



June 5, 2023  
9:00 a.m.-10:30 a.m.  
Public Health Conference Room  
270 Hospital Road, Quincy, CA 95971

## MEETING AGENDA

1. **ROLL CALL/INTRODUCTIONS:** Rachelle Hines, Chairperson
2. **APPROVAL OF MINUTES: May 1, 2023\* (5 Minutes)** **ACTION**
3. **Fiscal Items\* Commission will take action on the following budget items: (30 Minutes)**
  - a. Projected Expenditure Report FY 2022-2023 **ACTION**
  - b. Proposed Budget Package FY 2023-2024 **ACTION**
  - c. GASB 54 Fund Balance Report as of May 25, 2023 **ACTION**
4. **Public Comment (5 Minutes)**
5. **Commission Membership (5 minutes)** **ACTION**

Commission will take Action on a two-year appointment for membership for applicant, James Wilson
6. **Reports (20 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 (30 Minutes)**

Commission will take action on the FY 22-23 Service Agreement Contracts:

  - a. PCCFC23-24PCPHA-\$100,000 Plumas County Public Health Agency-Home Visitation **ACTION**
  - b. PCCFC23-24PCPHADATA-\$8,500 Plumas County Public Health Agency – Data **ACTION**
  - c. PCCFC23-24RC-\$30,000 Roundhouse Council-Home Visitation **ACTION**
  - d. PCCFC23-24EI-\$11,500 Plumas Unified School District Early Intervention **ACTION**
  - e. PCCFC23-24SN-\$5,800 Smith and Newell Audit Firm **ACTION**
  - f. PCCFC23-24HV-BL \$20,000 B. Lory Implementation of Home Visiting-TA Grant **ACTION**
  - g. PCCFC23-24PRSIMPACT-\$ 92,094 Implementation of IMPACT Grant **ACTION**
8. **Meeting Schedule FY 2023-2024** **ACTION**
9. **PUBLIC COMMENT**
10. **NEXT MEETING DATES:**

◆ October 2, 2023 (Quincy) ◆ November 6, 2023 (Quincy) (No meetings July, August, September)
11. **ADJOURNMENT**



May 1, 2023  
9:00 a.m.-10:00 a.m.  
Public Health Conference Rm., 2<sup>nd</sup> Floor  
270 Hospital Road  
Quincy, CA 95971

## DRAFT MEETING Minutes

1. **ROLL CALL/INTRODUCTIONS:** Rachelle Hines, Chairperson. Call to Order: 9:02 a.m.  
Commissioners Present: Rachelle Hines, Kendrah Fredricksen, Dana Loomis, Neal Caiazzo, Dwight Ceresola, Brenda Portee  
Staff Present: Pamela Becwar, Jaye Bruce  
Grantees: Marleen Mullens, Jana McDowell, Lauren Davis, Tina Venable  
Public: Teri Smith
  
2. **APPROVAL OF MINUTES: April 24, 2023**  
Motion: Kendrah Fredricksen  
Second: Neal Caiazzo  
Motion Carried
  
3. **Commission Membership**  
**Commission will take Action on a two-year re-appointment for membership for Rachelle Hines, Kendrah Fredricksen, and Neal Caiazzo**  
**Re-appointment of Rachelle Hines:**  
Motion: Kendrah Fredrickson  
Second: Dwight Ceresola  
Abstain: Rachelle Hines  
Motion Carried  
**Re-appointment of Kendrah Fredricksen:**  
Motion: Dana Loomis  
Second: Neal Caiazzo  
Abstain: Kendrah Fredricksen  
Motion Carried  
**Re-appointment of Neal Caiazzo:**  
Motion: Kendrah Fredricksen  
Second: Dana Loomis  
Abstain: Neal Caiazzo  
Motion Carried
  
4. **PUBLIC COMMENT** none
  
5. **Fiscal Items**
  - a. **Proposed Budget FY 2023-2024**
    1. Commission discuss of Proposed Draft Budget/Worksheet
    2. Commission reviewed and discussed the Draft Financial Plan FY 22-23
  
6. **REPORTS**
  - a. Executive Director Report (presentation)

Kendrah: Wants flyers and information to be shared widely.

