



May 6, 2024  
[Meeting Link](#)  
9:00 a.m.-10:30 a.m.  
Public Health Conference Room  
270 Hospital Road, Quincy, CA 95971

## MEETING AGENDA DRAFT

1. **ROLL CALL/INTRODUCTIONS:** Kendrah Fredricksen, Chairperson
2. **APPROVAL OF MINUTES: April 15, 2024\*** (page 2) (5 Minutes) **ACTION**
3. **Commission Membership** (Commission Matrix Page 4) (5 Minutes)\* **ACTION**
  - a. Commission will take Action on a two-year re-appointment for membership of Commissioner, Brenda Poteete.
4. **PUBLIC COMMENT**
5. **Fiscal Items** (20 Minutes)
  - a. **Proposed Budget FY 2023-2024** **DISCUSSION**
    1. Commission will discuss a Proposed Draft Budget 24-25\*
    2. Commission will review and discuss the Draft Financial Plan FY 24-25\*
6. **REPORTS** (10 Minutes) **DISCUSSION**
  - a. Executive Director Report
  - b. Commissioner Report(s): Commissioners may report on local, state, or federal issues relating to children ages 0-5 and their families
7. **Program Development** (30 Minutes)\*
  - a. **Commission will consider the following service agreement contracts FY 24-25:**
    1. PCCFC24-25PCPHA HV-\$100,000 Plumas County Public Health Agency **ACTION**
    2. PCCFC24-25PCPHA DATA - \$8,500 Data Manager Contract **ACTION**
    3. PCCFC24-25RC-\$30,000 Roundhouse Council-Home Visitation **ACTION**
    4. PCCFC24-25EI-\$20,000 Plumas Unified School District Early Intervention **ACTION**
    5. PCCFC24-25RBrothers **ACTION**
    6. PCCFC24-25SN- \$6,000 Smith and Newell Audit Firm **ACTION**
  - b. **The Commission will consider a Meeting Schedule FY 2024-25** **ACTION**
8. **PUBLIC COMMENT**
9. **NEXT MEETING DATE: June 3, 2024 (Quincy)**
10. **ADJOURNMENT**



April 15, 2024  
9:00 a.m.-11:00 a.m.  
270 Hospital Road, Suite 206  
Large Conference Rm  
Quincy, CA 95971

## DRAFT MEETING MINUTES

1. **ROLL CALL/INTRODUCTIONS (10 MINUTES): 9:03 a.m.**
  - Present:** Kendrah Fredricksen, James Wilson, KellyAnn Bonnell, Dana Krinsky, Brenda Poteete, Neal Caiazzo
  - Absent:** Dwight Ceresola
  - Staff:** Pamela Becwar, Alicia Kerr
  - Public:** Nicole Reinhardt, Lindsey Kimzey, Jana McDonald, Kristin Brown, Janel Johnson
  
2. **APPROVAL OF SPECIAL MEETING MINUTES: March 11, 2024**
  - Motion: James Wilson
  - Second: KellyAnn Bonnell
  - Motion carried
  
3. **FISCAL ITEMS**
  - a. Quarterly **Budget Report FY 23-24**. Commission will take action to accept the report.
    - Motion: KellyAnn Bonnell
    - Second: Brenda Poteete
    - Motion carried
  
  - b. Commission will take action to approve the **Budget Calendar 2024-25**.
    - Motion: Brenda Poteete
    - Second: James Wilson
    - Motion carried
  
4. **PUBLIC COMMENT - NONE**
  
5. **REPORTS DISCUSSION**
  - a. Executive Director Report (submitted as part of Commissioner packet)
  - b. Commissioner Report(s):
    - KellyAnn: There is a Special Needs course available in Fall 2024
    - Brenda: Early Head Start expansion, hired a bookkeeper, April 26 preschool round up 2-5, Health Advisory April 16,
    - Dana: Medi-Cal provider, CalAim CHW,
  
6. **PROGRAM DEVELOPMENT DISCUSSION**

- a. Strategic Planning Briefing 2024
- b. Program Updates

Neal: Dr. Hunt and Jaye Bruce are doing a Nurturing Newborn program

Jana: HVs are doing the Parents As Teachers training, Maybe be using Penelope database

Serena: Is follow up about data including entering Referral data under Services.

**7. PUBLIC COMMENT NONE**

**8. NEXT MEETING DATES:**

◆ **May 6, 2024 (Quincy)** ◆ **June 3, 2024 (Quincy)**

**9. ADJOURNMENT TIME: 10:18 a.m.**

## First 5 Plumas County Children and Families Commission

### Membership Matrix (Revised 1/15/2024)

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		
<sup>1</sup> Dwight Ceresola 530 251 3537	County BOS Representative	County-wide	LG: Local Government		3-2025	<b>Vice Chair</b>	<b>11-2025</b>
Kendrah Fredricksen 530 283 6307	At-Large	Quincy	Foster Parent	Child and Families at-risk	5-2025	<b>Chair</b>	<b>11-2025</b>
<b>VACANT</b>							
<sup>1</sup> Dana Krinsky 530 283 6358	County Health Dept. Director	County-wide	H: Healthy Children	Low income Children & Families	9-2025		
KellyAnn Bonnell 602 617 2412	At-Large	Quincy	Early Childhood Education	Children with Sp. Needs and Disabilities	9-2025		
<b>VACANT</b>							
Brenda Poteete 530 257 1206	At-Large ECE	County-wide	Early Childhood Education	Low income children and families	5-2024	<b>Treasurer</b>	<b>5-2025</b>
<sup>1</sup> Neal Caiazzo	Social Services County Director	County-wide	SF: Strong Families	Child and Families at-risk	5-2025		

<sup>1</sup>Members 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**



## **FIVE-YEAR FINANCIAL PLAN**

**Submitted to Commission for Approved May 6, 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 30<sup>th</sup> 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
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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.

## **Executive Director's Report**

Pamela Becwar

May 6, 2024

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### **Submitted:**

County Certification of Compliance 2024 - submitted

SPCFA – Waiting for BCR approval

### **Needs Assessment Project Update:**

#### **Early Intervention:**

- Provided recommendations to Far Northern Regional Center on Intake Line.
- State Council on Developmental Services is asking for Plumas County representation on the state advisory board. Alicia Kerr is applying.
- First 5 Plumas will be hosting a training for Special Needs and Inclusion fall event for service providers and center staff. Carrie Little, Patricia Roth with Far Northern Regional Center, and Early Start have agreed to present. PRS has suggested a Resource Fair as part of the event.

**Oral Health:** First 5 Plumas has been working with agencies, schools, and managed care plans to improve access to dental care and improve oral health.

**Infant/Child Mental Health:** Carrie Little is willing to do a series of trainings for parent, service providers, and child care providers to help adults with navigating de-escalation and supporting children.

**ASQ Videos:** Please share widely as videos can be downloaded and added to your website.

There is a [trailer](#) available for social media and a [full length](#) (1:36 minutes) video. [Spanish version](#)

The ASQ video is published at [www.first5plumas.org](http://www.first5plumas.org). Contact Pam Becwar at (503) 924-9140 for more information.

**Imagination Library** – 275 enrollments, 86 graduated. Our goal is 350 for this year.

**Children's Fair**, May 11, 2024, 10 a.m. to 3 p.m.

**Playgroup** with Plumas Arts. Every Wednesday at 9:30 at the WestEnd Theater rehearsal room, facilitated by Alicia Kerr, with music/art lessons last Wednesday of the month facilitated by Plumas Arts' Courtney Schrammel.