



June 24, 2024
10:00 a.m. - 11:00 a.m.
Dept. Social Services Conference Room
270 Hospital Road, Quincy, CA 95971

SPECIAL MEETING AGENDA

1. **ROLL CALL/INTRODUCTIONS:** Kendrah Fredricksen, Chairperson
2. **Fiscal Items* Commission will take action on the following budget items: (30 Minutes)**
 - a. Projected Expenditure Report FY 2023-2024 (page 2) **ACTION**
 - b. Proposed Budget Package FY 2024-2025 (page 3) **ACTION**
 - d. Five Year Financial Plan 2024-2025 (page 4) **ACTION**
3. **Public Comment (5 Minutes)**
4. **Commission Membership (5 minutes) (page 8)**
 - a. Commission will take Action on accepting the resignation of Commissioner, Neal Caiazzo **ACTION**
 - b. Commission will take Action on accepting the resignation of Commissioner, KellyAnn Bonnell **ACTION**
 - c. Commission will take Action on a two-year appointment for Department of Social Services required membership, for applicant, Melissa Smith **ACTION**
 - d. Commission will take Action on a two-year appointment for membership for applicant, Courtney Schrammel **ACTION**
5. **Program Development (15 Minutes)**

Commission will take action on the FY 24-25 Service Agreement Contracts:

 - a. PCCFC24-25PRSIMPACT- \$91,568 Implementation of IMPACT Grant **ACTION**
6. **Meeting Schedule FY 2024-2025 (page 10) **ACTION****
7. **PUBLIC COMMENT**
8. **NEXT MEETING DATES:**

Commission meetings are the first Monday of each month unless noted otherwise. Meetings are from 9:30 a.m. to 11:30 a.m. in the Large Conference Room at Public Health in Quincy CA

NEXT Meeting: July 15, 2024 9:30 a.m. to 11:30 a.m. (Quincy)

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

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.

Plumas First 5			70562	Expenses thru Period 11	End of Year Expenditures
Dept.	Account	Account Title	Budget		
70562	51000	REGULAR WAGES	85,432.00	82,248.77	
70562	51020	OTHER WAGES	37,418.00	26,747.12	
70562	51070	UNEMPLOYMENT INSURANCE	122.00	122.00	
70562	51080	RETIREMENT	-	12,805.00	
70562	51081	OPEB LIABILITY	3,567.00	3,622.00	
70562	51100	FICA/MEDICARE OASDI	9,150.00	8,338.09	
70562	51110	COMPENSATION INSURANCE	1,346.00	1,223.57	
70562	52020	COMMUNICATIONS	500.00	130.00	
70562	52050	INSURANCE	8,000.00	8,000.00	
70562	52160	MEMBERSHIPS	4,075.00	2,875.00	
70562	52180	OFFICE EXPENSE	1,300.00	592.36	
70562	52190	PROFESSIONAL SERVICES	267,894.00	213,736.07	
70562	52330	EDUCATIONAL NAT/INCENTIVE	-	-	
70562	52340	MEDIA/PROMOTIONAL ITEMS	500.00	-	
70562	52370	PUBLICATIONS-LEGAL NOTICE	800.00	425.00	
70562	525000	OVERHEAD	7,429.00	600.00	
70562	525119	LIABILITY SELF-FND INS	1,272.00	1,272.00	
70562	52525	SPEC. DEPT. OUTREACH ACT.	7,800.00	4,869.49	
70562	52740	TRAVEL ROUTINE	3,000.00	-	
70562	52750	TRAVEL-SPECIAL	2,000.00	994.24	
			441,605.00	368,600.71	-

