



August 4, 2025
9:30 a.m.-11:30 a.m.
[Meeting Link](#)

Public Health Conference Room
270 Hospital Road, Quincy, CA 95971

DRAFT MEETING AGENDA

1. **ROLL CALL/INTRODUCTIONS:** Dwight Ceresola, Vice Chairperson
2. **APPROVAL OF MINUTES: June 2, 2025*** (5 minutes) (page 2-4) **ACTION**
3. **FISCAL ITEMS** (20 Minutes)
 - a. Commission will approve FY 24-25 Expenditure Report (page 5) **ACTION**
 - b. GASB 54 Report (page 6) **ACTION**
4. **COMMISSION MEMBERSHIP*** (5 minutes) (pages 11-12)
 - a. The Commission will take action to approve new memberships **ACTION**
 - b. The Commission will take action to elect a Chair. **ACTION**
5. **COMMISSION**
 - a. Commission will consider the employment contract of Family Service Coordinator to support Welcome Baby Program **DISCUSSION**
 - b. Commission will discuss the PHP MOU **DISCUSSION**
 - c. First 5 Plumas Policies and Procedures **ACTION**
5. **PUBLIC COMMENT**
6. **PUBLIC MEETING - PROGRAM DEVELOPMENT** (60 Minutes)
 - a. [DRAFT First 5 Plumas Strategic Plan 2025-30](#) review **DISCUSSION**
 - b. PUSD Early Intervention funding - \$5,000 **ACTION**
7. **REPORTS** (20 Minutes) **DISCUSSION**
 - a. Executive Director Report
 - b. Commissioner Report(s) and Attendees: may report on local, state, or federal issues relating to children ages, prenatal-5, and their families
8. **PUBLIC COMMENT**
9. **ADJOURNMENT**

For more information on the PCCFC agenda, OR disability related accommodations, contact; Pamela Becwar, Executive Director, 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.

[Join the meeting now:](#) Meeting ID: Meeting ID: 221 955 079 187 6 Passcode: it2MD25d



June 2, 2025
9:30 a.m.-11:30 a.m.
270 Hospital Road, Quincy, CA 95971

DRAFT MEETING Minutes

Call to Order: 9:33

1. **ROLL CALL/INTRODUCTIONS: Chairing the meeting:** Dwight Ceresola, Vice Chairperson
Present: James Wilson, Dwight Ceresola, Melissa Smith, Ashley Simpson
Absent: Courtney Schrammel, Dana Krinsky, Brenda Poteete
Staff: Pamela Becwar, Alicia Kerr
Public: Cheyanne Tiradeau, Jessica Coehlo, Jim Wright, Tina Venable, Heather Waltz, Tori Brown, Serena Troupe, Stephanie McCoy, Paula Johnston

2. **APPROVAL OF MINUTES: May 5, 2025** *ED will add supplemental information to the minutes, that was emailed to the Commissioners on May 5, 2025, as a follow-up to the meeting discussion.*

Motion to approve: James Wilson
Second: Dwight Ceresola
Motion carried.

3. FISCAL ITEMS: PUBLIC MEETING

- a. Commission will approve Draft Financial Plan FY 25-26 (posted on first5plumas.org)

Motion to approve: Ashley Simpson
Second: James Wilson
Roll Call: James Wilson (yea), Melissa Smith (yea), Ashley Simpson (yea), Dwight Ceresola (yea)
Motion carried.

- b. Proposed Budget FY 2025-2026 (page 10 of 6.2.25 packet)

Motion to approve: James Wilson
Second: Melissa Smith
Roll Call: James Wilson (yea), Melissa Smith (yea), Ashley Simpson (yea), Dwight Ceresola (yea)
Motion carried.

4. COMMISSION MEMBERSHIP* (5 minutes) (pages 11-12 on 6.2.25 packet)

- a. The Commission will take action to accept the resignations of Dana Krinsky, James Wilson, and Courtney Schrammel (starting July 1, 2025).

Motion to approve: James Wilson
Second: Dwight Ceresola
Motion carried.

b. The Commission will take action to accept the applications for membership of **Laura Atkins**.

Motion to approve: Dwight Ceresola
Second: James Wilson
Motion carried.

5. PUBLIC COMMENT Thank you to the Commissioners who have served. Their expertise and contributions are appreciated!

6. PROGRAM DEVELOPMENT

a. **Strategic Planning Matrix**, Jim Wright, ARS, [Presentation matrix for review](#)

Commissioners and Attendees discussed the matrix and contributed to some recommended changes.

b. Commission will consider Funding Requests (service agreement contracts) FY 25-26. Commission took action to approved all 3 funding requests. The Director will work with CBO to refine the scopes of work.

