



Heidi Mendenhall, Executive Director
Tehama County Commission for Children and Families

hmendenhall@first5tehama.com | www.first5tehama.com

Phone (530) 528-1395 | Cell (530) 902-2276
807 Lincoln Street, Red Bluff, CA 96080 | P.O. Box 858

First 5 Tehama Administrative Committee Meeting

January 27, 2025

Time: 8:30am

Join Zoom Meeting

<https://zoom.us/j/5305281395>

Webinar ID: 530 528 1395

Phone: +1 253 215 8782 US

AGENDA

1. Call to Order
2. Public Comment
3. Fiscal Business – Jayme Bottke, Chair
 - Review and make recommendations on financial and other matters to Commission***
 - 3.1 General Warrant Register & Claims – December 2024
 - 3.2 2nd Quarter Financial Report FY 2024-2025
 - 3.3 FY 2024-2025 Budget Revision
4. Other Business
 - 4.1 Discuss FY 23/24 Audit Finding, Corrective Action, Target Date
 - 4.2 **Audit Finding Admin:** *For the Fiscal Year 23/24 Audit, the Commission's administrative costs were calculated at 26% of the total annual expenditures, which exceeds the allowed threshold by 6%*
 - 4.3 **Corrective Action:** *The Commission should finalize and implement the revised administrative cost policy to ensure compliance with statutory requirements and operational alignment*

COMMISSIONERS Jennifer Torres, Chairperson • Rickard DuVarney, Vice Chair

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



Heidi Mendenhall, Executive Director
Tehama County Commission for Children and Families

hmendenhall@first5tehama.com | www.first5tehama.com

Phone (530) 528-1395 | Cell (530) 902-2276
807 Lincoln Street, Red Bluff, CA 96080 | P.O. Box 858

4.4 Target Date for implementing corrective action: January 29, 2025

4.5 Revision of Limit on Administrative Costs Policy

5. Commission Membership

Discussion/Information

6. Adjourn

Posted: January 24, 2025

COMMISSIONERS Jennifer Torres, Chairperson • Rickard DuVarney, Vice Chair

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