



October 27, 2025
9:30 a.m.-11:30 a.m.

[Teams 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: October 6, 2025 (5 Minutes)** **ACTION**
3. **FISCAL ITEMS (10 Minutes)**
 - a. The Commission will take action to approve updated supplemental Budget 2025-26 **ACTION**
4. **PUBLIC HEARING**

Commission will take action on the following items: (30 Minutes)

 - a. Plumas County Children & Families Commission [Financial Statements Report](#) FY 2024-2025 (and [Management Letter](#)) **ACTION**
 - b. [Annual Report FY 2024-2025](#) to First 5 California ([AR 1](#), [AR 2](#), [AR 3](#)) **ACTION**
5. **PUBLIC COMMENT**
6. **PROGRAM DEVELOPMENT (45 Minutes)**
 - a. The Commission will take action to accept the [Year End Evaluation Report FY 2024-2025](#), presented by Pamela Becwar, Executive Director **ACTION**
 - b. The Commission will take action to accept the [First 5 Plumas Strategic Plan 2025-2030](#) **ACTION**
 - c. The Executive Director employee evaluation will be done in November. Commission should establish a personnel committee. **DISCUSSION**
7. **REPORTS (15 Minutes)**
 - a. Executive Director's Report **DISCUSSION**
 - b. Commissioner's Reports-Commissioners may report on local, regional, or state issues that impact children ages 0-5 and their families.
8. **PUBLIC COMMENT**
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**

DRAFT MINUTES

CALL TO ORDER: 9:32 A.M.

ROLL CALL/INTRODUCTIONS

Attending: Dwight Ceresola, Melissa Smith, Ashley Simpson

Absent: Brenda Poteete

Staff: Pam Becwar, Dana Marty

Public: Cindy Hogg, Casey Nunn, Kinderlin Hoznour, Rachael Brothers

2. APPROVAL OF MINUTES: August 4, 2025, and September 19, 2025

Motion: Ashley Simpson

Second: Melissa Smith

Motion Carried

3. FISCAL ITEMS

a. [DRAFT Financial Statement Report FY 24-25](#)

DISCUSSION

The financial audit is being finalized, and Commissioners will have until October 27, 2025 to review the Financial Statement (linked above), Management Discussion (will be emailed to Commissioners), Representation letter (signed by Commissioner Ceresola), and Disclosures will be sent to Smith & Newell today. Please see the Corrective Action Plan as there are 2 actions including reconciling all accounts prior to starting the audit and there was a payroll discrepancy.

4. COMMISSION MEMBERSHIP

a. The Commission will take action to approve new memberships:

ACTION

- Casey Nunn, Director of the Feather River College Child Development Center, At-Large Early Childhood Education in Plumas County
- Cindy Hogg, Director of Sierra Cascades Family Opportunities, At-Large Early Childhood Education in Plumas County
- Mimi Hall, Board of Supervisors, At-Large Membership.

Take ACTION to accept the resignation of Brenda Poteete and join me in thanking Brenda for her many years of service on the Commission.

Please see the Commissioner Membership matrix - tentative Commission composition based on Commissioner approval and Board of Supervisor appointment of above applicants.

Motion: Dwight Ceresola

Second: Ashley Simpson

Motion Carried

5. PUBLIC MEETING - COMMISSION

a. The Commission will take action to approve the updated

[First 5 Plumas Policies and Procedures Manual](#)

ACTION

The Policies and Procedures had minor updates but there was the addition of, Section 12, Social Media, Internet Security, and Data Policy.

