



Plumas County Children and Families Commission

**November 6, 2023**  
9:00 a.m. – 11:00 a.m.  
Public Health Conference Room  
270 Hospital Road, Quincy, CA 95971

### **MEETING AGENDA**

1. **ROLL CALL/INTRODUCTIONS:** Kendrah Fredricksen, Vice-Chair
2. **APPROVAL OF MINUTES: October 16, 2023\* (5 Minutes)** **ACTION**
3. **Fiscal Items: (5 Minutes)**
  - a. **Commission will take action on the following budget items:**  
Quarterly Budget Report FY 2023-24\* **ACTION**
4. **Public Comment (5 Minutes)**
5. **Commission Membership (5 minutes)**
  - a. Commission will take Action to accept the resignation of Commissioner, Rachelle Hines. **ACTION**
  - b. Commission will take Action to select a Commission Chairperson. **ACTION**
  - c. Commission will convene ad hoc committees: Personal Committee and Policy Committee **DISCUSSION**
6. **Reports (30 Minutes) DISCUSSION**
  - a. Executive Director's Report
  - b. Commissioner's Reports-Commissioners may report on local, regional, or state issues that impact children ages 0-5 and their families.
7. **Program Development (45 Minutes)**
  - a. Home Visitation Evaluation Report FY 2021-2022. The Commission will take action to approve the report.\* **ACTION**
8. **PUBLIC COMMENT**
9. **NEXT MEETING DATES:** **DISCUSSION/ACTION**  
**Public Health Conference Room, 207 County Hospital Rd,  
Quincy**  
January 8, 2024, 9 a.m. to 11 a.m.  
February 5, 2024, 9 a.m. to 11 a.m. **CANCEL**  
March 4, 2024, 9 a.m. to 11 a.m.  
April 15, 2024, 9 a.m. to 11 a.m. **RESCHEDULED**

May 6, 2024, 9 a.m. to 11 a.m.  
June 3, 2024, 9 a.m. to 11 a.m.

## **10. ADJOURNMENT**

Anyone wishing information on the PCCFC agenda, OR disability related accommodations, should contact; Pamela Becwar, Executive Director, (503)-924-9140, or at [first5plumas@gmail.com](mailto:first5plumas@gmail.com)  
The order in which agenda items are considered may be subject to change. All First 5 Plumas Commission Meeting Agendas are posted online according to open meeting rules (California Brown Act).  
Public Comment may be made prior to and during any Commission Action items.



October 16, 2023  
9:00 a.m. – 11:00 a.m.  
Public Health Conference Room  
270 Hospital Road, Quincy, CA

## **DRAFT MEETING MINUTES**

### **1. ROLL CALL/INTRODUCTIONS:**

Commissioners in attendance: Rachelle Hines, Chairperson, James Wilson, Dwight Ceresola, Kendrah Fredricksen, Brenda Poteete

Absent: Neal Caiazza

Community: Jana McDowell (Family First), Lauren Davies (Family First), Rachael Brothers (LPC), Tina Venable (Plumas Health Nursing Supervisor), Dana Krinsky (Plumas County Public Health), Kelly Ann Bonnell (FRC)

### **2. APPROVAL OF MINUTES: June 5, 2023\* Motion: Kendrah Fredricksen, Second: Brenda Poteete Abstain: James Wilson. Motion carried.**

### **3. Fiscal Items: Commission will take action on the following budget items:**

#### **a. Public Hearing and Action on the:**

i. Draft PCCFC Financial Audit FY 2022-2023\*

**Motion: Brenda Poteete, Second: James Wilson. Motion carried.**

ii. Annual Report FY 2022-2023 to First 5 California\*

**Motion: Kendrah Fredricksen Second: James Wilson. Motion carried.**

### **4. Public Comment (5 Minutes) NONE**

### **5. Commission Membership\***

Commission will take Action to accept the resignation of Commissioner, Dana Loomis.  
**Motion: Brenda Poteete, Second: Dwight Ceresola. Motion carried.**

Commission will take Action on a two-year appointment for membership for applicants:

a. Kelly Ann Bonnell, Feather River College, Early Childhood Education, Professor/Coordinator

**Motion: Kendrah Fredricksen, Second: Brenda Poteete. Motion carried.**

b. Dana Krinsky, Pluma County Public Health Agency, Interim Director

**Motion: James Wilson, Second: Brenda Poteete. Motion carried.**

### **6. Reports (30 Minutes) DISCUSSION**

a. Executive Director's Report\*

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

Kelly Ann Bonnell: Upcoming in-person class, 1 credit hour literacy and community outreach. UPK providers will need to serve younger children. May need to provide TA to serve infants.

