ 212,606.80 Financial Plan Commitment	Financial Plan Commitment- <i>“Establish a six month reserve for program continuation and/or contingencies.”</i>
TOTAL FUND BALANCE	\$518,952	Total Amount Budgeted FY 25-26: \$448,418

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Executive Director's Report

Pamela Becwar

September 8, 2025

Statutory Compliance:

Submitted documents requested for Financial Audit by Smith & Newell (all documents available upon request)

Grant Proposals Updates:

Submitted July 11 ,2025 - First 5 CA Small Population County Funding Augmentation - FY 25-26 - \$244,136. One year extension.

QCC QI Grant GAN – **executed**

IMPACT Quality Improvement GAN - **executed**

Waiting:

IPP Grant submitted May 16 - \$149,300

Executive Director Activities/Projects:

Inclusive Early Education [Action Plan](#) and Child Find. Working on implementation including convening partners, developing and distributing collateral materials, and improving referrals.

[Strategic Planning draft](#)

Help Me Grow project published at www.first5plumas.org

Partnership Healthcare Plan – planning for Community Supports benefit

Outreach to Domestic Violence Services to help implement a Child Safety Plan

Outreach to Plumas Crisis Intervention and Resource Center to improve early intervention

Outreach to Nurturing Newborns

Children's Council member – Prevention Planning

Local Planning Council meetings

Plumas STARS Consortium meetings

PHP MOU meetings

Mountain Interagency Lactation Coalition meetings

Commissioner recruitment

Outreach to clinics about ASQ, Early Intervention, and in-county services

Masters students projects

Imagination Library – 307 enrollments (357 for FY 24-25), 3453 books

ASQ Online – 48 screenings FY 24-25

Succession Planning

Hiring a Family Services Coordinator

[Commissioner Onboarding Training:](#)

January 22, 2026



[Commissioner Orientation Guide.pdf](#)



[Commissioner Quick Start Guide.pdf](#)



[Executive Director Onboarding.pdf](#)



[Executive Director Quick Start Guide.pdf](#)