Date of Commission Meeting, Budget Approval: June 24, 2024

First 5 Plumas Deptment code 70562

Code	Account Title	Contract	Budget	Admin %	Admin	Program %	Program	Eval %	Evaluation
52190	PROFESSIONAL SERVICES	PCCFC24-25PCPHAHV	100,000				100,000		
52190	PROFESSIONAL SERVICES	PCCFC24-25PCPHADATA	8,500						8,500
52190	PROFESSIONAL SERVICES	PCCFC24-25RC	30,000				30,000		
52190	PROFESSIONAL SERVICES	PCCFC24-25PUSDEI	20,000				20,000		
52190	PROFESSIONAL SERVICES	PCCFC24-25SN (Audit)	6,000		6,000				
52190	PROFESSIONAL SERVICES	PCCFC24-25PRS Impact	91,568				91,568		
52190	PROFESSIONAL SERVICES	PCCFC24-25HV-RTA-R. Brothers	20,000				20,000		
52190	PROFESSIONAL SERVICES	Other Contracts under \$5,000	17,200				17,200		
52190	PROFESSIONAL SERVICES	PCCFC24-25 Consultant/Facilitator	25,000						25,000
		Subtotal Contracts	318,268		6,000		278,768		33,500
51020	OTHER WAGES	Wages-Emp. #2	40,000				40,000		
51000	REGULAR WAGES	Wages/Emp. Contributions	85,500	16%	13,680	71%	60,705	13%	11,115
51080	RETIREMENT	Benefit	12,000		1,920		8,520		1,560
		Total wages	137,500		15,600		109,225		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	10,000		10,000				
52160	MEMBERSHIPS	Memberships	4,075		4,075				
52180	OFFICE EXPENSE	Office Supplies	500		500				
52190	PROFESSIONAL SERVICES	Professional Services	318,268		6,000		278,768		33,500
52330	EDUCATIONAL NAT/INCENTIVE								
52340	MEDIA/PROMOTIONAL ITEMS								
52370	PUBLICATIONS-LEGAL NOTICE								
52525	SPEC. DEPT. OUTREACH ACT.	Special Dept. Outreach	7,500				7,500		
52740	TRAVEL ROUTINE	Travel-Routine	2,000				2,000		
52750	TRAVEL-SPECIAL	Travel -Special	10,000		10,000				
52775	IN-COUNTY HOSTING EVENTS								
52840	CONTINGENCIES								
520419	COVID PPE & CLEANING COST								
525119	LIABILITY SELF-FUND INSURANCE	Liability Self-Fund Insurance	1,500		1,500				
54950	COMPUTER HARDWARE								
58001	TRANSFER-OUT1								
		Subtotal Services & Supplies	368,543		46,775		288,268		33,500
525000	OVERHEAD	Overhead Expenses	14,742	Overhead 4%					
		Total Wages	137,500		15,600		109,225		12,675
		Total Budget	520,785	13%	46,775	74%	397,493	9%	46,175
				Administration		Program		Evaluation	
Revenues FY 24-25									
	Prop 10 Tobacco Tax	7056244	44169	STATE-CHILD	82,500				
	Small County Augmentation	7056244	44169	STATE-CHILD	268,256				
	Interest	7056243	43010	INTEREST-IN\	9975				
	MAA FY 2022 Reimbursement	7056246	46070	CNTRB FR OT	14,000				
	IMPACT Grant	7056244	44290	STATE-OTHEF	70,661				
	QCC Grant	7056244	44290	STATE-OTHEF	20,907				
	HV- RTA (Local Implimentation)	7056244	44169	STATE-CHILD	56,794				
	HV-RTA (Regional)	7056244	44169	STATE-CHILD	36,157				
	TOTAL				559,250				



FIVE-YEAR FINANCIAL PLAN

[Submit to Commission for Approval June 24, 2024](#)

The Plumas County Children and Families Commission initially adopted a ten-year Financial Plan in August 2003. 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 April 1, 2020 for FY 2020-2025. This 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. Between FY 2006-2009, the funding commitments also supported a funding mode that included spending a portion of the reserves for a period of three years to fund multi-year programs and develop the system integration and changes necessary to improve outcomes for children 0-5 years.

- 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
- Adoption of an Administrative Cost Policy in FY 2005-06 and beyond. 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 2024-25.

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 includes roll-over funds from 23-24.

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. Plumas County First 5 qualifies for a \$255,000 annual baseline amount. 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 2021 through 2025 are noted in the following table.

Programs for children ages 0-5	\$555,269
Staffing and Operating Costs	\$464,888
Community Outreach-Educational materials, Home Visiting Coordination, travel, media/promotional	\$ 189,942
Program Evaluation	\$100,000
IMPACT QRIS	\$383,400

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 April 15, 2022, the Commission’s Trust Fund has a fund balance of \$523,441.

In April 2020, the Commission adopted a revised Strategic Plan FY 2020-2025. The revised 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 2010-11, the Commission released a Request for Proposals in the amount of \$100,000 for intensive home visiting and case management for children ages 0-5 and their families/caregivers on April 25, 2012. Plumas County Public Health Agency’s Family First Home Visiting Program continues to serve children ages 0-5 and their families via a home visit.