Kendrah Fredricksen: BH county is at 50% staffing and it is very difficult to get services. MHA is shifting money from MH to housing. This is bad for Plumas County. January vote will be on that shift of funds.

Brenda Poteete: Vacancy in preschool HeadStart has vacancy. Greenville has 11 enrolled. Community Cafe was on Oct 4. Community assessment will be published in Nov.

James Wilson: Managed care plan transition planning. November 20 convening. People who were covered on Medi-cal and who believe they may not be covered, reach out to PHP.

## **7. Program Development**

a. The Commission will take action on the Service Agreement Contract: PCCFC23-24 AEssue, \$4,330, Implementation of Home Visitor – Regional Technical Assistance grant, Fatherhood Engagement.

**Motion: Kendrah Fredricksen, Second: James Wilson. Motion carried.**

b. The Commission will take action to approve the Service Agreement Contract: PCCFC23-24 PRS CSPP, \$8353.30. Plumas STARS funding was previously \$92,104, but will be increased to \$100,457 The additional funding will service CSPP sites and is pass-through funding from the LPC.

**Motion: Brenda Poteete, Second: Kendrah Fredricksen. Motion carried.**

c. The Commission will take action on the Amendment to the Service Agreement Contract: PCCFC23-24 PUSD EI, previously \$11,500, amended to \$20,000 with SPCFA funding.

**Motion: James Willson, Second: Kelly Ann Bonnell. Motion carried.**

## **8. PUBLIC COMMENT**

Jana McDowell: BH is very low staffed. Nursing wages. Hoping for expanding the staff. Wage crisis and current staff are getting burnt out.

**9. NEXT MEETING DATE:** November 6, 2023, 9 a.m. to 11 am

**Public Health Conference Room, 207 County Hospital Rd, Quincy CA**

**10. ADJOURNMENT 10:11 a.m.**

## Executive Director’s Report

Pamela Becwar

October 16, 2023

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### Submitted:

Completed Financial Audits

Submitted all invoices

### Funding and Project Updates:

**Imagination Library** – Enrollments have grown from 84 to 218 since July 1, 2023 (Goal is 350 children enrolled). PUSD has dedicated up to \$10,000 for 23-24 for Imagination Library (ED presented about IL on 5/5/23 at Quincy Rotary).

### First 5 California Home Visit Regional Technical Assistance Funding

(\$113,852 over 2 years for Plumas County).

Local plan will:

- 1) Continue building or strengthening a range of systems coordination and integration activities; and/or
- 2) develop & implement community-informed policies, practices, and/or resources that center around families lived experience; and/or
- 3) identify and address local system inequities.

- Coordinated screening, referral, intake
- Establishing or strengthening a core group of parents in regularly providing feedback about screening tools, collection and sharing of data: Plumas Parents, meetings with stipends
- Effective strategies to engage fathers
- Conducting an analysis of existing infrastructure, staffing, policies, and practices, and developing a plan to address one or more root causes of inequities.

Priority Outcome 1A: Increase early detection of developmental and behavioral health concerns among infants and toddlers and improve

Priority Outcome 1C: Increase support for pregnant and new parents to strengthen their parenting capacity, especially those at-risk.

### Funding Contract Expenditure

Agency	Contract #	Contract Amount
PRS - Plumas Stars	PCCFC23-24 PRS IMPACT	\$92,104
PH - HV	PCCFC23-24PCPHA HV	\$100,000
PH - Data	PCCFC23-24PCPHA Data	\$8500
EI (Amended)	PCCFC23-24PUSD-EI	\$20,000

Roundhouse	PCCFC23-24 RC	\$30000
Blory	PCCFC23-24 Blory	\$20,000
AEssue	PCCFC23-24 Aessue	\$4330
PRS - CSPP	PCCFC23-24PCPHA CSPP	\$8,353
Imagination Library	PCCFC23-24PUSD IL	\$6,000