Dana: Children's Faire – Public Health will be doing oral health and a bike rodeo. Public Health asked feds if Family First can use community identified program for home visiting.

It is important that the Commission employs budget-cut principles: Cutting across the board is only if you have money coming in so you do not shut down programs.

KRUP: This goes to support administration of the event. There is a registration available to access immunization records. Teri Smith proved the "My Vaccine Record" cards.

## **7. Program Development**

**a. Commission will consider the following service agreement contracts FY 23-24:** Action postponed until June 5, 2023

1. PCCFC23-24PCPHA-\$100,000 Plumas County Public Health Agency-Home Visitation
2. PCCFC23-24RC-\$30,000 Roundhouse Council-Home Visitation
3. PCCFC23-24EI-\$20,000 Plumas Unified School District Early Intervention
4. PCCFC23-24 - \$7,000 Plumas Unified School District Kindergarten Round Up
5. PCCFC23-24SN-\$5,800 Smith and Newell Audit Firm

It was agreed that the Commission will table the service agreement contracts FY 23-24 vote until June. ED will have a conversation Jessica Stone and Emily Pruitt.

7. The Commission will consider a Meeting Schedule FY 2023-2024

ED will send out the meeting schedule for FY 23-24 and meetings will continue to be on the first Monday of the month in October, November, January, February, March, April, May, and June (meetings are quarterly or as needed), unless it falls on a holiday and then it will be moved to the next Monday.

## **8. PUBLIC COMMENT**

Teri Smith: wants to make sure that direct services are maintained; AB 184 Maternal Care 60 days to 365 days.

## **9. NEXT MEETING DATES:**

♦ **June 5, 2023 (Quincy)** (No meetings July, August, September)

## **10. ADJOURNMENT 10:30 a.m.**

		Admin %	Admin	Program %	Program	Eval %	Evaluation
PCCFC23-43PCPHAHV	100,000				100,000		
PCCFC23-24PCPHADATA	8,500						8,500
PCCFC23-24RC	30,000				30,000		
PCCFC23-24PUSDEI	11,500				11,500		
PCCFC23-24SN (Audit)	5,800		5,800				
PCCFC23-24PRS Impact	92,094				92,094		
PCCFC23-24HV-RTA-B. Lory	20,000				20,000		
<b>Subtotal Contracts</b>	<b>267,894</b>		<b>5,800</b>		<b>253,594</b>		<b>8,500</b>
Wages-Emp. #2	40,000				40,000		
Wages/Emp. Contributions	92,000	19%	17,480	74%	68,080	7%	6,440
<b>Total wages</b>	<b>132,000</b>		<b>17,480</b>		<b>108,080</b>		<b>6,440</b>
Memberships	4,075		4,075				
Professional Services	267,894		5,800		253,594		8,500
Insurance	8,000		8,000				
Liability Self-Fund Insurance	650		650				
Software/subscriptions	1,000		1,000				
Office Supplies	500		500				
Special Dept. Outreach	9,000				9,000		
Travel-Routine	3,000				3,000		
Travel -Special	2,000		2,000				
<b>Subtotal Services &amp; Supplies</b>	<b>296,119</b>		<b>22,025</b>		<b>265,594</b>		<b>8,500</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>Total Budget</b>	<b>451,808</b>	9%	<b>41,267</b>	87%	<b>394,921</b>	4%	<b>15,620</b>
		<b>Administration</b>			<b>Program</b>		<b>Evaluation</b>
<b>Revenues FY 23-24</b>							
Prop 10 Tobacco Tax	82,500						
Small County Augmentation	206,000						
Interest	400						
MAA FY 2022 Reimbursement	14,000						
IMPACT Grant	70,661						
QCC Grant	21,433						
HV-RTA	56,926						
<b>TOTAL</b>	<b>451,920</b>						



