



First 5 Tehama Commission Meeting

Tehama County Department of Education

1135 Lincoln Street, Red Bluff, CA 96080

October 29, 2025 at 8:30 am

AGENDA

1. Call to Order and Introductions
2. Open Public Comment (*public comment on non-agenda items 3 min limitation*)
3. Membership Updates -Admin Committee Jaymee Bottke
4. Executive Director Report
5. First 5 Tehama Annual Report and Audit 2024-2025 **Action Requested**
6. Consent Agenda (*Action taken separately*)
 - 6.1 Meeting Minutes – August 27, 2025 **Action Requested**
 - 6.2 General Warrant Register & Claims –August, September 2025 **Action Requested**
7. Committee Reports
 - 7.1 Administrative – Jayme Bottke, Chair
 - 7.1.1 1st Quarter Financial Report FY 2025-2026 **Action Requested**
 - 7.1.2 Evaluation Committee – Michelle Kinner, Chair **Information**

COMMISSIONERS Jennifer Torres, Chairperson ☐

Bekkie Emery ☐ Delcie Strahan ☐ Jayme Bottke ☐ Michelle Kinner ☐ Pati Nolen ☐ Tiffany Dietz



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|-----|--|-------------------------|
| 8. | FY 2024 - 2025 Annual Report – Alyssa Mullins, ASR | Action Requested |
| 9. | Commissioner Announcements | Information |
| 10. | Adjourn - Unless otherwise announced, the next meeting will be held on December 10, 2025 @ Tehama County Department of Education, 1135 Lincoln Street at 8:30 am | |

Posted: October 24, 2025

Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Executive Director, 807 Lincoln Street, Red Bluff. If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission Office at (530) 528-1395 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a). Any written materials related to an open session item on this agenda that are submitted to the Commissioners less than 72 hours prior to the Commission meeting, and that are not exempt from disclosure under the Public Records Act, will promptly be made available for public inspection at the Commission Office, 807 Lincoln Street, Red Bluff, California, by appointment.

COMMISSIONERS Jennifer Torres, Chairperson ☐

Bekkie Emery ☐ Delcie Strahan ☐ Jayme Bottke ☐ Michelle Kinner ☐ Pati Nolen ☐ Tiffany Dietz

UNAPPROVED MINUTES
First 5 Tehama Commission Meeting
August 27, 2025

The Meeting of the First 5 Tehama Commission was held in person at the Tehama County Department of Education with Jennifer Torres, Chairperson, presiding.

Call to Order – Chairperson Jennifer Torres called the meeting to order at **8:32 a.m.**

Roll Call **Commissioners Present:** Michelle Kinner, Pati Nolen, Jayme Bottke, Tiffany Dietz, Bekkie Emery

Commissioners Absent: Richard DuVarney, Delcie Strahan,

Commission Staff: Heidi Mendenhall, Katie O’Shea

Guests: Jackie Espinoza, Natasha Magana

Public Comment Help me grow. Antelope to help conduct ASQ for kindergarten. 26 families completed ASQ. Identified 5 that were in the black area. Shared with the teachers to either help with a referral or just to be aware. Kiwanis event September 17th at the High School and Car seats will be there. flyer to be sent out once available. Recover Happens TCHSA September 20th. Car seats

Consent Agenda

Resolution No. 2025-010 Commissioner Nolan moved with the change of the most current MOU effective date located in the fourth paragraph from December 1, 2019 to July 2, 2023, seconded by Commissioner Dietz to approve Resolution No. 2025-010 of First 5 Staff Positions.

The motion was approved by the following vote:
Ayes: Torres, Nolan, Dietz, Kinner, Bottke, Emery
Noes: None
Absent: DuVarney, Strahan
Abstentions: None

Approval of Meeting Minutes – June 11, 2025 Commissioner Bottke moved, seconded by Commissioner Nolan to approve the June 11, 2025 meeting minutes.