Motion: Ashley Simpson

Second: Melissa Smith

Roll Call: Dwight Ceresola, Ashley Simpson, Melissa Smith

Motion Carried

- a. Commission will take action to approve [First 5 Plumas Strategic Plan 2025-30](#) **TABLED**

5. PUBLIC COMMENT - NONE

6. PROGRAM DEVELOPMENT (30 minutes)

Commission will take action to approve contract to support PHP IPP with the following:

- a. Contract with California Children and Families Foundation for PHP IPP technical assistance, \$37,250, contingent on finalization of IPP GAN **ACTION**

Motion: Ashley Simpson

Second: Melissa Smith

Roll Call: Dwight Ceresola, Ashley Simpson, Melissa Smith

Motion Carried

- b. Contract with Rachael Brothers, \$10,000, for improvements to Help Me Grow supports, contingent on finalization of IPP GAN **ACTION**

Motion: Dwight Ceresola

Second: Ashley Simpson

Roll Call: Dwight Ceresola, Ashley Simpson, Melissa Smith

Motion Carried

- b. Contract with contractor, \$3,000, for improvements to First 5 Plumas website, contingent on finalization of IPP GAN

ACTION

Motion: Ashley Simpson

Second: Melissa Smith

Roll Call: Dwight Ceresola, Ashley Simpson, Melissa Smith

Motion Carried

- d. [DRAFT Year End Report 24-25 for review](#)

DISCUSSION

The Year End Report will be on the October 27, 2025 agenda but it is ready for review and please send comments and feedback to Pam Becwar. Pam will send the draft to Jana McDowell for review and see if Family First has insight about the decline in home visiting numbers, year over year.

7. REPORTS

- a. [Inclusive Early Education](#) presentation with Pam Becwar and Rachael Brothers
Presentation about achievements and accomplishments, process of developing the Action Plan and reviewing the plan's goals and some examples of goals and what has happened or what is planned.
- b. Commissioner Report(s) and Attendees: may report on local, state, or federal issues relating to children ages, prenatal-5, and their families

Ashley Simpson: PRS Oct 17, 2025 is doing a prime rib fundraiser -

Cindy Hogg: SCFO is working on enrollments and starting next month, they are opening a new Janesville site.

Melissa Smith: Understaffed but everyone is being served. Medi-Cal eligibility is challenging. If you know anyone who would like to be a foster parent or a social worker, send them to DSS. Scholarships with BS and MSW. Therapists also can have school paid for. Social Worker 1 requires 12 credits.

Casey: FRC CDC is working on 2-year-old enrollment. PUSD has been great with IEPs and speech.

8. PUBLIC COMMENT NONE

9. NEXT MEETING DATES: Public Health Conference Room, 207 County Hospital Rd, Quincy, 9:30 a.m. to 11:30 a.m.

♦October 27, 2025, ♦February 2, 2026, ♦March 2, 2026, ♦April 6, 2026, ♦May 4, 2026, ♦June 1, 2026

10. ADJOURNMENT 10:35 a.m.



Commission Meeting:
October 27, 2025
Agenda Item: III. a

DATE: October 27, 2025

TO: First 5 Plumas Commissioners

FROM: Pamela Becwar

RE: Commission will take action on the updated budget, 2025-26

RECOMMENDATION:

Take ACTION to approve the updated budget for 2025-26.

Please see the Commissioner approved budget on the next 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.

First 5 Plumas's goal is to create an early childhood and caregiver health community pathway that aligns our Help Me Grow Plumas, a local electronic referral system, and expand services for all new parents in Plumas County. This will be done by identifying a care management system that allows us to more effectively align programs, supports, and services, with community needs. Additionally, our goal is to increase workforce capacity and grow local community health workers to work with local partner sites and meet rural, remote families where they are.

Grant expenditures for 25-26 included \$41,000 in personnel costs; \$24,650 in direct costs including clinical supplies, technology, and data management system; and \$50,200 for anticipated contracts to bring on additional workforce and enhance Help Me Grow Plumas.

Thank you.