**Commission Meeting: 6-5-23  
Agenda Item III c.**

**GASB Fund Balance Report**

**Total Fund Balance as of June 1, 2023: \$\$545,578**

<b>Fund Balance Designation</b>	<b>Designation Amount</b>	<b>Explanation of Authority</b>
Committed	\$267,894	Contracts FY 23-24 Commission Authority only
Assigned	\$451,808	Funds budgeted for fiscal year 23-24 approved by Commission
Assigned	\$ 225,904 Financial Plan Commitment	Financial Plan Commitment- <i>“Establish a six month reserve for program continuation and/or contingencies.”</i>
<b>TOTAL FUND BALANCE</b>	<b>\$545,578</b>	Total Amount Budgeted FY <b>23-24: \$451,808</b>

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Organization	Object	Account Description	2024 Department Budget	2023 Original Budget	2023 Revised Budget	2023 Actuals	2022 Original Budget	2022 Revised Budget	2022 Actuals
7056243	43010	INTEREST-INVESTED FUNDS	\$0.00	\$0.00	(\$5,000.00)	(\$5,000.00)	\$0.00	(\$4,000.00)	(\$4,000.00)
7056244	44169	STATE-CHILD & FAM. COMM.	\$0.00	\$0.00	(\$493,860.00)	(\$493,860.00)	(\$315,694.25)	(\$350,000.00)	(\$350,000.00)
7056244	44169P	STATE- CHILD/FAM COMM	\$0.00	\$0.00	\$0.00	\$0.00	(\$33,014.50)	\$0.00	\$0.00
7056244	44290	STATE-OTHER	\$0.00	\$0.00	(\$22,000.00)	(\$22,000.00)	(\$13,353.90)	(\$150,000.00)	(\$150,000.00)
7056246	46070	CNTRB FR OTHR AGENCY	\$0.00	\$0.00	\$0.00	\$0.00	(\$750.00)	\$0.00	\$0.00
7056246	46251	REIMBURSEMENTS/REFUNDS	\$0.00	\$0.00	\$0.00	\$0.00	(\$21,741.70)	\$0.00	\$0.00
7056251	51000	REGULAR WAGES	\$0.00	\$0.00	\$81,114.62	\$81,114.62	\$79,635.76	\$81,114.62	\$81,114.62
7056251	51020	OTHER WAGES	\$0.00	\$0.00	\$37,000.00	\$37,000.00	\$30,940.00	\$37,000.00	\$37,000.00
7056251	51070	UNEMPLOYMENT INSURANCE	\$0.00	\$0.00	\$29.00	\$29.00	\$0.00	\$29.00	\$29.00
7056251	51080	RETIREMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7056251	51081	OPEB LIABILITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7056251	51090	GROUP INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7056251	51100	FICA/MEDICARE OASDI	\$0.00	\$0.00	\$9,035.77	\$9,035.77	\$8,459.02	\$9,035.77	\$9,035.77
7056251	51110	COMPENSATION INSURANCE	\$0.00	\$0.00	\$1,183.00	\$1,183.00	\$0.00	\$1,183.00	\$1,183.00
7056252	52020	COMMUNICATIONS	\$0.00	\$0.00	\$500.00	\$500.00	\$250.00	\$1,000.00	\$1,000.00
7056252	520419	COVID PPE & CLEANING COST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7056252	52050	INSURANCE	\$0.00	\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00
7056252	52160	MEMBERSHIPS	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$3,800.00	\$3,800.00
7056252	52180	OFFICE EXPENSE	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$224.95	\$1,500.00	\$1,500.00
7056252	52190	PROFESSIONAL SERVICES	\$0.00	\$0.00	\$437,244.00	\$437,244.00	\$218,640.74	\$420,163.00	\$420,163.00
7056252	52330	EDUCATIONAL NAT/INCENTIVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
7056252	52340	MEDIA/PROMOTIONAL ITEMS	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	\$700.00
7056252	52370	PUBLICATIONS-LEGAL NOTICE	\$0.00	\$0.00	\$800.00	\$800.00	\$425.00	\$800.00	\$800.00
7056252	52500	OVERHEAD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7056252	525000	OVERHEAD	\$0.00	\$0.00	\$4,367.00	\$4,367.00	\$0.00	\$4,367.00	\$4,367.00
7056252	525119	LIABILITY SELF-FUND INSURANCE	\$0.00	\$0.00	\$631.00	\$631.00	\$0.00	\$631.00	\$631.00
7056252	52525	SPEC. DEPT. OUTREACH ACT.	\$0.00	\$0.00	\$8,000.00	\$8,000.00	\$6,928.78	\$10,000.00	\$10,000.00
7056252	52740	TRAVEL ROUTINE	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$236.95	\$1,500.00	\$2,500.00
7056252	52750	TRAVEL-SPECIAL	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$1,271.49	\$2,500.00	\$1,300.00