The motion was approved by the following vote:
Ayes: Torres, Nolan, Dietz, Kinner, Bottke, Emery
Noes: None
Absent: DuVarney, Strahan
Abstentions: None

Approval of General Warrant Register and Claims- June, July 2025

Commissioner Dietz moved, seconded by Commissioner Emery to approve the June and July Warrant Register and Claims as presented.

The motion was approved by the following vote:
Ayes: Torres, Nolan, Dietz, Kinner, Bottke, Emery
Noes: None
Absent: DuVarney, Strahan
Abstentions: None

Fund Balance Policy

Commissioner Bottke moved, seconded by Commissioner Nolan to approve the Fund Balance Policy as presented with the change of the Fund Balance Target to say 2 times the prior 3 years average of Proposition 10 and SPCFA revenue instead of 1.5 the prior years.

The motion was approved by the following vote:
Ayes: Torres, Nolan, Dietz, Kinner, Bottke, Emery
Noes: None
Absent: DuVarney, Strahan
Abstentions: None

Innovation Fund Policy

Commissioner Kinner moved, seconded by Commissioner Dietz to approve the Innovation Fund Policy as presented. Motion then withdrawn.
Commissioner Nolan moved, seconded by Commissioner Emery with the second bullet under proposal and consideration process to the first bullet.

The motion was approved by the following vote:
Ayes: Torres, Nolan, Dietz, Kinner, Bottke, Emery
Noes: None
Absent: DuVarney, Strahan
Abstentions: None

Committee Reports Administrative – Jayme Bottke led discussion

4th Quarter Financial Report

Commissioner Nolan moved, seconded by Commissioner Kinner to approve the 4th Quarter Financial Report as presented.

The motion was approved by the following vote:
Ayes: Torres, Nolan, Dietz, Kinner, Bottke, Emery
Noes: None
Absent: DuVarney, Strahan
Abstentions: None

FY 2025-2026 Budget Revision

Commissioner Kinner moved, seconded by Commissioner Dietz to approve the FY 2025-2026 Budget Revision as presented. A budget narrative was provided in the packet to summarize revisions.

The motion was approved by the following vote:

Ayes: Torres, Nolan, Dietz, Kinner, Bottke, Emery
Noes: None
Absent: DuVarney, Strahan
Abstentions: None

**Commissioner
Membership**

Heidi Mendenhall, Executive director led the discussion of filling one commission vacancy. Natasha Magana visited to check out a meeting and see if she would be interested. She is tribal council member and treasurer of the Paskenta Band of Nomlaki. She spoke about the tribe and that it is diverse in what it owns such as clinics, construction companies, and the casino. The tribe is connected to community and supports different initiatives including back to school help, make a wish, new foundation director Dawna.

Commissioner DuVarney and Commissioner Strahan arrived at the commission meeting after the consent agenda and committee reports.

**Prop 10 Funding
Forecast**

Heidi Mendenhall shared current and projected revenue through 2027/2028. She spoke about how First 5 California through Small County funding is committed to working with small counties to come up with a solution that works for everyone to help with declining Prop 10 funds in a more equitable way. In the presentation we saw a large decline in revenue and expenditures in 26/27, factors include the CYBHI grant being over at the end of 2026. As a Commission we are healthy even with the declining Prop 10 funds because we have been able to secure other funding to help support and begin initiative's that will be able to self-sustain going forward and/or be supported by other sources. Heidi explained the expenditure chart. Showing that spending on program goes up when we get funds because it is going out to the community which is the goal.

Title IV E

Heidi Mendenhall shared update on Title IV E funding with Commissioner Emery assistance in explaining the way the funding works. Commissioner Emery explained that Heidi is working on putting together proposal. Contract to the Board for 800,000 with Social services about 50,000 for First 5. Title IV E funding is for prevention work to shorten time that children are involved in social services. First 5 work fits with the funding. Slight risk of having a cost increase if we shift from 25% of non-Fed. If it shifts partners would have to fund 30 cents on the dollar. Fed non-Fed case rates are reimbursement rate from the feds.