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

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

Code	Account Title	Contract	Budget	Quarter 1 Proposed Update	Admin	Program	Evaluation
52189	PROFESSIONAL SERVICES	SPCFA Funded Programs	66,636			66,636	
52190	PROFESSIONAL SERVICES	PCCFC24-25SN (Audit)	6,600		6,600		
52190	PROFESSIONAL SERVICES	PCCFC24-25PRS Impact	116,234			116,234	
52191	PROFESSIONAL SERVICES	California Children and Families Foundation		37,200			
52190	PROFESSIONAL SERVICES	Other Contracts under \$5,000		3,000			
52191	PROFESSIONAL SERVICES	Dollywood Imagination Library	4,000			4,000	
52190	PROFESSIONAL SERVICES	PCCFC25-26 Consultant	10,000	10,000		10,000	
		Subtotal Contracts	203,470		6,600	196,870	0
51020	OTHER WAGES	Wages-Emp. #3	40,000	10,000		40,000	
51020	OTHER WAGES	Wages-Emp. #2	40,000	25,000		40,000	
51000	REGULAR WAGES	Wages/Emp. Contributions	85,500		13,680	60,705	11,115
51080	RETIREMENT	Benefit	12,000	6000	1,920	8,520	1,560
		Total wages	177,500		15,600	149,225	12,675
51070	UNEMPLOYMENT INSURANCE	Unemployment	200		200		
51081	OPEB LIABILITY						
51100	FICA/MEDICARE OASDI	FICA	10,000		10,000		
51110	COMPENSATION INSURANCE	Comp Insurance	1,500		1,500		
52020	COMMUNICATIONS	Communication: Software/subscriptions	3,000		3,000		
52050	INSURANCE	Insurance	12,384		12,384		
52160	MEMBERSHIPS	Memberships	6,500		6,500		
52180	OFFICE EXPENSE	Office Supplies	2,500		2,500		
52190	PROFESSIONAL SERVICES	Professional Services	203,470		6,600	196,870	0
52330	EDUCATIONAL NAT/INCENTIVE	Parent Incentives	3,000	12000		3,000	
52340	MEDIA/PROMOTIONAL ITEMS		2,000	5000	2,000		
52370	PUBLICATIONS-LEGAL NOTICE						
52525	SPEC. DEPT. OUTREACH ACT.	Special Dept. Outreach	15,000			15,000	
52740	TRAVEL ROUTINE	Travel-Routine	2,500	2650		2,500	
52750	TRAVEL-SPECIAL	Travel -Special	2,000		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	273,554	115,850	48,184	225,370	
525000	OVERHEAD	Overhead Expenses	20,000				
		Total Wages	177,500		15,600	109,225	12,675
		Total Budget	471,054		63,784	334,595	12,675

I.

Executive Director's Report

Pamela Becwar

October 27, 2025



Statutory Compliance:

Upon approval by the First 5 Plumas Commission, statutory documents are submitted to First 5 CA and Statutory Documents. See schedule below:

Statutory Documents		
County commissions are required to provide certain documents to SCO and F5CA. Statutorily required document types include:		
Document Type	Where to Submit	Due Date
Annual Financial Audit	California State Controller's Office Data Exchange Portal (DEP) https://dep.sco.ca.gov/	Before November 1
	F5CA mailto:Annualreport@first5.ca.gov annualreport@ccfc.ca.gov	
Online Annual Report Data Submission	https://www.ccfc.ca.gov/partners/data/systems.html#ar	Before November 1
Strategic Plans	statutorydocuments@ccfc.ca.gov	When published by county commission
Annual Reports	statutorydocuments@ccfc.ca.gov	When published by county commission
Evaluation Reports	statutorydocuments@ccfc.ca.gov	When published by county commission

For statutory requirements about documents to be provided to F5CA, see Health and Safety Code, Section 130140 (strategic plans) and Section 130150 (audit, annual reports, evaluation reports).

County commissions must submit their statutory documents to the email address identified above with the document type and county name in the subject line. The preferred electronic document format is PDF.

Projects:

Inclusive Early Education [Action Plan](#) and Child Find assessment with PUSD on Nov 6.

Help Me Grow project published at www.first5plumas.org

Grant Updates:

Partnership Healthcare Plan IPP Grant, \$149,300 – executing contracts for TA, HMG, website.

Updates:

Playgroup facilities: Fairgrounds, Serpilio Hall rental agreement, \$2,160

IVRPD staff once per week for playgroup, ~\$1,950

Plumas Crisis Intervention and Resource Center, Diaper Bank, \$2,000, up to \$3000

Sustainability Planning: First 5 California Playbook

PHP Community Reinvestment Funds:

<https://www.dhcs.ca.gov/dataandstats/reports/Pages/MgdCareQualPerfEQRTR.aspx>

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](#)