



First 5 Tehama Administrative Committee Meeting

March 23, 2026

Time: 8:30am

AGENDA

1. Call to Order
2. Public Comment
3. Fiscal Business – Jayme Bottke, Chair
Review and make recommendations on financial matters to Commission
 - 3.1 General Warrant Register & Claims –January and February
 - 3.2 2nd Quarter Financial Report FY 2025-26
 - 3.3 Long range update
4. Other Business
 - 4.1 Commission Membership
 - 4.2 Personnel Report – Input for Executive Director Evaluation **Information**
5. Adjourn

Posted: March 19, 2026

COMMISSIONERS Jennifer Torres, Chairperson □ Rickard DuVarney, Vice Chair

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

FIRST 5 TEHAMA JANUARY WARRANT REGISTER

Account	Date	Vendor Name	Expenses
53120	1/7/2026	CELL 01010DP - CELL PHONE	\$60.00
53120	1/9/2026	SPECTRUM 296548010526 - 8413 12011 0296548	\$141.25
53120	1/20/2026	HEIDI MENDENHALL MC25321051 - MAIL CHIMP	\$46.00
53120	1/20/2026	HEIDI MENDENHALL MC25499715 - MAIL CHIMP	\$46.00
53120	1/21/2026	CELL 01020DP - CELL PHONE	\$60.00
53120	1/22/2026	J404487 - 535 to 53510 FY 25/26	\$180.00
53120	1/28/2026	CORRECTING JOURNAL J404547 - 53300/53120 CORR ACCT	\$150.20
53150	1/30/2026	INSURANCE J404588 - Insurance 25%	\$608.75
53180	1/28/2026	SELECT JANITORIAL INC 16269 - OFFICE CLEANING	\$230.00
53220	1/20/2026	DOCS MEDICAL GROUP 67153 -EMPLOYEE PHYSICAL	\$65.00
53230	1/9/2026	ECLIPSE MEDIA SOLUTIONS 10068 - ONGOING WEB SUPPORT	\$311.25
53230	1/28/2026	UBEO MIDCO LLC 5143739 - COPY MACHINE MONTHLY CONTRACT	\$56.04
53230	1/30/2026	COUNTY COUNSEL J404597 - 535/1031 legal fees Q2 25/26	\$249.50
532303	1/29/2026	TEHAMA COUNTY ADMIN FEE J404579 - 535/1014 ADMN Q2 25/26	\$4,848.01
53260	1/13/2026	TEHAMA PROPERTY MANAGEMENT INC 14 - FEB RENT	\$1,500.00

53300	1/9/2026	GREEN WASTE OF TEHAMA 1786177U018 - 4018 2781765	\$47.81
53300	1/28/2026	PACIFIC GAS & ELECTRIC 3117-3 1/2026 - 10954532117-3	\$293.84
53300	1/28/2026	CORRECTING JOURNAL J404547 - 53300/53120 CORR ACCT	(\$150.20)
555202	1/20/2026	APPLIED SURVEY RESEARCH 2025-581- - SCHOOL READINESS	\$1,350.00
555204	1/20/2026	APPLIED SURVEY RESEARCH 2025-581- - PROGRAM EVALUATION	\$262.50
555206	1/9/2026	ATHENA ANN DYER DEC 2025 - SOCIAL MEDIA	\$400.00
555206	1/28/2026	KELLEY DOLLING 2023 - DEC 2025 STORY	\$500.00
555206	1/28/2026	KELLEY DOLLING 2024 - JAN 2026 STORY	\$500.00
555219	1/9/2026	RALEYS IN STORE CHARGE 102956STR2331204 - MEETING SUPPLIES	\$44.99
555219	1/9/2026	RALEYS IN STORE CHARGE 102957STR2331204 - MEETING SUPPLIES	\$24.71
555219	1/20/2026	APPLIED SURVEY RESEARCH 2025-582 -PARTNERSHIP PROJECT	\$1,968.75
555220	1/9/2026	RILEY HENDERSON 000012 - CYBHI R3 SUPPLIES	\$746.21
555220	1/9/2026	RILEY HENDERSON 000013 - CYBHI R3 SUPPLIES	\$150.00
555220	1/9/2026	AMAZON CAPITAL SERVICES 1R9F 6VTR DGLY -CYBHI R3 SUPPLIES	\$96.67
555220	1/9/2026	UNIVERSITY OF CALIFORNIA SAN FRANCISCO 2 -CYBHI R3 WORK	\$40,065.50
555220	1/9/2026	NORTHERN CAL CHILD DEVELOPMENT INC TRIPLE 9 2025 -TRPLE P FACILITATION	\$7,200.00
555220	1/20/2026	APPLIED SURVEY RESEARCH 2025-581- - CYBHI R3 WORK	\$1,925.00