**Strategic Plan and
Action Planning**

Heidi Mendenhall, Executive Director, led Strategic and Action Planning discussion. She explained the 4 First 5 Tehama Focus outcomes. The Commission recommended that we make outcome 4 a foundation at the

bottom as a corner stone. Heidi explained to the commission our focus of this year including the First 5 Mental Health work and early literacy work and how they are connected to our strategic plan and the 4 outcomes. She explained the Mental Health work that is currently being funding by CYBHI and plans for it to be embedded in continuing work in the community. Early literacy includes imagination library, badges with books, community information, funding programs that support literacy including HMG. First 5 Tehama also supports multilingual projects and bilingual story hour.

Systems Building Updates

Executive Directors Report– Heidi Mendenhall

Heidi Mendenhall shared highlights of the Executive Directors Report; First 5 Tehama has two open positions and applicants are rolling in. The Audit has started and is in the second year with new auditor so things are going smother. Evaluation is on time for the first time in 5 years and on schedule. First 5 CA media campaign is coming to Tehama for the Rancho Tehama back to school night and at the Red Bluff Library. First 5 CA explained in the commission meeting that they passed 10 million for immigration support for 0-5 families. Could be direct services to counties that requested it. They also spoke about early literacy money that was already approved. They also spoke about fatherhood money that has been approved and identified and not directed. P2P new training community meetings to increase knowledge of anyone who is in contact with 0-5 families i.e. churches, coaches, library, daycare etc. The car seat coalition will be at many of the upcoming community events. Heidi shared some of the Imagination Library data. Triple P schedules are planned out.

Commissioner Announcements

Commissioner Nolen

- Dropped off some imagination library information to businesses. Mineral is interested in getting more little free libraries.

Commissioner Kinner

- SELPA resource night will be September 16th 4-7pm to provide information about students with disabilities etc. They are inviting more partners this year. Also, there will be a community advisor meeting consisting of parents and community members on September 14th. The meetings take place 5 or 6 times a year. They welcome parents and community agencies and want more to join.

Commissioner Bottke

- Had to leave before updates

Commissioner Torres

- Funding 3 little library's in Corning which opens up opportunities to get grants for books. Spooktacular is October 25, 10-2.

Adjournment

Commissioner Strahan

- The hospital is working on a surgical services campaign. Support 4-5 million upgrade on surgical services including new lightings, enlarging spaces, all to support new robotic system.

Commissioner Dietz

- Corning elementary is looking into dual immersion program. It would take a couple years to put in place but they will work towards the goal.
- There is a funding source called preschool prevention funding (prevent IEP intervene before they need special education). There are plans with Heidi and First 5 to utilize the funding through Hiring someone to be in Corning and Heidi has sent preliminary proposal. The funding will be ongoing.
- She also spoke about Kinder TK kinder boot camp that will also come from this funding so they know what children will be coming in and better help prepare the schools and teachers.

Commissioner Emery

- Commissioner Emery spoke about the HR1 federal budget bill impacts. Social Services are watching and want to get ahead of it. They want to help notify the public who may be effected. Trying to work to see how people can keep their coverage etc. Over half of Tehama County population are receiving MediCal. Tehama County Social services is also trying to be proactive and helping to support children if they are effected by immigration issues.

Commissioner DuVarney

- Good start to school year. September 25th safety summit at the Department of Ed building to discuss school safety and plan. Open to community members involved in school safety and law enforcement are there and answer questions.