1. Roundhouse Council: Adding community outreach elements (e.g. community playgroups) to the contract.

2. Lost Sierra Kids Playgroup - First 5 Plumas coordinate offerings with Lost Sierra Kids, including providing training and providing resources for the group including ASQ, Community Health Worker services, and Help Me Grow resources.

3. Plumas Rural Services Mindful Parenting Program – First 5 Plumas will coordinate outreach events and collaborate to help make the program successful.

Motion to approve: Dwight Ceresola
Second: James Wilson
Motion carried.

7. REPORTS

- a. Executive Director Report (page 14 of 6.2.25 packet) **Submitted**
- b. Commissioner Report(s) and Attendees: may report on local, state, or federal issues relating to children ages, prenatal-5, and their families - None

8. PUBLIC COMMENT - None

9. COMMISSION MEETING SCHEDULE FY 25-26 (posted on first5plumas.org)

Motion to approve: Dwight Ceresola

Second: Melissa Smith

Roll Call: James Wilson (yea), Melissa Smith (yea), Ashley Simpson (yea),
Dwight Ceresola (yea)

Motion carried.

10. ADJOURNMENT 11:09 a.m.

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DRAFT Expenditure Report 24-25, Budget Approval: June 3, 2024

First 5 Plumas Dept.	Professional Services - Contract Name	Budget	Expenditure	Admin %	Admin	Program %	Program	Eval %	Evaluation
52190	PCCFC24-25PCPHAHV	100,000	86,241				86,241		
52190	PCCFC24-25PCPHADATA	8,500	8,500						8,500
52190	PCCFC24-25RC	30,000	28,100				28,100		
52190	PCCFC24-25PUSDEI	20,000	20,000				20,000		
52190	PCCFC24-25SN (Audit)	6,000	6,000		6,000				
52190	PCCFC24-25PRS Impact	91,568	123,300				123,300		
52190	PCCFC24-25HV-RTA-R. Brothers	20,000	19,050				19,050		
52190	Other Contracts under \$5,000	17,200	15,050		15,050				
52190	PCCFC24-25 Consultant/Facilitator	25,000	10,000				10,000		
52191	Imagination Library	6,000	3,927				3,927		
	Subtotal Contracts	324,268	320,168		21,050		290,618		8,500
	CODE ACCOUNT TITLES								
51020	Wages-Emp. #2 (other)	40,000	35,000				35,000		
51000	Wages/Emp. Contributions	95,000	94,459	16%	21,043	71%	56,060	13%	17,356
	Total wages	135,000	129,459		21,043		91,060		17,356
51070	Unemployment	200	91		91				
51081	Open Liability		3,481		3,481				
51100	FICA/Medicare	10,000	9,903		9,903				
51110	Comp Insurance	1,500	1,900		1,900				
52020	Communication: Software/subscriptions	3,000	220		220				
52050	Insurance	10,000	10,000		10,000				
52160	Memberships	4,075	4,075		4,075				
52180	Office Supplies	500	500		500				
52190	Professional Services	324,268	320,168		21,050		290,618		8,500
52330	Educational Nat/Incentive		1,931				1,931		
52340	Media/Promotional Items								
52370	Publications-Legal Notice								
52525	Special Dept. Outreach	9,000	8,641				8,641		
52740	Travel-Routine	2,000	109		109		109		
52750	Travel -Special	10,000	1,835		1835				
52775	In-county hosting events								
52840	Contingencies								
520419	COVID PPE & Cleaning Costs								
525119	Liability Self-Fund Insurance	1,500	1,614		1,614				
54950	Computer Hardware								
58001	Transfer-OUT1								
	Subtotal Services & Supplies	376,043	364,469		54,779		301,299		8,500
525000	Overhead Expenses	15,142	5,879	Overhead 4%	5,879				
	Total Wages	135,000	129,459		21,043		91,060		17,356
	Total Budget	526,185	499,807	16%	81,701	79%	392,359	5%	25,856
				Administration		Program		Evaluation	



**Commission Meeting: 8-4-25
Agenda Item III b.**

GASB Fund Balance Report

Total Fund Balance as of June 31, 2025: \$518,952

Fund Balance Designation	Designation Amount	Explanation of Authority
Committed	\$203,470	Contracts FY 25-26 Commission Authority only
Assigned	\$471,054	Funds budgeted for fiscal year 25-26 approved by Commission
Assigned	\$ 212,606.80 Financial Plan Commitment	Financial Plan Commitment- <i>“Establish a six month reserve for program continuation and/or contingencies.”</i>
TOTAL FUND BALANCE	\$518,952	Total Amount Budgeted FY 25-26: \$448,418

