

# First 5 Shasta Commission Meeting Minutes

June 23, 2025  
2:30 p.m. – 3:30 p.m.

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

**Topic:** First 5 Shasta Commission Meeting

**Time:** June 23, 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 at 2:33 p.m.

### Commission

Joe Ayer (2:55)  
Cindy Bishop  
James Mu  
Kevin O'Rorke  
Matt Plummer  
Tara Shanahan  
Chere Sullivan (3:10,  
non voting)

### Staff

Wendy Dickens  
Nicole Godman  
Tristen Grantham  
Jackie Scott  
Megan Johnson

### Public

Jenna Berry

## 2. Public Comment Period

Grant Coordinator, Jackie Scott provided an update on the CDFA grant, reporting that six interns applied, with two fully committed to the program. These interns conduct a story, tasting, and planting activity at family childcare homes, engaging directly with the children. The first round of participation runs for six weeks.

Program Coordinator Megan Johnson updated the Commission on upcoming events. First 5 Shasta (F5S) and Help Me Grow (HMG) will host the annual Champions for Children event at Turtle Bay to connect families to resources and spend the day at the park. Admission is free for children ages 0-12 and \$2 per person age 13 and up. Additionally, F5S will be hosting a screening event for the movie "Sentenced" on September 4<sup>th</sup> Cascade Theatre 6pm. The movie is about how literacy can break the cycles of generational hardship. This "Sentenced" screening event will kick off the Dolly Parton Imagination Library in Shasta County.

## 3. Consent Agenda

### Action Items

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 April 28, 2025 Public Hearing Commission Meeting
- b. First 5 Shasta Financial Report FY 2024-25 (July-May) Budget to Actual

### **Motion to approve consent agenda.**

**Motion/Seconded:** Shanahan/Plummer

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

**Nays:** None

**Motion:** Approved

## 4. Parent Partner Contract

### Action Item

Dickens noted that F5S has been supporting Raising Shasta with funds to support their family resource center services and parent partner program that support families with young children.

Jenna Berry, the Director of Raising Shasta talked about how their organization is partnered with HMG so they can provide ASQ's to families regularly. The parent partners connect with the new families with partner support, nutrition and other resources. Additionally, Raising Shasta hosts parent cafes to help build community within these families. Plummer asked Berry how people hear about their services. Berry noted that they receive a lot of walk-ins to the resource center, referrals from the county, Shasta County Office of Education, Help Me Grow and other community partners.

## **Motion to approve Parent Partner contract with Shasta County Child Abuse Prevention Coordinating Council.**

**Motion/Seconded:** Mu/Plummer

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

**Nays:** None

**Motion:** Approved

## **5. Healthy Babies Contracts**

### **Action Item**

Dickens explained that F5S is a gap funder for some programs in the community. Regarding Healthy Babies, F5S partners with HHSA to provide funding for the program. There are three different services providers who F5S contracts with to provide services. Plummer asked about the outcomes that are hoping to be achieved. Dickens replied that they are hoping to see decreased postpartum depression, anxiety and more mental health support for families. Fathers are encouraged to participate. Shanahan asked which provider would be providing group support. Dickens replied that they are looking to Creekside Counseling will begin the support group.

## **Motion to approve all the contracts as outlined in the staff report.**

**Motion/Seconded:** Ayer/Shanahan

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

**Nays:** None

**Motion:** Approved

## **6. Audit Services 2025-2027**

### **Action Item**

In regard to selecting the auditor for the next three years, Dickens noted that through the RFQ process, Christy White is the recommendation. Godman reiterated that many First 5's have worked with Christy White and come highly recommended with good references. White's organized, efficient, and responsive approach will significantly streamline the audit process.

## **Motion to approve audit services with Christy White.**

**Motion/Seconded:** Ayer/Plummer

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

**Nays:** None

**Motion:** Approved

## **7. ACH Payments**

### **Action Item**

F5S is hoping to institute ACH payments or auto-pay for certain building utilities, services, healthcare coverage or other essential administrative services. The addition of ACH would help F5S be more efficient in process and payments.

## **Motion to approve authorization of ACH payments for reoccurring operating invoices.**

**Motion/Seconded:** Ayer/Shanahan

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

**Nays:** None

**Motion:** Approved

## 8. First 5 Association Membership Dues 2025–2026

### Action Item

Avo Makdessian from the First 5 Association (Association) was able to come to the last F5S Commission meeting to speak on the increase Association dues. Dickens reiterated the support that the association provides not only to F5S but all county commissions. The Association does advocate on behalf of the mid county and small size counties to First 5 California. There are three tiers of membership to choose from, F5S Commission is opposed to paying the highest tier and agrees that they are most comfortable with Option B.

**Motion to approve Option B in the amount \$12,878 of from staff recommendation.**

**Motion/Seconded:** Ayer/Shanahan

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

**Nays:** None

**Motion:** Approved

## 9. Reports

- a. Admin Ad Hoc  
The admin ad hoc will report what was discussed in closed session.
- b. Evaluation and Advisory Committee  
There was a comment that Amber did a great job facilitating the May meeting.
- c. Executive Director  
Dickens introduced the new commissioner, Chere Sullivan from the Far Northern Regional Center. The drywall cracks have been patched in the building as well as the AC unit being replaced. Dickens reminded the group of the movie "Sentenced" which is available on Peacock but F5S will have a screening event in September which will also kick off the Imagination Library. There will be a panel with literary experts and a call to action to get involved in literacy within our community.
- d. Commission  
No report

## 10. 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

The meeting was adjourned at 3:55 p.m.

Submitted by,

Tristen Grantham