There being no further business, the meeting was adjourned at
10:35 am

Unless otherwise announced, the next meeting will be held on Wednesday
October 29, 2025 – Tehama County Department of Education, 1135 Lincoln Street, **8:30 a.m.**

Minutes completed by:
Katie O'Shea

FIRST 5 TEHAMA SEPTEMBER WARRANT REGISTER

Account	Date	Vendor Name	Expenses
53120	9/3/2025	CELL PHONE KATIE AND HEIDI CELL	\$60.00
53120	9/15/2025	SPECTRUM 0296548090525 - PHONE AND INTERNET SERVICE	\$141.25
53120	9/17/2025	CELL PHONE KATIE AND HEIDI CELL	\$60.00
53150	9/24/2025	TEHAMA COUNTY AUDITOR J402528 - Insurance 25%	\$608.75
53180	9/24/2025	SELECT JANITORIAL INC 16008 - BI MONTHLY CLEANING SERVICE	\$230.00
53200	9/5/2025	CORNING CHAMBER OF COMMERCE 3871 - ANNUAL MEMBERSHIP	\$50.00
53230	9/5/2025	UBEO MIDCO LLC 4989993 - 5281395	\$241.20
53230	9/15/2025	ECLIPSE MEDIA SOLUTIONS 9710 - PROFESSIONAL/SPECIAL SERV	\$40.00
53260	9/5/2025	TEHAMA PROPERTY MANAGEMENT INC INV 10 - OCTOBER RENT	\$1,500.00
53300	9/5/2025	GREEN WASTE OF TEHAMA 1764662U018 - GARBAGE SERVICE	\$47.81
53300	9/29/2025	PACIFIC GAS & ELECTRIC UTILITIES SERVICE	\$526.88
555202	9/24/2025	APPLIED SURVEY RESEARCH 2025-405 - P2P	\$1,312.50
555204	9/24/2025	APPLIED SURVEY RESEARCH 2025-405 - PROGRAM EVALUATION SERVICE	\$6,825.00
555206	9/5/2025	RALEYS IN STORE CHARGE 102011STR2330808 - MEETING SUPPLIES	\$57.30
555206	9/5/2025	KELLEY DOLLING 2021 - SEPTEMBER STORY	\$500.00
555206	9/15/2025	NANCY VICUNA	\$490.00

46 - BILINGUAL CONSULTING

555206	9/15/2025	ATHENA ANN DYER AUG 2025 - SOCIAL MEDIA	\$375.00
555219	9/24/2025	APPLIED SURVEY RESEARCH 2025-406 - PARTNERSHIP WORK	\$5,600.00
555220	9/24/2025	APPLIED SURVEY RESEARCH 2025-405 - CYBHI WORK	\$2,012.50
555221	9/5/2025	EXPECT MORE TEHAMA 08192025 - LITERACY INITIATIVE	\$5,000.00
555221	9/29/2025	ALEJANDRA RUBIO CASTRO 6 - BILINGUAL OUTREACH SUPPORT	\$515.00

SEPTEMBER TOTAL \$26,193.19

FIRST 5 TEHAMA AUGUST WARRANT REGISTER

Account	Date	Vendor Name	Expenses
53120	8/6/2025	CELL PHONE	\$60.00
		KATIE AND HEIDI CELL PHONE	
53120	8/20/2025	CELL PHONE	\$60.00
		KATIE AND HEIDI CELL PHONE	
53120	8/22/2025	SPECTRUM	\$141.25
		296548080525-PHONE AND INTERNET SERVICE	
53180	8/22/2025	SELECT JANITORIAL INC	\$230.00
		15935 - CLEANING SERVICE	
53230	8/22/2025	ECLIPSE MEDIA SOLUTIONS	\$40.00
		9529 - ONGOING WEB SUPPORT	
53260	8/8/2025	TEHAMA PROPERTY MANAGEMENT INC	\$1,500.00
		9 - SEPTEMBER RENT	
53300	8/8/2025	GREEN WASTE OF TEHAMA	\$47.81
		1759474U018 - GARBAGE SERVICE	
53300	8/20/2025	PACIFIC GAS & ELECTRIC	\$452.66
		3117-3 8/10/25 - UTILITIES SERVICE	
555202	8/8/2025	PAUL H BROOKES PUBLISHING	\$82.00
		1324734 - ASQ	
555202	8/22/2025	APPLIED SURVEY RESEARCH	\$350.00
		2025-357 - JULY DATABASE SERVICES	
555202	8/22/2025	NEREYDA SALGADO	\$200.00
		4 - FAMILY CHAMPION INCENTIVE	
555202	8/22/2025	ARALI CHAVEZ	\$200.00
		04 - FAMILY CHAMPION INCENTIVE	
555204	8/22/2025	APPLIED SURVEY RESEARCH	\$7,306.25
		2025-357 - JULY EVALUATION SERVICE	
555206	8/1/2025	ALEJANDRA RUBIO CASTRO	\$175.00
		4 - SUMMER INTERN	
555206	8/8/2025	NANCY VICUNA	\$70.00
		45 - BILINGUAL CONSULTING	