555220	1/20/2026	TEHAMA COUNTY DEPT OF EDUCATION	\$50,000.00
		26-00310 - CYBHI R3 WORK	
555220	1/28/2026	CA CHILDREN AND FAMILIES FOUNDATION INC	\$29,250.00
		011526 - CYBHI R3 WORK	
555220	1/28/2026	TEHAMA COUNTY DEPT OF EDUCATION	\$4,200.00
		INV26-00296 - TRIPLE P FACILITATION	
555221	1/9/2026	ALONDRA TEJEDA	\$445.00
		02 - BILINGUAL SUPPORT	
555221	1/20/2026	ALEJANDRA RUBIO CASTRO	\$245.00
		10 - BILINGUAL SUPPORT	
555221	1/20/2026	ALEJANDRA RUBIO CASTRO	\$305.00
		9 - BILINGUAL SUPPORT	
TOTAL WARRANTS			\$148,422.78
53220	1/13/2026	HEIDI MENDENHALL	\$180.00
		03E6EB7D-0004 - DROP BOX SIGN REIMB	
53220	1/13/2026	HEIDI MENDENHALL	\$245.00
		AUG-MAY MAILCHIP - MAIL CHIP	
53290	1/20/2026	KATIE O'SHEA	\$75.32
		11/3/25 - NOV 2025 MILEAGE REIMB	
53290	1/20/2026	NANCY VICUNA	\$7.42
		DEC-JAN MILEAGE -REIMB	
TOTAL CLAIMS			\$507.74
JANUARY TOTAL			\$148,930.52

FIRST 5 TEHAMA FEBRUARY WARRANT REGISTER

Account	Date	Vendor Name	Expenses
53120	2/4/2026	CELL 01030DP - CELL PHONE	\$90.00
53120	2/18/2026	CELL 01040DP - CELL PHONE	\$90.00
53120	2/23/2026	SPECTRUM 0296548020526 - INTERNET	\$157.18
53180	2/23/2026	SELECT JANITORIAL INC 16333 - OFFICE CLEANING	\$230.00
53220	2/2/2026	WEST APPAREL & EMBROIDERY 953 - LOGO EMBROIDERY	\$101.05
53220	2/6/2026	AMAZON CAPITAL SERVICES 1D9V J6JT 4CHJ - OFFICE SUPPLIES	\$11.51
53220	2/6/2026	AMAZON CAPITAL SERVICES 1LL7 6RQN KLNK - OFFICE SUPPLIES	\$95.62
53220	2/26/2026	AMAZON CAPITAL SERVICES 11PR-V6W4-GRMJ - OFFICE SUPPLIES	\$16.09
53220	2/26/2026	AMAZON CAPITAL SERVICES 16NR-GV79-F1Y4 - OFFICE SUPPLIES	\$8.59
53230	2/2/2026	RYAN BAUER 012-625A - HANDY MAN WORK	\$275.00
53230	2/2/2026	RYAN BAUER 082-925B - HANDY MAN WORK	\$107.89
53230	2/11/2026	ECLIPSE MEDIA SOLUTIONS 10184 - ONGOING WEB SUPPORT	\$621.25
53230	2/11/2026	GREEN WASTE OF TEHAMA 1799959U018-2/1 -GARBAGE SERVICE	\$47.81
53260	2/11/2026	TEHAMA PROPERTY MANAGEMENT INC INV 15 - MARCH RENT	\$1,500.00
53300	2/6/2026	GREEN WASTE OF TEHAMA 1799959U018 - Trash Service	\$47.81

