

First 5 Plumas
Plumas County Children and Families Commission
Monday, October 3, 2022
Social Services Conference Room
270 Hospital Road-2nd Floor
Quincy, CA 95971

DRAFT MEETING MINUTES

I. Roll Call/Introductions: Rachelle Hines, Chairperson

Chairperson, Rachelle Hines called the meeting to order at 9:05 a.m.
Commissioners and staff introduced themselves.

Commissioners Present: Rachelle Hines, Dana Loomis, Neal Caiazzo, Brenda Poteete, Kendrah Fredricksen, and Dwight Ceresola

Commissioners Absent: None

Staff Present: Ellen Vieira, Executive Director

Consultants Present: Lisa Watson (SEI) Evaluator

II. Approval of Meeting Minutes: June 2, 2022

Motion: Commissioner Fredricksen made a motion to approve the minutes of June 2, 2022 as presented. Commissioner Caiazzo seconded the motion.

Motion carried unanimously.

III. Fiscal Items:

a. Public Hearing and Action on the Draft PCCFC Audit FY 2021-2022 and the Annual Report to First 5 California FY 2021-22

Discussion: In the opinion of Audit Firm Smith and Newell, the Commission complied, in all material respects, with the compliance requirements that could have a direct and material effect on the California Children and Families Program for the year ended June 30, 2022.

Motion: Commissioner Caiazzo made a motion to Accept the Draft PCCFC Audit FY 21-22 and the Annual Report to First 5 California FY 2021-22. Commissioner Poteete seconded the motion. **Motion carried unanimously.**

IV. Public Comment: None

V. Reports

- a. Director's Report: With the exception of conducting outreach and the collateral materials for the Executive Director recruitment, there are no other items to report.
- b. Commissioner Reports-Commissioner Caiazzo reports that the Child Abuse Prevention Council has mini grants applications. The application can be found on the Council's web site.
The Council has also funded Pool Days.

VI. Program Development

- a. Commission will take action to approve the compensation and benefits for the Executive Director position.

The Personnel Committee made the following recommendations:

Compensation: \$80,000 Annually
Benefits: \$1,000 monthly stipend for health insurance purchase
2 weeks vacation after one year
14 paid holidays per year

Motion: Commissioner Poteete made a motion to approve the compensation **and benefits** as outlined above. Commissioner Loomis seconded the motion. **Motion carried unanimously.**

- b. The Commission's Personnel Committee will report on the hiring of a new Executive Director.

The Personnel Committee reports that four applicants were interviewed. The successful applicant is Pamela Becwar. Ms. Becwar, a resident of Quincy, has accepted the position. A Letter of Employment will be mailed and County Counsel has reviewed and approved the Commission's Employment Contract. She will start the end of November or early December. Ellen's last day will be December 30, 2022.

- c. The Commission will take action to accept the resignation of Commissioner Kevin Bean.

Motion: Commissioner Fredricksen made a motion to accept the resignation of Kevin Bean. Commissioner Loomis seconded the motion. **Motion carried unanimously.**

d. **Annual Program Evaluation Report FY 21-22 Presented by: Lisa Watson from Social Entrepreneurs Inc.**

Motion: Commissioner Fredricksen made a motion to Accept the Evaluation Report as presented FY 2021-22. Commissioner Caiazzo seconded the motion. **Motion carried unanimously.** The full report can be accessed on line at www.first5plumas.com

VII. Public Comment: None

VIII. Next Meeting Dates

- ◆ January 9, 2023 (Quincy) ◆ February 2023-No Meeting Scheduled
- ◆ March 2023 No Meeting ◆April 1, 2023 (Quincy)

IX. Adjournment: Chairperson Hines adjourned the meeting at 10:45 a.m.

Submitted by: Pamela Bewar, Executive Director