555206	8/8/2025	ATHENA ANN DYER	\$375.00
JULY 2025 - SOCIAL MEDIA SERVICES			
555206	8/20/2025	ALEJANDRA RUBIO CASTRO	\$140.00
5 - SUMMER INTERN			
555206	8/22/2025	KELLEY DOLLING	\$500.00
2020 - JULY STORIES			
555219	8/22/2025	APPLIED SURVEY RESEARCH	\$4,112.50
2025-358 - JULY PARTNERSHIP GRANT			
TOTAL			\$16,042.47

53120	8/22/2025	HEIDI MENDENHALL	\$100.63
GOOGLE REIMB AUG			
53220	8/22/2025	HEIDI MENDENHALL	\$46.00
24636239 - MAILCHIMP REIB JULY			
53220	8/22/2025	HEIDI MENDENHALL	\$46.00
24801423 - MAILCHIMP REIMB AUG			
53220	8/22/2025	HEIDI MENDENHALL	\$86.40
GOOGLE REIMB JUL			
53290	8/22/2025	HEIDI MENDENHALL	\$42.91
JULY MILEAGE			

TOTAL \$321.94
AUGUST TOTAL \$16,364.41

FIRST FIVE TEHAMA
Annual Budget Report July 2025 - June 2026

1st Quarter Report
October, 29 2025
7.1.1

Budget & Expenditures

Acct #	Title	FY 24/25 Budget	July - Sept 1st Qtr	Oct - Dec 2nd Qtr	Jan - Mar 3rd Qtr	Apr - June 4th Qtr	Total To Date	Balance	YTD %
410101	Prop 10 Tobacco Tax	408,750.00	23,732.70	-	-	-	23,732.70	385,017.30	5.81%
410101	Small County Augmentation	135,525.00	56,864.26	-	-	-	56,864.26	78,660.74	41.96%
410101	SMIF*	6,646.00	2,889.89	-	-	-	2,889.89	3,756.11	43.48%
440300	Interest	34,000.00	-	-	-	-	-	34,000.00	0.00%
471120	Misc. Revenue (Dignity,)	0.00	-	-	-	-	-	-	0.00%
461070	Interfund Revenue(CAPC, Corning HC Dist, DSS PPP)	0.00	-	-	-	-	-	-	0.00%
461060	Other Fees(fee for services)	8,000.00	-	-	-	-	-	8,000.00	0.00%
450740	er Government Agency's(CYBHI 1 & 3, First 5 Placer)	1,147,786.96	12,098.29	-	-	-	12,098.29	1,135,688.67	1.05%
466081	Misc Grants (Partnership Health)	75,000.00	-	-	-	-	-	75,000.00	0.00%
	Total Income	\$1,815,707.96	\$95,585.14	\$0.00	\$0.00	\$0.00	\$95,585.14	\$1,720,122.82	5.26%
51010	Salary & Wages	265,680.00	38,163.43	-	-	-	38,163.43	227,516.57	14.36%
51011	Extra Help Wages	31,673.78	870.40	-	-	-	870.40	30,803.38	2.75%
51015	Pay in Lieu/Misc Payouts	13,578.60	8,814.73	-	-	-	8,814.73	4,763.87	64.92%
51020	PERS	25,824.10	3,740.67	-	-	-	3,740.67	22,083.43	14.49%
51021	OASDI	23,169.84	3,603.45	-	-	-	3,603.45	19,566.39	15.55%
51022	Unfunded PERS Liability	49,677.52	49,677.52	-	-	-	49,677.52	-	100.00%
51024	ADP MISC Pers Unfunded	14,600.21	14,600.21	-	-	-	14,600.21	-	100.00%
51030	Insurance	71,720.00	13,539.12	-	-	-	13,539.12	58,180.88	18.88%
51031	SUI	594.71	96.07	-	-	-	96.07	498.64	16.15%
51040	Workers Comp	4,550.00	1,137.30	-	-	-	1,137.30	3,412.70	25.00%
