



We serve Sierra County by promoting a healthy environment through access to resources and positive activities so that everyone can be healthy, safe, educated, and self-reliant.

Board of Directors Meeting Minutes

10:00 am Wednesday January 22, 2025

Family Resource Center

Call to order – 9:57am

Roll call – Introductions –

Present: Vickie Clark, Hannah Kringle-Abbott, Lori McGee, Sara Wright, Bré Whitley, Kim Askew, Suzie Shelton, Sandy Marshall

Absent: BOS representation: Terry LeBlanc or new appointed BOS member Lila Heuer

Approval of the agenda:

No changes to agenda, Approved by consensus.

Approval of minutes:

No changes to December 2024 minutes, Approved by consensus.

I. New Business

A. Personnel Handbook

Vickie is currently working on all the changes she found with new website she now has access too. Also found sick leave was changed by state for PT employees, they are entitled to 40 hours of sick leave annually no matter how PT they are. Vickie asked board for opinion regarding which option to choose from the following:

Option 1) accrue from 1st day of employment and be available to use at 90 days.

Option 2) after 90 days, load the full 40 hours for immediate use and the employee needs to manage their time. Once they use it its gone for the year.

Option 3) load 10 hours per quarter, available to use at 90 days.

After discussion Kim moved to load 10 hours per quarter available for the PT person to use at their 90 days, Suzie 2nd. Motion approved by consensus.

Also discussed to keep it consistent, to change FT employees to 20 hrs of sick leave loaded per quarter. Suzie moved and Lori 2nd. Motion approved. Vickie going to look into the sick leave roll over.

B. COLA

Vickie found that the previous COLA that was approved by the board was approved at 3%, but it should have been 4%. She found error while updating pay scales. Asking to approve COLA to 4%. Suzie made motion to correct the COLA previously approved from 3% to 4%. Bre 2nd. Motion approved.

C. Office of Ed considerations

Vickie will be reaching out to James Berardi at the Office of Ed to discuss the option of the FRC folding into the School District. She said it is rare for a FRC to be a stand alone agency, most FRC's are run by schools or county government. The benefits would be for the FRC employees to get benefits and have admin support. There is a legislative requirement for the county to have Child Abuse Council.

D. LPC Bylaws approval – second reading

LPC By-laws were sent out to board members via email after the December meeting to review. They have already been approved by the LPC Board. Lori Made a motion to approve the 2nd reading LPC by laws as written, Suzie 2nd. Motion approved.

E. CAPC month

April is "Family Strengthening" month. Planning to doing a fun day at the park and have reached out to the little league and will be doing it in coordination with their opening day. 120+ kids and families will be there. Booths are available for activities. 10am-2pm either 4/26/25 or 5/3/25.

II. Old Business

A. Staffing updates

Vickie had a preliminary interview for the open LPC Coordinator position. Had another person take an application for the job. Will be looking to do formal interview, but is waiting for the money from the state to be released. This is a full time position and funds needs to be there. Discussion was had about the possibility of handing over LPC to another agency.

Vickie also announced she will be retiring by June 30, 2025. Lori asked if there would be money to hire a person and be able to cross train with Vickie before she left and Vickie thought there would be.

III. Financial Report –

A. Accounting Report

Provided Profit/Loss report and Balance sheet (see attached) Things are going well with new accountant. Invoices are going out and checks are starting to come in.

B. Audit

22/23 Audit is complete and Vickie is waiting for some money to come in to find a company to start the 23/24 audit. She is new company but may decide to stick with Harshwall, since they just completed 22/23.

IV. Program Updates -

A. Community Supports

December 2024:

8 HEAP inquiries and applications

8 people for IN house food pantry

January 2025:

3 pending HEAP applications

5 people for IN house food pantry

1 person came in for Diapers

B. Food Bank/Pantry

Got to supplement the food bank and spent some money received from Lassen Plumas Community action money on some proteins and spices for the food bank. Also got a nice donation from Partnership Health plan of \$500 for the food bank. There have been more variety of items coming on the food truck. Kim asked if anyone does any community canned food drives to help supplement the food bank? Vickie there have been a few and people do bring in extra stuff.