### Funding Revenue

Invoice Submissions - Agency	Contract	FY Amount
First 5 CA	QCC BG 23-24	\$21,443.00
First 5 CA	SPCFA - F5CA	\$302,319.13
PUSD LPC	CSPP	\$8,353.30
F5 Shasta	IMPACT	\$92,104.00
F5 Sonoma	HV-RTA	\$57,047.01

### Professional Development:

- Protective Factors and Adverse Childhood Experiences (ACEs)
- Time, Trust, and Power: Lessons from Parent Leaders on Building an Inclusive Human Services System Webinar
- Measuring Success: Program Evaluation Basics
- F5CA Annual Reports Training
- “How About Dad?”: Father Engagement Basics

### ED Meetings/Events attended:

CHiP Stakeholders meeting  
 WIC Collaboration  
 20,000 Lives  
 Eastern Plumas Health Fair  
 Commissioner James Wilson check-in  
 MAA Training  
 UPK Mixed Delivery Quality and Access Workgroup  
 Imagination Library statewide launch  
 Home Visitor Quarterly Grantee meeting  
 IMPACT Grantee Feedback

Quarterly Budget Report FY 2023-24, Agenda Item 3

	Admin %	Admin	Program %	Program	Eval %	Evaluation	Q1 23-24 Actual
<b>Adopted June 5, 2023</b>							
PCCFC23-43PCPHAHV	100,000			100,000			19009.76
PCCFC23-24PCPHADATA	8,500					8,500	
PCCFC23-24RC	30,000			30,000			5549.88
PCCFC23-24PUSDEI	11,500			11,500			2806.8
PCCFC23-24SN (Audit)	5,800	5,800					5,800
PCCFC23-24PRS Impact	92,094			92,094			27,050
PCCFC23-24HV-RTA-B. Lory (Dollywood Foundation)	20,000			20,000			1,700.00
							347.37
<b>Subtotal Contracts</b>	<b>267,894</b>	<b>5,800</b>		<b>253,594</b>		<b>8,500</b>	<b>62263.81</b>
(FICA)							1,888.95
Wages-Emp. #2	40,000			40,000			7,000.00
Wages/Emp. Contributions	92,000	19%		68,080	74%	6,440	17,692.30
<b>Total wages</b>	<b>132,000</b>			<b>108,080</b>		<b>6,440</b>	<b>26,581.25</b>
Memberships	4,075						4,075.00
Professional Services	<b>267,894</b>	<b>5,800</b>		<b>253,594</b>		<b>8,500</b>	
Insurance	8,000						10,001.16
Liability Self-Fund Insurance	650						
Software/subscriptions	1,000						
Office Supplies	500						223.73
Special Dept. Outreach	9,000			9,000			
Travel-Routine	3,000			3,000			
Travel -Special	2,000						
<b>Subtotal Services &amp; Supplies</b>	<b>296,119</b>	<b>22,025</b>		<b>265,594</b>		<b>8,500</b>	<b>76,563.70</b>
Overhead Expenses	23,689	1,762		21,247		680	
<b>Total Wages</b>	<b>132,000</b>	<b>17,480</b>		<b>108,080</b>		<b>6,440</b>	<b>26,581.25</b>
<b>Total Budget</b>	<b>451,808</b>	<b>41,267</b>	<b>9%</b>	<b>394,921</b>	<b>87%</b>	<b>15,620</b>	<b>103,144.95</b>



**Meeting Date: 11.6.23**  
**Agenda Item: 5**

**DATE:** November 3, 2023

**TO:** Commissioners

**FROM:** Pamela Becwar

**RE:** Ad Hoc Personnel Committee

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In accordance with the Commission's Personnel Policies, an Ad Hoc Personnel Committee will need to be formed to make recommendation to the Commission on approving Employee Contracts and the Executive Director's job performance which is evaluated annually.

- Employee contracts will need to include sick leave as required by SB 616 starting January 1, 2024. The Executive Director will form a selection committee and hire a new Family Services Navigator but the Commission will need to approve the employee contract. The Executive Director's employee contract will also need to be updated and approved.
- The Ad Hoc Personnel Committee will need to prepare the evaluation documents and submit them to the Commission during a Closed Session. Action on the director's evaluation will be taken during the Closed Session and reported out to the Public prior to adjourning the meeting.

If there are any questions, please contact me.

Thank you.

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