



February 2, 2026
9:30 a.m.-11:30 a.m.
[Teams Meeting Link](#)
Public Health Conf. Room,
270 Hospital Road, Quincy,
CA

DRAFT AGENDA

1. **ROLL CALL/INTRODUCTIONS:** Dwight Ceresola, Acting Chair
2. **APPROVAL OF MINUTES:** October 27, 2025* (5 Minutes) **ACTION**
3. **FISCAL ITEMS*** (10 minutes)
 - a. Commission will take action on the Quarterly Budget Report FY 2025-26 **ACTION**
4. **PUBLIC COMMENT** (5 Minutes)
5. **PROGRAM DEVELOPMENT** (60 Minutes)
 - a. Commission will take action to approve the First 5 Plumas Mid-Year Report **ACTION**
 - b. Welcome Baby Program Updates **DISCUSSION**
 - c. Medi-Cal Billing Updates **DISCUSSION**
6. **REPORTS** (25 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. **PUBLIC COMMENT**
8. **NEXT MEETING DATES:**
9. **ADJOURNMENT**

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Plumas County Children and Families Commission

October 27, 2025
9:30 a.m.-11:30 a.m.
Public Health Conference Room
270 Hospital Road, Quincy, CA

DRAFT MEETING Minutes

1. ROLL CALL/INTRODUCTIONS: Dwight Ceresola, Acting Chairperson

Attending: Mimi Hall, Joanna Garneau, Cindy Hogg, Melissa Smith, Casey Nunn, Ashley Simpson, Dwight Ceresola

Absent:

Staff: Alicia Kerr, Dana Marty, Pam Becwar

Public: Andrea White

2. APPROVAL OF MINUTES: October 6, 2025

The Commission will take action to approve meeting minutes from October 6, 2025, regular meeting. No additions or corrections were suggested.

Motion: Melissa Smith

Second: Ashley Simpson

Motion carried.

3. FISCAL ITEMS

a. The Commission will take action to approve updated supplemental Budget 2025-26 (see last page).

The proposed budget update is contingent on the pending grant agreement with Partnership Healthcare Plan for \$149,300. The First 5 Commission approved the additional contracts necessary to execute this grant (see October 6, 2025, meeting minutes). The grant period will end December 31, 2026.

Motion: Mimi Hall

Second: Melissa Smith

Roll Call: Mimi Hall, Joanna Garneau, Cindy Hogg, Melissa Smith, Casey Nunn, Ashley Simpson, Dwight Ceresola

Motion carried.

3. PUBLIC HEARING - NONE

4. Commission will take action to approve the following items:

a. Plumas County Children & Families Commission [Financial Statements Report](#) FY 2024-2025 (and [Management Letter](#))

Executive Director reviewed statutory compliance documents and required submission dates from the [Annual Report Guidelines FY 24-25](#). The Financial Statement is aligned with Annual Reports and are due before November 1. Corrective actions have been

addressed but HR will need to meet with Smith & Newell to determine discrepancy.

Motion: Ashley Simpson

Second: Mimi Hall

Motion carried.

- b. [Annual Report FY 2024-2025](#) to First 5 California ([AR 1](#), [AR 2](#), [AR 3](#))

Annual reports include population served, demographic data, and provides an opportunity to address county highlights and SPCFA activities (ED will clarify in reports that the percent increase was within the First 5 Plumas program, and not a county wide increase). Commissioner Hall asked if the data would be presented to the BOS data and suggested participation in the Lassen Plumas Sierra Community Action agency. Commissioners discussed the need to address how people in Plumas County will be impacted by the hold to CalFresh benefits (see [CDSS All-County Letter](#) No. 25-75). ED will help convene a group to address how to best help families.

Motion: Cindy Hogg

Second: Ashley Simpson

Motion carried.

5. PUBLIC COMMENT - NONE

6. PROGRAM DEVELOPMENT

- a. The Commission will take action to accept the [Year End Evaluation Report FY 2024-2025](#), presented by Pamela Becwar, Executive Director

Year End data showed that most services are provided in Portola and there is an overall decline in home visiting services. There were data discrepancies in the Early Intervention data and Family First said that they had staffing issues that included retirements, medical leave, accrued vacation time, and an increase in training hours which impacted declining home visiting services in 24-25. Commissioners discussed the ability to collect anonymous data. There is a need for long-standing MOUs between First 5 Plumas and County agencies. Outreach to Chester can include contacting child Care providers and the Wellness Center has a space.

Motion: Ashley Simpson

Second: Melissa Smith

Motion carried.

- b. The Commission will take action to accept the [First 5 Plumas Strategic Plan 2025-2030](#)

The strategic planning process has been an ongoing process over the last year and there were no concerns expressed.

Motion: Mimi Hall

Second: Ashley Simpson

Motion carried.

- c. The Executive Director employee evaluation will be done in November. Commission should establish a personnel committee.

The Executive Director suggested a 360 Evaluation, so that any Commissioner could serve on the personnel committee, even if they did not know the EDs current performance. Commissioner Hall suggested working with a consultant that provides individual assessments and she would like to work with HR on County employee 360 evaluations. Joanna Garneau and Mimi Hall volunteered to be on the committee.

7. REPORTS

- a. Executive Director's Report (submitted). ED will be providing briefs, during the months that the Commission is not meeting (reconvening on February 2, 2026), about Sustainability Planning and building capacity for Welcome Baby and Medi-Cal billing.