53300	2/26/2026	PACIFIC GAS & ELECTRIC 3117-3 02/26 - UTILITIES SERVICE	\$311.46
555202	2/11/2026	TEHAMA COUNTY DEPT OF EDUCATION INV26-00416 - HMG Q2	\$57,890.01
555202	2/26/2026	UNITED WAY OF NORTHERN CALIFORNIA 07/2025-06/2026 - CALL CENTER COST 07/25-06/26	\$7,500.00
555202	2/26/2026	APPLIED SURVEY RESEARCH 2026-631 - DATABASE	\$350.00
555204	2/26/2026	APPLIED SURVEY RESEARCH EVALUATION SERVICES	\$262.50
555206	2/6/2026	ATHENA ANN DYER JAN 2026 - SOCIAL MEDIA	\$400.00
555206	2/26/2026	APPLIED SURVEY RESEARCH 2025-143 - CYBHI R1 WORK	\$700.00
555206	2/26/2026	TEHAMA COUNTY DEPT OF EDUCATION INV26-00427 - CHILDRENS FAIR	\$500.00
555219	2/2/2026	RALEYS IN STORE CHARGE 103334STR2330127 - MEETING SUPPLIES	\$25.56
555219	2/6/2026	ROLLING HILLS CASINO 3-10279 - STRESS BUSTERS ADDED GUESTS	\$314.13
555220	2/2/2026	LUZ ADRIANA PENA 1 - HOME CHILDCARE PILOT PROGRAM R3	\$1,000.00
555220	2/2/2026	MICHELLE BLANCHARD 1 - HOME CHILDCARE PILOT PROGRAM R3	\$1,000.00
555220	2/6/2026	AMAZON CAPITAL SERVICES 17H3 QDXM 6LK7 - CYBHI R3 SUPPLIES	\$58.00
555220	2/6/2026	AMAZON CAPITAL SERVICES 1MJY 76WN HX4R - CYBHI R3 SUPPLIES	\$152.85
555220	2/6/2026	AMAZON CAPITAL SERVICES 1P3V-WP6R RGK1 - CYBHI R3 SUPPLIES	\$29.15
555220	2/10/2026	CHERUB DAY CARE 1 - HOME CHILDCARE PILOT PROGRAM R3	\$1,000.00
555220	2/10/2026	ELIZABETH MEDINA 1 - HOME CHILDCARE PILOT PROGRAM R3	\$1,000.00

555220	2/10/2026	TRINA SURBER	\$1,000.00
1 - HOME CHILDCARE PILOT PROGRAM R3			
555220	2/26/2026	AMAZON CAPITAL SERVICES	\$182.20
1FT7-QQFK-LKDF - CYBHI R3 SUPPLIES			
555220	2/26/2026	APPLIED SURVEY RESEARCH	\$350.00
2026-631 - CYBHI R3 PROJECT			
555221	2/6/2026	AMAZON CAPITAL SERVICES	\$12.20
13L7 DR6D GTTN - LITERACY SUPPLIES			
555221	2/6/2026	AMAZON CAPITAL SERVICES	\$225.56
1GMJ VY1K N4WN - LITERACY SUPPLIES			
555221	2/23/2026	ALEJANDRA RUBIO CASTRO	\$310.00
000011 - BILINGUAL OUTREACH			
555221	2/26/2026	AMAZON CAPITAL SERVICES	\$343.67
16RR-XWKJ-JNCD -LITERACY SUPPLIES			
555221	2/26/2026	AMAZON CAPITAL SERVICES	\$284.98
1714-J3G1-JPXM -LITERACY SUPPLIES			
555221	2/26/2026	AMAZON CAPITAL SERVICES	\$45.15
17MN-LJ6Y-FWYQ -LITERACY SUPPLIES			
TOTAL WARRANTS			\$78,647.22
53290	2/6/2026	JAYCEE LEE	\$42.98
JAN - FEB 2026 - MILEAGE JAN/FEB 4 2026			
53290	2/11/2026	NANCY VICUNA	\$70.49
JAN/FEB 2026 - MILEAGE			
555220	2/26/2026	HEIDI MENDENHALL	\$216.00
HJV9YERB-0001 - GAMMA REIMB			

