

**Location of Meeting:** First 5 Shasta, 393 Park Marina Circle, Redding, CA 96001

**Topic:** First 5 Shasta Commission Meeting

**Time:** April 28, 2025, 2:30 PM Pacific Time

## 1. Call to Order

Welcome and Introductions by Kevin O'Rorke, Vice Chair.

The meeting was called to order 2:32 p.m.

### Commission

Joe Ayer  
Cindy Bishop  
Elisabeth Cooper  
James Mu  
Kevin O'Rorke  
Tara Shanahan  
Matt Plummer

### Staff

Wendy Dickens  
Elizabeth Poole  
Nicole Brainerd  
Tristen Grantham  
Amber Condrey  
Jackie Scott  
Megan Johnson  
Tia Diaz

### Public

Jordan Heberlein

## 2. Public Hearing

First 5 Shasta is conducting its required public hearings pursuant to Health and Safety Code Section 130140(d)(3).

### a. First 5 California (F5CA) 2023-2024 Annual Report

Amber Condrey, Data and Evaluation Coordinator, gave a presentation highlighting key accomplishments from the 2023-2024 First 5 California Annual Report. Plummer asked how many Shasta County residents have accessed the hotline for tobacco cessation. Condrey replied that F5CA doesn't provide that level of detail. Mu asked if F5CA was measuring outcomes of initiatives. Condrey replied that their annual report is an outline, there is not that specific level of data. Condrey mentioned we could reach out to the state regarding specific data and county level information.

## 3. Close Public Hearing

Closed at 2:51 p.m.

## 4. First 5 Association Presentation by Avo Makdessian

Avo talked about First 5 Association membership benefits for individual counties. Membership benefits include member learning and engagement/professional development, peer connection of support, policy development and advocacy, communications (social media templates) and intermediary services and consultation. Avo highlighted the upcoming areas of focus and priorities for the new year. Avo updated the commission on increased membership dues. Dickens expressed the ways that the association has helped support First 5's in California. The Association provides professional development for new executive directors, brings the First 5's in California to connect, the association helps legislators understand the true issues the counties are facing separate from First 5 California. Dr. Mu asked if all counties are part of the association, and Avo confirmed that all counties are participating in the association. Mu asked if there has ever been representation from the northern California region within the First 5 CA Commission, Avo could not think of anyone at the time but could investigate it. Dickens also expressed she does not believe there has ever been representation from Northern California.

## 5. Public Comment Period

Jordan Heberlein with Family Community Engagement at the Shasta County Office of Education gave statistics regarding the Help Me Grow (HMG) program. Jordan provided information about the number of children served, community events, and family participation.

## 6. Consent Agenda

Items are expected to be routine and non-controversial. They will be acted upon at one time without discussion. Any commission member or interested person may request removal of an item from the Consent Agenda for discussion later on the agenda. Consider the approval of the following items:

- Minutes from February 24, 2025 Regular Commission Meeting
- Minutes from March 26, 2025 Commission Planning Day Meeting
- First 5 Shasta Financial Report FY 2024–25 (July–March) Budget to Actual

**Motion to approve consent agenda.**

**Motion/Seconded:** Ayer/Plummer

**Ayes:** Ayer, Bishop, Cooper, Mu, O'Rorke, Shanahan, Plummer

**Nays:** None

**Motion:** Approved

## 7. First 5 Shasta Fiscal Year 2025–2026 Budget

### Action Item

- Consider approval of budget for fiscal year 2025–2026  
Dickens highlighted that there are some part-time employees where there may be cost savings over the year as the budget is still reflective of full-time employees. HMG, administrative and program expenses have decreased. The fund balance to account for expenses this year is half of the budget from last year, which is around \$200,000. However, First 5 Shasta (F5) did not have to rely on the fund balance for expenses last year as there were cost savings.

