

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

Topic: First 5 Shasta Regular Commission Meeting

Time: December 8, 2025, 2:30 PM Pacific Time

1. Call to Order

Welcome and Introductions by Brian Cole, Chair. The meeting was called to order at 2:36 p.m.

Commission

Joe Ayer
Brian Cole
James Mu
Kevin O'Rorke
Matt Plummer
Tara Shanahan
Chere Sullivan

Staff

Wendy Dickens
Elizabeth Poole
Nicole Brainerd
Tristen Grantham
Amber Condrey
Jackie Scott

Public

Kerry Caranci
Jordan Heberlain
Randi Brickey

2. Public Comment Period

There was no public comment.

3. Consent Agenda

Action Item

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:

- a. Minutes from October 27, 2025 Commission Meeting
- b. First 5 Shasta Financial Report FY 2025-26 (July-November) Budget to Actual

Motion to approve the October 27, 2025 Commission meeting minutes.

Motion/Seconded: O'Rorke/Shanahan

Ayes: Ayer, Cole, Mu, O'Rorke, Plummer, Shanahan, Sullivan

Nays: None

Motion: Approved

Motion to approve the financial report.

Motion/Seconded: O'Rorke/Shanahan

Ayes: Ayer, Cole, Mu, O'Rorke, Plummer, Shanahan, Sullivan

Nays: None

Motion: Approved

4. Presentation by Kerry Caranci regarding Community Foundation of the North State

Kerry Caranci gave a presentation about the Community Foundation of the North State and discussed the foundation's history, impact, and its partnership with First 5 Shasta (F5S). Caranci explained that F5S transferred funds to the Community Foundation in 2015 to invest them in a socially responsible manner. Caranci clarified questions regarding administrative and investment fees. Plummer noted that it might be beneficial to have a broader conversation about what the Commission would like to do with the funds in the future.

5. Presentation by Jordan Heberlein, SCOE regarding Help Me Grow

Jordan Heberlein, Supervisor for Family and Community Engagement Services gave a presentation regarding the processes and resources provided through Help Me Grow. Jordan highlighted that

while awareness of the program has increased, they are now focusing on being more proactive in reaching out to families. Heberlein described their community outreach efforts, including carnivals and connection cafes. The program has seen an increase in referrals and connections to services, with 87.8% of referred families being connected to services.

6. Shasta Family YMCA Goal Specific Commission Grant Request

Action Item

Jackie Scott, F5S Grant Coordinator, and Liz Poole, Deputy Director presented on the requested grant for Shasta Family YMCA's new Montessori program which will offer two half-day programs for children aged 2.5 to 5 years. The facility will accept both subsidized childcare payments through SCOE and private pay, with a focus on Montessori's child-led, multi-age learning approach. Dickens abstained from discussing the grant due to being a YMCA board member.

Motion to award Shasta YMCA Goal Specific Commission grant for \$20,000.

Motion/Seconded: Ayer/Plummer

Ayes: Ayer, Cole, Mu, O'Rorke, Plummer, Shanahan, Sullivan

Nays: None

Motion: Approved

7. Strategic Plan Update

Amber Condrey, F5S Data and Evaluation Coordinator, noted progress on data assessment, workgroup meetings, and goal setting for fall. Condrey briefly reviewed the focus areas include early learning, thriving families, and maternal child and family health, with specific goals and interventions proposed for each. The plan is to finalize the strategic plan by February 2026.

8. Equity and Inclusion Commitment

Action Item

The group discussed the equity and inclusion commitment statement for the strategic plan, with a modification to clarify that equity means ensuring resources reach those who need them most rather than promising services for every child. The commission agreed to change the part of the statement from "every child—regardless of zip code, income, or background—has the opportunity to thrive" to "children—regardless of zip code, income or background—have the opportunity to thrive."

Motion to approve with modification to commitment.

Motion/Seconded: Ayer/Shanahan

Ayes: Ayer, Cole, Mu, O'Rorke, Plummer, Shanahan, Sullivan

Nays: None

Motion: Approved

9. Proposed Salary Scale Update

Action Item

Poole worked on reviewing the salary scale as required every three years and identified four positions that need realignment to remain competitive with benchmarks from other local agencies and First 5s. Ayer commented that the salary scale was reviewed and recommended by the Admin Ad Hoc Committee.

Motion to approve the updated salary scale.

Motion/Seconded: Ayer/ Shanahan

Ayes: Ayer, Cole, Mu, O'Rorke, Plummer, Shanahan, Sullivan

Nays: None

Motion: Approved

10. First 5 Shasta Election of Officers Action Item

- a. Nomination of Officers
Cindy Bishop, Tara Shanahan and Kevin O’Rorke were nominated as officers for the Commission.
- b. Election of Officers

Motion to appoint Cindy Bishop as Chair, Tara Shanahan as Vice Chair, and Kevin O’Rorke as Secretary.

Motion/Seconded: Plummer/Ayer

Ayes: Ayer, Cole, Mu, O’Rorke, Plummer, Shanahan, Sullivan

Nays: None

Motion: Approved

11. First 5 Shasta Commission Committee Appointments Action Item

Motion to appoint Cindy Bishop, Tara Shanahan and Kevin O’Rorke to the Admin Ad Hoc Committee and Matt Plummer and Brian Cole to the Evaluation and Advisory Committee Meeting.

Motion/Seconded: Ayer/O’Rorke

Ayes: Ayer, Cole, Mu, O’Rorke, Plummer, Shanahan, Sullivan

Nays: None

Motion: Approved

12. Evaluation and Advisory Committee Membership Action Item

Motion to approve Evaluation and Advisory Committee memberships for 2026.

Motion/Seconded: Plummer/O’Rorke

Ayes: Cole, Mu, O’Rorke, Plummer, Shanahan, Sullivan

Nays: None

Motion: Approved

13. Commission Calendar 2026 Action Item

Dickens noted that the October commission meeting must fall earlier in the month due to the deadlines required by the Ordinance and that the February meeting has combined the regular commission meeting and the annual commission planning meeting.

Motion to approve 2026 commission calendar.

Motion/Seconded: Plummer/Ayer

Ayes: Ayer, Cole, Mu, O’Rorke, Plummer, Shanahan, Sullivan

Nays: None

Motion: Approved

14. Reports

- a. Admin Ad Hoc
The Admin Ad Hoc reviewed the salary scale.
- b. Evaluation and Advisory Committee
The Evaluation and Advisory Committee focused on the new strategic plan.
- c. Executive Director

Dickens gave some updates for upcoming events and grants. The parking lot was freshly painted. Dickens noted that the grants for Week of the Young Child, Good Neighbor and PVCA grants will open in January. F5S will be receiving BEELS, and HANC funding, which will be used for community initiatives and training programs. The office will be closed between Christmas and New Year's, with staff working from home. Additionally, the Dolly Parton Imagination Library reported a 24% enrollment rate in the 0-5 age group within three months.

d. Commission

Plummer mentioned an upcoming town hall meeting about the True North Behavioral Health Campus project. Cole noted that RPD is dealing with budget issues, and the city manager will be announced this week for next week's City Council meeting.

The meeting was adjourned at 4:18 p.m.

Submitted by,

Tristen Grantham
Administrative Coordinator