TOTAL CLAIMS \$329.47
FEBRUARY TOTAL \$78,976.69

FIRST FIVE TEHAMA
Annual Budget Report July 2025 - June 2026

2nd Quarter Report

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	-	107,133.43	-	-	107,133.43	301,616.57	26.21%
410101	Small County Augmentation	135,525.00	-	28,824.46	-	-	28,824.46	106,700.54	21.27%
410101	SMIF* CECT	6,646.00	-	2,301.71	-	-	2,301.71	4,344.29	34.63%
440300	Interest	34,000.00	-	-	-	-	-	34,000.00	0.00%
471120	Misc. Revenue (Paskenta)	0.00	-	-	-	-	-	-	0.00%
461060	Other Fees(fee for services)	8,000.00	-	-	-	-	-	8,000.00	0.00%
450740	Other Government Agency/s(CYBHI 1 & 3, First 5 Placer)	1,147,786.96	-	251,200.00	-	-	251,200.00	896,586.96	21.89%
466081	Misc Grants (Partnership Health)	75,000.00	-	4,000.00	-	-	4,000.00	71,000.00	5.33%
	Total Income	\$1,815,707.96	\$0.00	\$393,459.60	\$0.00	\$0.00	\$393,459.60	\$1,422,248.36	21.67%
51010	Salary & Wages	265,680.00	38,163.43	72,257.18	-	-	110,420.61	155,259.39	41.56%
51011	Extra Help Wages	31,673.78	870.40	3,399.61	-	-	4,270.01	27,403.77	13.48%
51015	Pay in Lieu/Misc Payouts	13,578.60	8,814.73	3,294.55	-	-	12,109.28	1,469.32	89.18%
51020	PERS	25,824.10	3,740.67	7,063.56	-	-	10,804.23	15,019.87	41.84%
51021	OASDI	23,169.84	3,603.45	5,938.17	-	-	9,541.62	13,628.22	41.18%
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	15,744.98	-	-	29,284.10	42,435.90	40.83%
51031	SUI	594.71	96.07	158.40	-	-	254.47	340.24	42.79%
51040	Workers Comp	4,550.00	1,137.30	1,137.30	-	-	2,274.60	2,275.40	49.99%
51050	Deferred Comp Match	3,360.00	171.43	240.00	-	-	411.43	2,948.57	12.24%
	Total Salary & Benefits	\$504,428.76	\$134,414.33	\$109,233.75	\$0.00	\$0.00	\$243,648.08	\$260,780.68	48.30%
53120	Communications	7,080.00	1,108.01	1,187.90	-	-	2,295.91	4,784.09	32.43%
53150	Insurance	18,000.00	8,938.59	8,750.96	-	-	17,689.55	310.45	98.28%
53180	Maint Bulid/Struct	3,000.00	690.00	690.00	-	-	1,380.00	1,620.00	46.00%
53200	Memberships & Dues	12,788.00	12,138.00	-	-	-	12,138.00	650.00	94.92%
53220	Office Expense	7,282.00	605.03	3,140.99	-	-	3,746.02	3,535.98	51.44%
53230	*Professional/Special Services	27,620.00	409.94	2,301.31	-	-	2,711.25	24,908.75	9.82%
532303	County Services	30,265.73	-	8,064.86	-	-	8,064.86	22,200.87	26.65%
53231	Auditing Services	9,500.00	-	9,360.00	-	-	9,360.00	140.00	98.53%
53260	Rent/Lease of Building	18,000.00	6,000.00	4,500.00	-	-	10,500.00	7,500.00	58.33%
53290	Travel Expense	17,000.00	42.91	423.78	-	-	466.69	16,533.31	2.75%
53300	Utilities	6,000.00	1,122.97	775.62	-	-	1,898.59	4,101.41	31.64%
	Total Service & Supplies	\$156,535.73	\$31,055.45	\$39,195.42	\$0.00	\$0.00	\$70,250.87	\$86,284.86	44.88%
555202	Help Me Grow	254,017.46	2,144.50	65,435.50	-	-	67,580.00	186,437.46	26.60%
555204	Program Evaluation	31,500.00	14,131.25	10,412.50	-	-	24,543.75	6,956.25	77.92%
555206	Community Strengthening	47,510.00	2,752.30	8,341.35	-	-	11,093.65	36,416.35	23.35%
555219	Training and Leadership	160,792.20	9,712.50	11,098.21	-	-	20,810.71	139,981.49	12.94%
555221	Literacy	38,000.00	5,515.00	1,585.00	-	-	7,100.00	30,900.00	18.68%
555220	Early Mental Health	567,596.58	2,012.50	110,931.31	-	-	112,943.81	454,652.77	19.90%
	Total Contributions	\$1,099,416.24	\$36,268.05	\$207,803.87	\$0.00	\$0.00	\$244,071.92	\$855,344.32	22.20%
	Total Expenses	\$1,760,380.73	\$201,737.83	\$356,233.04	\$0.00	\$0.00	\$557,970.87	\$1,202,409.86	31.70%