51050	Deferred Comp Match	3,360.00	171.43	-	-	-	171.43	3,188.57	5.10%
	Total Salary & Benefits	\$504,428.76	\$134,414.33	\$0.00	\$0.00	\$0.00	\$134,414.33	\$370,014.43	26.65%
53120	Communications	7,080.00	1,108.01	-	-	-	1,108.01	5,971.99	15.65%
53150	Insurance	18,000.00	8,938.59	-	-	-	8,938.59	9,061.41	49.66%
53180	Maint Bulid/Struct	3,000.00	690.00	-	-	-	690.00	2,310.00	23.00%
53200	Memberships & Dues	12,788.00	12,138.00	-	-	-	12,138.00	650.00	94.92%
53220	Office Expense	7,282.00	605.03	-	-	-	605.03	6,676.97	8.31%
53230	*Professional/Special Services	27,620.00	409.94	-	-	-	409.94	27,210.06	1.48%
532303	County Services	30,265.73	-	-	-	-	-	30,265.73	0.00%
53231	Auditing Services	9,500.00	-	-	-	-	-	9,500.00	0.00%
53260	Rent/Lease of Building	18,000.00	6,000.00	-	-	-	6,000.00	12,000.00	33.33%
53290	Travel Expense	17,000.00	42.91	-	-	-	42.91	16,957.09	0.25%
53300	Utilities	6,000.00	1,122.97	-	-	-	1,122.97	4,877.03	18.72%
53800	Internal Assets	0.00	-	-	-	-	-	-	0.00%
	Total Service & Supplies	\$156,535.73	\$31,055.45	\$0.00	\$0.00	\$0.00	\$31,055.45	\$125,480.28	19.84%
555202	Help Me Grow	254,017.46	2,144.50	-	-	-	2,144.50	251,872.96	0.84%
555204	Program Evaluation	31,500.00	14,131.25	-	-	-	14,131.25	17,368.75	44.86%
555206	Community Strengthening	47,510.00	2,752.30	-	-	-	2,752.30	44,757.70	5.79%
555219	Training and Leadership	160792.2	9,712.50	-	-	-	9,712.50	151,079.70	6.04%
555221	Literacy	38,000.00	5,515.00	-	-	-	5,515.00	32,485.00	14.51%
555220	Early Mental Health	567,596.58	2,012.50	-	-	-	2,012.50	565,584.08	0.35%
	Total Contributions	\$1,099,416.24	\$36,268.05	\$0.00	\$0.00	\$0.00	\$36,268.05	\$1,063,148.19	3.30%
	Total Expenses	\$1,760,380.73	\$201,737.83	\$0.00	\$0.00	\$0.00	\$201,737.83	\$1,558,642.90	11.46%

*State Surplus Monetary Investment Fund (SMIF) – Apportioned interest

Beginning Fund Balance (July 1) - Projected 1,611,609.86

◆ Includes Set Aside & Fund Balance Available

Total Projected Revenue (Rec'vd this FY) 1,815,707.96

◆ Includes Projected Interest Earnings

Total Projected Expenditures (This F/Y) 1,760,380.73

Total Projected Year End Fund Balance 1,666,937.09

◆ Includes Set Aside & Fund Balance Available

*See Budget Breakout for explanation of expenditures and multi-year funding



Commissioners

Executive Director

**Finance &
Contracts Manager**

**Administrative
Assistant**

**0-5 Mental
Health Manager**

**Bilingual Outreach
Specialists**