- b. Commissioner's Reports

Commissioners may report on local, regional, or state issues that impact children ages 0-5 and their families.

Mimi Hall: Will contact Jennifer Bromley to get the data about enrollments and plan a county wide meeting with partners. Announce at BOS meeting on the Nov 4 and then have the group meet before Nov 18. Coordinate all food resources.

Joanna: Shared about the Plumas Sierra Resource Team which will be meeting Nov 6, 2025, at 8:30 a.m. She would like to make sure that we direct families to medically tailored meals. Contact PHP directly as they help navigate. Clients need to have a physical address and a refrigerator: Mom's Meals, Food RX, Performance Kitchen (on the Resource sheet). We will work on a First 5 Plumas Commission Portola meeting space.

Cindy: HeadStart funding has not been impacted. Children receive 2 meals a day.

Melissa: Child Welfare work is often about making sure children have food. Lack of food is a huge impact. PH nurse is starting tomorrow for Foster Care. Terry Smith. All data will be entered. Child Welfare is working hard to make sure they are responsive, but it is still difficult.

Dana: Will be publishing the First 5 Plumas newsletter and community calendar. Send to 20,000 Lives.

Andrea: PUSD 0-5 UPK adding TK teachers. Teaching credential and CD credits are required.

Casey: FRC Parent Education Night, November 18, 2025. 25 slots available. Children receive 3 meals a day.

Alicia: Pop-up Preschool starts Nov 4, 2025, Tuesdays 11 a.m. – 12 p.m. Teacher led. Winter Playgroups start Wednesdays 11-12, Parent walking group starts, Nov 6, 2025, Thursdays 11-12

Ashley: Lost some CASA volunteers. 30 hours. Ashley is available at Headwaters (Portola), every third Wednesday and every third Tuesday at Cary Candy (Quincy)

Dwight: none

8. PUBLIC COMMENT NONE

9. NEXT MEETING DATES

Public Health Conference Room, 207 County Hospital Rd, Quincy, first Mondays, 9:30 a.m. to 11:30 a.m. ♦February 2, 2026, ♦March 2, 2026, ♦April 6, 2026, ♦May 4, 2026, ♦June 1, 2026

10. ADJOURNMENT 11:25 am

Date of Commission Meeting, Approved Budget: June 2, 2025

First 5 Plumas Deptment code 70562 Supplemental Update: Proposed October 27, 2025

Code	Account Title	Contract	Budget	Quarter 1 Proposed Update	Admin	Program	Evaluation
52189	PROFESSIONAL SERVICES	SPCFA Funded Programs	66,636			66,636	
52190	PROFESSIONAL SERVICES	PCCFC24-25SN (Audit)	6,600		6,600		
52190	PROFESSIONAL SERVICES	PCCFC24-25PRS Impact	116,234			116,234	
52191	PROFESSIONAL SERVICES	California Children and Families Foundation		37,200			
52190	PROFESSIONAL SERVICES	Other Contracts under \$5,000		3,000			
52191	PROFESSIONAL SERVICES	Dollywood Imagination Library	4,000			4,000	
52190	PROFESSIONAL SERVICES	PCCFC25-26 Consultant	10,000	10,000		10,000	
		Subtotal Contracts	203,470		6,600	196,870	0
51020	OTHER WAGES	Wages-Emp. #3	40,000	10,000		40,000	
51020	OTHER WAGES	Wages-Emp. #2	40,000	25,000		40,000	
51000	REGULAR WAGES	Wages/Emp. Contributions	85,500		13,680	60,705	11,115
51080	RETIREMENT	Benefit	12,000	6000	1,920	8,520	1,560
		Total wages	177,500		15,600	149,225	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	12,384		12,384		
52160	MEMBERSHIPS	Memberships	6,500		6,500		
52180	OFFICE EXPENSE	Office Supplies	2,500		2,500		
52190	PROFESSIONAL SERVICES	Professional Services	203,470		6,600	196,870	0
52330	EDUCATIONAL NAT/INCENTIVE	Parent Incentives	3,000	12000		3,000	
52340	MEDIA/PROMOTIONAL ITEMS		2,000	5000	2,000		
52370	PUBLICATIONS-LEGAL NOTICE						
52525	SPEC. DEPT. OUTREACH ACT.	Special Dept. Outreach	15,000			15,000	
52740	TRAVEL ROUTINE	Travel-Routine	2,500	2650		2,500	
52750	TRAVEL-SPECIAL	Travel -Special	2,000		2,000		
52775	IN-COUNTY HOSTING EVENTS		8,000			8,000	
52840	CONTINGENCIES						
520419	COVID PPE & CLEANING COST						
525119	LIABILITY SELF-FUND INSURANCE	Liability Self-Fund Insurance	1,500		1,500		
54950	COMPUTER HARDWARE			5,000			
58001	TRANSFER-OUT1						
		Subtotal Services & Supplies	273,554	115,850	48,184	225,370	
525000	OVERHEAD	Overhead Expenses	20,000				
		Total Wages	177,500		15,600	109,225	12,675
		Total Budget	471,054		63,784	334,595	12,675

Executive Director's Report

Pamela Becwar

February 2, 2026



Statutory Compliance:

Projects:

Inclusive Early Education [Action Plan](#)

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](#)

Sustainability Planning: First 5 California Playbook

PHP Community Reinvestment Funds:

<https://www.dhcs.ca.gov/dataandstats/reports/Pages/MgdCareQualPerfEQRTR.aspx>