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

Beginning Fund Balance (July 1) - Actual 1,635,828.00

♦ 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 FY) 1,760,380.73

Total Projected Year End Fund Balance 1,691,155.23

♦ Includes Set Aside & Fund Balance Available

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

Fund Balance Reporting	FY 22-23 (Actuals)	FY 23-24 (Actuals)	FY 24-25 (Actuals)	FY 25-26	FY 26-27
Beginning of Year Fund Balance	\$ 1,469,597.00	\$ 1,487,982.00	\$ 1,511,180.00	\$ 1,635,828.00	\$ 1,646,956.53
Total Projected Revenue	\$ 976,684.00	\$ 1,004,196.00	\$ 1,458,043.00	\$ 1,792,894.54	\$ 989,779.64
Commision Budget	\$ 958,299.00	\$ 980,998.00	\$ 1,333,395.00	\$ 1,781,766.01	\$ 1,128,582.24
End of Year Fund Balance	\$ 1,487,982.00	\$ 1,511,180.00	\$ 1,635,828.00	\$ 1,646,956.53	\$ 1,508,153.93
	\$ 18,385.00	\$ 23,198.00	\$ 124,648.00	\$ 11,128.53	\$ (138,802.60)

Revenues	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Projected Prop 10 Revenue	\$ 469,970.00	\$ 429,476.00	\$ 391,385.00	\$ 374,431.00	\$ 351,965.14
SMIF	\$ 2,016.00	\$ 10,386.00	\$ 16,807.00	\$ 6,646.00	\$ 6,646.00
Small County Augment	\$ 188,352.00	\$ 78,443.00	\$ 135,062.00	\$ 135,525.00	\$ 170,074.00
CECET	\$ 6,396.00		\$ -	\$ -	\$ -
County Interest (est 1.2%)	\$ 29,803.00	\$ 38,503.00	\$ 57,025.00	\$ 34,000.00	\$ 34,000.00
ML	\$ 64,000.00				
Other (HVC, Promise, Dignity)	\$ 191,147.00	\$ 422,388.00	\$ 837,764.00	\$ 1,242,292.54	\$ 427,094.50
CAPC	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00	\$ -	
Total Projected	\$ 976,684.00	\$ 1,004,196.00	\$ 1,458,043.00	\$ 1,792,894.54	\$ 989,779.64

Expenditures	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Administration	\$ 184,963.00	\$ 208,733.00	\$ 213,344.00	\$ 222,905.74	\$ 230,660.30
Program investment	\$ 692,317.00	\$ 661,138.00	\$ 1,003,633.00	\$ 1,443,129.59	\$ 796,691.26
Evaluation	\$ 81,019.00	\$ 111,127.00	\$ 116,418.00	\$ 115,730.68	\$ 101,230.68
Total Commission Funding	\$ 958,299.00	\$ 980,998.00	\$ 1,333,395.00	\$ 1,781,766.01	\$ 1,128,582.24

Assumptions

Community Strengthening Budget

A base budget of \$70,000 is allocated for community strengthening. This assumes an additional \$30,000 annually from non-Prop 10 external grants. These funds will be adjusted dollar-for-dollar depending on actual grant funding received (increased or decreased accordingly).

Note: Without the anticipated \$30,000 in external funding, the current allocation is \$39,500.

Supplemental Funding Strategy

The Commission will actively pursue supplemental funding to support operations aligned with early childhood (0-5) systems, early literacy, and trauma-informed practices.

Each year, as funding opportunities are evaluated and confirmed, allocations will be adjusted as follows:

-Community strengthening funds may increase or decrease based on available resources.

-Professional services funding will be adjusted accordingly, decreasing if necessary.

Commitment to Help Me Grow Backbone

The Commission remains committed to sustaining the Help Me Grow (HMG) system backbone, including funding for HMG contracts and the P2P tracker.

These core infrastructure investments will remain a top priority, even in the event of funding reductions.

Small County Augmentation (First 5 California)

Small County Augmentation funding from First 5 California is expected to continue in current and future years. These funds will be used in alignment with backbone funding to support sustainable systems and long-term program investments.

Years 4-5 Sustainability Plan

In Years 4 and 5, it is anticipated that the Help Me Grow system will be increasingly supported by partner contributions, including both funding and staff time.

During this period, First 5 Tehama will gradually decrease its financial contribution, consistent with the terms outlined in the five-year contract.