Program and service funds are routinely segmented into three categories:

Funding Category	Funding Term	Commission Approval
Program/Service Grants	Multi-year	Annually
Internally Run Programs	Multi-year	Annually
Community Training	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 will also research 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.

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 will no longer 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 (8) percent 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 such as the end of School Readiness and CARES funding, 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 in January 2019 with no changes.

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 annual financial report, which is adopted by the Commission at a public hearing.



**Commission Meeting:
June 3, 2024
Agenda Item: 5. a - c**

DATE: June 3, 2024

TO: Commissioners

FROM: Pamela Becwar

RE: Commission will take action on the resignation of Neal Caiazzo and the membership applications of Melissa Smith and Courtney Schrammel

RECOMMENDATION:

Take ACTION to accept the resignation of Commissioner Caiazzo. Commissioner Neal Caiazzo resigned his position upon his retirement as the director of Plumas County Department of Social Services.

Take ACTION to accept the resignation of Commissioner Bonnell. Commissioner KellyAnn Bonnell resigned her position as she will be leaving the area.

Take ACTION to approve the membership of Melissa Smith, as the required representative for Plumas County Department of Social Services, as recommended by Neal Caiazzo, and providing representation for Strong Families.

Take ACTION to approve the membership of Courtney Schrammel, who would be an At-Large Parent member. Courtney met with the executive director, Pamela Becwar, to discuss representation for Children with Special Needs and Disabilities.

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 (Tentative 6/3/2024)

Name	Member Designation	Geographic Area	Representation	Diverse Populations	Term Expires	Office Title	Office Expires
James Wilson 510 230 9442	At-Large	County-wide	H: Healthy Children		6-2025		
¹ Dwight Ceresola 530 251 3537	County BOS Representative	County-wide	LG: Local Government		3-2025	Vice Chair	11-2025
Kendrah Fredricksen 530 283 6307	At-Large	Quincy	Foster Parent	Child and Families at-risk	5-2025	Chair	11-2025
Courtney Schrammel	At-Large	Quincy	Parent	Children with Sp. Needs and Disabilities	6-2026		
¹ Dana Krinsky 530 283 6358	County Health Dept. Director	County-wide	H: Healthy Children	Low income Children & Families	9-2025		
Kelly Ann Bonnell 602 617 2412	At-Large	Quincy	Early Childhood Education	Children with Sp. Needs and Disabilities	9-2025		
VACANT							
Brenda Poteete 530 257 1206	At-Large ECE	County-wide	Early Childhood Education	Low income children and families	5-2026	Treasurer	5-2025
Neal Caiazzo Melissa Smith	Social Services County, CPS Supervisor	County-wide	SF: Strong Families	Child and Families at-risk	6-2026		

¹Members mandated by Proposition 10 Legislation

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

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



Approved First 5 Plumas Commission Meeting Schedule
July 2024 through June 2025
First Monday of the month, unless otherwise noted

Agendas and Commissioner Packets are available at: www.first5plumas.org

First 5 Plumas Commission meetings
Public Health Conference Room
270 Hospital Road, Quincy, CA 95971

[Teams Meeting Link](#)

Meeting ID: 221 495 195 120

Passcode: Rb2Q68

Dial-in by phone: +1 469-262-1742,

Phone conference ID: 731 305 186#

<u>Date</u>	<u>Time</u>	<u>Location</u>
July 15, 2024 (3 rd Monday)	9:30-11:30 a.m.	Quincy
August 5, 2024	9:30-11:30 a.m.	Quincy
September 9, 2024 (2 nd Monday)	9:30-11:30 a.m.	Quincy
October 7, 2024	9:30-11:30 a.m.	Quincy
November 4, 2024	9:30-11:30 a.m.	Quincy
December 2, 2024	9:30-11:30 a.m.	Quincy
January 6, 2025	9:30-11:30 a.m.	Quincy
February 3, 2025	9:30-11:30 a.m.	Quincy
March 3, 2025	9:30-11:30 a.m.	Quincy
April 7, 2025	9:30-11:30 a.m.	Quincy
May 5, 2025	9:30-11:30 a.m.	Quincy
June 2, 2025	9:30-11:30 a.m.	Quincy

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Remote Commission Meeting locations will be included on the agenda and will be established as a remote meeting site open to the public.