



October 6, 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, and September 19, 2025, (page 2-5) **ACTION**
3. **FISCAL ITEMS** (20 Minutes)
 - a. [DRAFT Financial Statement Report FY 24-25](#) **DISCUSSION**
4. **COMMISSION MEMBERSHIP*** (5 minutes) (page 6)
 - a. The Commission will take action to approve new memberships **ACTION**
5. **PUBLIC MEETING - COMMISSION** (30 Minutes)
 - a. The Commission will take action to approve the updated [First 5 Plumas Policies and Procedures Manual](#) **ACTION**
 - a. Commission will take action to approve [First 5 Plumas Strategic Plan 2025-30](#) **ACTION**
5. **PUBLIC COMMENT**
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**
 - b. Contract with Rachael Brothers, \$10,000, for improvements to Help Me Grow supports, contingent on finalization of IPP GAN **ACTION**
 - c. Contract with contractor, \$3,000, for improvements to First 5 Plumas website, contingent on finalization of IPP GAN **ACTION**
 - d. [DRAFT Year End Report 24-25 for review](#) **DISCUSSION**
7. **REPORTS** (20 Minutes) **DISCUSSION**
 - a. [Inclusive Early Education](#) presentation with Pam Becwar and Rachael Brothers
 - 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 27, 2025, ♦February 2, 2025, ♦March 2, 2025, ♦April 6, 2025, ♦May 4, 2025, ♦June 1, 2025

10. ADJOURNMENT

For more information on the PCCFC agenda, OR disability related accommodations, contact; Pamela Becwar, Executive Director, at 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.

[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 Simpson

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 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.



September 19, 2025
9:30 a.m.-10:30 a.m.
270 Hospital Road, Quincy, CA 95971

DRAFT SPECIAL MEETING Minutes

Call to order: 9:37 a.m.

ROLL CALL:

Attending: Dwight Ceresola, Melissa Smith, Ashley Simpson,

Absent: Brenda Potetee

Staff: Pam Becwar

2. FISCAL ITEMS

a. Commission will take action to approve FY 24-25 Expenditure Report (submitted).

Expenditure report has been submitted to Smith & Newell for the FY 24-25 financial audit. Please contact Pam Becwar to review any documents provided to Smith & Newell.

Motion: Melissa Smith

Second: Ashley Simpson

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

b. Commission will take action to approve GASB 54 Report (submitted)

Motion: Dwight Ceresola

Second: Melissa Smith

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

3. COMMISSION MEMBERSHIP

Commission will take action to approve new memberships **Sarah Dimick and Joanna Garneau**. Sarah Dimick is no longer working at Public Health and is removed from the action item. Commission recruitment is ongoing and Commissioners recommended SCF0 staff, FRC CDC and ECE staff and faculty, and PDH Child Care center

a. Commission will take action to approve new First 5 Plumas Commission membership, Joanna Garneau.

Motion: Ashley Simpson

Second: Dwight Ceresola

Roll Call: Motion carried

4. PUBLIC COMMENT – None

5. PROGRAM DEVELOPMENT

- a. Commission will consider increase of the Family Service Coordinator to 1.0 FTE until January 1, 2026 and increase to 1.125 FTE, starting January 1, 2026.
- b. Commission will consider the employment contracts of Family Service Coordinators, Dana Marty and Lucie Kreth

Motion to approve both Action Items 5.a. and 5.b.: Ashley Simpson

Second: Melissa Smith

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

Commission wishes to express their congratulations to the new First 5 Plumas Family Service Coordinators. They are excited to be able to better serve Portola and to have such qualified candidates.

6. REPORTS

ED wanted to acknowledge the work being done on the Inclusive Early Education Action Plan by our community partners. There was an Inclusive Early Education Workgroup meeting on September 12, 2025, that celebrated all the improvements being made by Far Northern Regional Center, PUSD, and the Family Empowerment Center.

7. PUBLIC COMMENT - NONE

8. ADJOURNMENT 10:05 a.m.



**Commission Meeting:
October 6, 2025
Agenda Item: VI. a**

DATE: October 6, 2025

TO: First 5 Plumas Commissioners

FROM: Pamela Becwar

RE: Commission will take action on the membership applications

RECOMMENDATION:

Take ACTION to approve the membership of Casey Nunn and Cindy Hogg, who would both represent At-Large Early Childhood Education in Plumas County. Casey is the Director of the Feather River College Child Development Center and Cindy Hogg, Director of Sierra Cascades Family Opportunities.

Take ACTION to approve the membership of Mimi Hall, 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 on the next page - tentative Commission composition based on Commissioner approval and Board of Supervisor appointment of above applicants.

Thank you.

First 5 Plumas County Children and Families Commission

Membership Matrix (Proposed 10-6-2025)

Name	Member Designation	Geographic Area	Representation	Diverse Populations	Term Expires	Office Title	Office Expires
¹ Dwight Ceresola	County BOS Representative	County-wide	LG: Local Government		3-2026	Acting Chair	11-2025
¹ Melissa Smith	Social Services Child Welfare	County-wide	SF: Strong Families	Child and Families at-risk	6-2027		
Ashley Simpson	CASA Coordinator	County-wide	SF: Strong Families	Child and Families at-risk	1-2028		
Cindy Hogg	At-Large ECE	County-wide	Early Childhood Education	Low income children and families	10-2028	Treasurer	
Joanna Garneau	Eastern Plumas Health Care	Eastern Plumas	Healthy Children	Healthy Children	9-2028		
Casey Nunn	At-Large ECE	County-wide	Early Childhood Education	Low income children and families	10-2028		
Mimi Hall	Public Health	County-wide	Healthy Children	Child and Families at-risk	10-2028	Chair	
VACANT	At-Large		SF: Strong Families	Children with Sp. Needs and Disabilities			
VACANT		North County					

¹Members mandated by Proposition 10 Legislation

H: Healthy Children
ECE: Early Childhood Education
LG: Local Government
SF: Strong Families

Note: Commissioners serve three-year terms and may be appointed to unlimited subsequent terms

Executive Director's Report

Pamela Becwar
October 6, 2025

Statutory Compliance:

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

Grant Proposals Updates:

IPP Grant submitted May 16 - \$149,300 – granted and waiting on GAN

Discussion - Proposed Contracts:

Central Plumas Parks & Recreation Department Open Space M – F, 11-12:30 p.m., November to April, **\$3,600**

Crisis Resource Intervention Center – Diaper Bank **\$2,000**

Program Development:

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 Health Worker benefit

Met with Mimi Hall about planning for a data advisory committee

Outreach to Plumas Crisis Intervention and Resource Center to improve early intervention (diaper bank)

Outreach to Nurturing Newborns

Children's Council member – Prevention Planning and coordination with Probation and Lassen County

Local Planning Council meetings – PUSD is hiring a new coordinator

Plumas STARS Consortium meetings – Annual Report has been submitted


Mountain Interagency Lactation Coalition meetings including SB669 and planning for training and coordination between breastfeeding support providers. Commissioner recruitment

Onboarding First 5 Plumas Family Services Coordinators


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](#)