**DATE:** 6-2-2023

**TO:** First 5 Plumas County Children & Families Commission

**FROM:** Pamela Becwar

**RE:** Service Agreement Contracts & MOUs FY 2023-24

**RECOMMEDATION:**

Approve 7 of the following Service Agreement Contracts and MOUs FY 2023-24

The following Service Agreement Contracts have submitted all required reports, evaluation data, and have completed their scopes of work through the 3<sup>rd</sup> quarter. As a result of declining funding, it is recommended that the Service Agreement Contract with PUSD Kindergarten Round Up will not be renewed but First 5 Plumas will be an active partner and participate in Kindergarten Round Up activities.

Contract No.	Amount 22-23	Grantee	Services	FY 22-23 Contract in Compliance	Renewal Amount FY 23-24
PCCFC23-24PCPHA-HV	\$100,000	PCPHA - Family First	Home Visitation	Yes	\$100,000
PCCFC23-24PCPHA-DATA	\$8,500	PCPHA - Data Manager	Data Management	Yes	\$8,500
PCCFC23-24RC	\$30,000	Roundhouse Council	Home Visitation	Yes	\$30,000
PCCFC22-23EI	\$20,000	PUSD/PCOE	Home Visitation	Yes	\$11,500
PCCFC22-23KRUP	\$7,000	PUSD/PCOE	Kindergarten Transition	Yes	\$0
PCCFC22-23SN	\$5,700	Smith & Newell	Financial Audit	Yes	\$5,800
PCCFC22-23IMPACT	\$110,000	Plumas Rural Services	Child Care Quality Improvement	Yes	\$92,094
PCCFC23-24HV-BL	\$20,000	Brenda Lory	Home Visitation - TA (FY 22-23 for Social Media and PDG-R)	Yes	\$20,000



**Approved Meeting Schedule  
July 2023 through June 2024**

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
July 3, 2023	9:00-11:00 a.m.	<b>No Meeting</b>
August 7, 2023	9:00-10:00 a.m.	<b>No Meeting</b>
September 4, 2023	9:00-11:00 a.m.	<b>No Meeting</b>
October 2, 2023	9:00-11:00 a.m.	<b>Quincy</b>
November 6, 2023	9:00-11:00 a.m.	<b>Quincy</b>
December 4, 2022	9:00-11:00 a.m.	<b>No Meeting</b>
January 8, 2024	9:00-11:00 a.m.	<b>Quincy</b>
February 5, 2024	9:00-11:00 a.m.	<b>Quincy</b>
March 4, 2024	9:00-11:00 a.m.	<b>Quincy</b>
April 1, 2024	9:00-11:00 a.m.	<b>Quincy</b>
May 6, 2024	9:00-11:00 a.m.	<b>Quincy</b>
June 3, 2024	9:00-11:00 a.m.	<b>Quincy</b>

**Meetings FY 2023-2024: 8 (on the first Monday)**