**Motion to approve budget for fiscal year 2025–2026.**

**Motion/Seconded:** Shanahan/Bishop

**Ayes:** Ayer, Bishop, Cooper, Mu, O'Rorke, Shanahan, Plummer

**Nays:** None

**Motion:** Approved

- Consider approval of the Long-range Financial Plan  
Brainerd described that the long-range financial plan shows the beginning of the strategic plan from 2019 and projected through 2028. The long-range financial plan shows higher projections than the budget as the budget is very conservative.

### Action Item

**Motion to approve the Long-range financial plan.**

**Motion/Seconded:** Shanahan/Ayer

**Ayes:** Ayer, Bishop, Cooper, Mu, O'Rorke, Shanahan, Plummer

**Nays:** None

**Motion:** Approved

## 8. Help Me Grow Contract Renewal

### Action Item

Poole described that F5S has been working with SCOE for the last 4 years to begin this pilot program. The contract terms changed from a 3-year contract to a 1-year renewal contract. F5S is asking for renewal of \$90,000 to continue the operation of HMG; SCOE will leverage over \$200,000 in additional funds. Bishop noted that HMG impacts a lot of families and provides a lot of outreach and serves the community well.

**Motion to approve the Help Me Grow Contract Renewal.**

**Motion/Seconded:** Bishop/Plummer

**Ayes:** Ayer, Bishop, Cooper, Mu, O'Rorke, Shanahan, Plummer

**Nays:** None

**Motion:** Approved

## 9. Bright Futures Contract

### Action Item

Poole described that F5S has been partnering with TCCN to implement Bright Futures for about 20 years. TCCN is the sole provider of family support services in eastern Shasta County. TCCN was positioned under Mayers Memorial for organizational structure. Through the Bright Futures program, they do parent education, outreach, socialization activities for 0-5, working with HMG to do developmental screenings, music and movement classes, and various story times. Our funds primarily support their outreach worker. Dickens talked about how the services would not be sustained in Burney without this funding, Mayers Memorial absorbs the administrative overhead for TCCN to have this support available to the community. Poole added that TCCN does a good job in the community with engagement and outreach to Burney, Round Mountain and Fall River. The hope is for them to bring back their children's center to have more reach into the community. Plummer asked how many families they serve. Poole responded that they served 148 children 0-5 and 36 parent/caregivers from January through March.

**Motion to approve Bright Futures Contract.**

**Motion/Seconded:** Ayer/Shanahan

**Ayes:** Ayer, Bishop, Cooper, Mu, O'Rorke, Shanahan, Plummer

**Nays:** None

**Motion:** Approved

## 10. Events Update

Scott and Diaz gave a presentation to the Commission regarding the kickoff event, awards ceremony and various partner events that happened during Week of the Young Child.

## 11. Reports

### a. Admin Ad Hoc

The admin ad hoc previously met, and the vacancy was discussed during the meeting. The ad hoc recommended going with the third pick from the previous list of applicants. The group agreed that Chere Sullivan would be the next candidate selected and recommended to the Board of Supervisors.

### b. Evaluation and Advisory Committee.

No report out for this committee.

### c. Executive Director

Dickens updated the group that in line with the replacement scheduled, another HVAC unit will be replaced at the beginning of May. The F5S office has been rearranged, and staff have been moved around for better teaming and interaction. The California Department of Food and Agriculture grant has been approved to move fresh produce to childcare providers within Shasta County.

### d. Commission

Ayer noted Connected Living they may lose funding for the AmeriCorps program, which is about half a million dollars. O'Rorke noted that the AmeriCorps program within Shasta

College officially had their funding removed. Raising Shasta also got their AmeriCorps funding pulled.

## 12. Adjournment to Closed Session

Adjournment to Closed Session during this meeting to consider and/or take action upon the following items:

- a. Public Employee Performance Evaluation (G.C. 54957)
  - i. Title: Executive Director

There was no adjournment to the closed session. The meeting was adjourned at 4:33 p.m.

Submitted by,

Tristen Grantham