Food bank attendance:

December 2024: 69 households, 125 members

January 2025: 73 households, 153 members

C. LPC - Already discussed earlier under old business

D. Prevention Programs

Safety Programs: *Still waiting for a closer CA Car Seat Certification class for Serena. Planning on handing out life jackets and helmets for the family fun day at the park in April.*

CPP: *FFPS spending and planning meeting happening tomorrow 1/23/25.*

Tot's and Giggles: *Hannah is going to a Calpine play group now. There are 6-8 kids ages 1y to 8yrs*

Tales and Treasures: *Storytime with social and emotional learning at both 1x/month @ Sierra Kids in Loyalton and 2x/month @ Downieville school.*

Middle School – Hangout: *This program hit a few road blocks, there were not enough sign-ups for it to happen at this time. Hannah is still working on how to get some participation.*

Nurturing Parenting: *Hannah working with Social Services to expand program. Spring session is being planned*

Conservation Education: *Roberta confirmed this will continue through 08/2025.*

V. Announcements/Comments

A. Board Members – no comments

B. Public – no comments

C. Next regular meeting – February 26, 2025

Meeting adjourned at 11:20am

Respectfully submitted by Bré Whitley

Chair Signature

CAE Board -

Sierra County Child Abuse Council

Profit & Loss

July through December 2024

	<u>Jul - Dec 24</u>
Ordinary Income/Expense	
Income	
400 · Grants	26,173.06
420 · Rent Income	2,220.00
425 · Interest Income	10.94
496 · Donations	1,100.00
499 · Misc Grants	14,847.92
Total Income	<u>44,351.92</u>
Gross Profit	44,351.92
Expense	
500 · Audit	10,950.00
501 · Client Assistance	755.17
502 · Advertising Expense	745.76
505 · Employee Benefits	8,844.00
508 · Insurance	
508.1 · Insurance - Gen, Lia, D&O	1,593.02
Total 508 · Insurance	<u>1,593.02</u>
511 · Admin/Other	302.00
513 · Postage	17.00
518 · Professional Fees	8,421.00
520 · Consulting	99.00
523 · Interest Expense	1,136.46
524 · Property Tax	1,450.07
526 · Repair & Maintenance	2,548.17
529 · Resources	527.83
532 · Salaries and Wages	48,945.71
537 · Subscriptions	127.00
540 · Supplies	3,920.52
541 · IT/Technology	1,200.00
543 · Telephone/Internet	1,155.91
545 · Training/Staff Development	2,221.82
548 · Travel	1,323.98
551 · Utilities	1,426.60
Total Expense	<u>97,711.02</u>
Net Ordinary Income	<u>-53,359.10</u>
Net Income	<u><u>-53,359.10</u></u>

Sierra County Child Abuse Council

Balance Sheet

As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
100 · Checking-0384	94,080.74
102 · Payroll Checking - 0525	54,998.47
104 · Petty Cash	-105.41
105 · Savings-CAC - 0048	15,508.11
108 · Debt Reserve Savings-0774	6,513.41
Total Checking/Savings	<u>170,995.32</u>
Other Current Assets	
190 · Payroll Asset	1,538.98
Total Other Current Assets	<u>1,538.98</u>
Total Current Assets	<u>172,534.30</u>
Fixed Assets	
150 · Equipment	20,430.96
151 · Building	174,116.71
152 · Land	13,600.00
159 · Accumulated Depreciation	-128,699.00
Total Fixed Assets	<u>79,448.67</u>
TOTAL ASSETS	<u><u>251,982.97</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201 · Accounts Payable	109.00
Total Accounts Payable	<u>109.00</u>
Other Current Liabilities	
211 · Direct Deposit Liabilities	3,963.97
220 · Payroll Liabilities	7,998.09
226 · Accrued Vacation	348.64
227 · Workers Comp Payable	930.81
Total Other Current Liabilities	<u>13,241.51</u>
Total Current Liabilities	<u>13,350.51</u>
Long Term Liabilities	
275 · Notes Payable-USDA	
276 · Original Note	40,378.23
277 · Supplemental Note	6,457.84
275 · Notes Payable-USDA - Other	-40.63
Total 275 · Notes Payable-USDA	<u>46,795.44</u>
Total Long Term Liabilities	<u>46,795.44</u>
Total Liabilities	<u>60,145.95</u>
Equity	
301 · Unrestricted Net Assets	245,196.12
Net Income	-53,359.10
Total Equity	<u>191,837.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>251,982.97</u></u>