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Plumas County 11/21

BALANCE SHEET FOR 2025 13

				NET CHANGE	ACCOUNT
FUND: 7015 CHILDRENS & FAM.FIRST ACT / SUB-FUND 00000				FOR PERIOD	BALANCE
ASSETS					
	7015010	10100	CASH - BALANCE	-3,600.00	518,952.00
	7015010	10147	CASH - RESERVE	.00	212,606.80
	TOTAL ASSETS FOR SUB-FUND 00000			-3,600.00	731,558.80
LIABILITIES					
	7015020	20200	ACCOUNTS PAYABLE	-10,179.60	-10,179.60
	TOTAL LIABILITIES FOR SUB-FUND 00000			-10,179.60	-10,179.60
FUND BALANCE					
	7015030	3000	RESTRICTED (UNDSGN-B)	-107,680.61	-355,137.50
	7015030	3001	RSTRCTD/CMMITTD (UNRES-B)	.00	-82,996.00
	7015030	3002	UNASSIGNED (UNRSTRCTD-B)	.00	-133,750.00
	7015030	3003	ASSIGNED	.00	-149,495.70
	7015039	3990	BUDGET FUND BALANCE	98,017.00	.00
	7015039	3991	EXPEND BUDGET CONTROL	353,903.00	.00
	7015039	3992	REVENUE BUDGET CONTROL	-451,920.00	.00
	7015039	3995	EXPENDITURE CONTROL	-424,033.27	.00
	7015039	3996	REVENUE CONTROL	545,493.48	.00
	TOTAL FUND BALANCE FOR SUB-FUND 00000			13,779.60	-721,379.20
	TOTAL LIABILITIES + FUND BALANCE FOR SUB-FUND 00000			3,600.00	-731,558.80

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

First 5 Plumas Deptment code 70562

Code	Account Title	Contract	Budget	Admin	Program	Evaluation
52189	PROFESSIONAL SERVICES	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	
52190	PROFESSIONAL SERVICES	Other Contracts under \$5,000				
52191	PROFESSIONAL SERVICES	Dollywood Imagination Library	4,000		4,000	
52190	PROFESSIONAL SERVICES	PCCFC25-26 Consultant	10,000		10,000	
		Subtotal Contracts	203,470	6,600	196,870	0
51020	OTHER WAGES	Wages-Emp. #3	40,000		40,000	
51020	OTHER WAGES	Wages-Emp. #2	40,000		40,000	
51000	REGULAR WAGES	Wages/Emp. Contributions	85,500	13,680	60,705	11,115
51080	RETIREMENT	Benefit	12,000	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		3,000	
52340	MEDIA/PROMOTIONAL ITEMS		2,000	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		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					
58001	TRANSFER-OUT1					
		Subtotal Services & Supplies	273,554	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

August 4, 2025

Statutory Compliance:

Submitted documents requested for Financial Audit by Smith & Newell (all documents available upon request)

Grant Proposals Updates:

Submitted July 11 ,2025 - First 5 CA Small Population County Funding Augmentation - FY 25-26 - \$244,136. One year extension.

QCC QI Grant GAN – **executed**

IMPACT Quality Improvement GAN - **executed**

Waiting:

IPP Grant submitted May 16 - \$149,300

Executive Director Activities/Projects:

Inclusive Early Education [Action Plan](#) and Child Find. Working on implementation including convening partners, developing and distributing collateral materials, and improving referrals.

[Strategic Planning draft](#)

Help Me Grow project published at www.first5plumas.org

Partnership Healthcare Plan – planning for Community Supports benefit

Outreach to Domestic Violence Services to help implement a Child Safety Plan

Outreach to Plumas Crisis Intervention and Resource Center to improve early intervention

Outreach to Nurturing Newborns

Children's Council member – Prevention Planning

Local Planning Council meetings

Plumas STARS Consortium meetings

PHP MOU meetings

Mountain Interagency Lactation Coalition meetings

Commissioner recruitment

Outreach to clinics about ASQ, Early Intervention, and in-county services

Masters students projects

Imagination Library – 307 enrollments (357 for FY 24-25), 3453 books

ASQ Online – 48 screenings FY 24-25


Succession Planning

Hiring a Family Services Coordinator


[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](#)