



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

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# First 5 Tehama Commission Meeting

Tehama County Department of Education  
1135 Lincoln Street, Red Bluff, CA 96080

**January 29, 2025 at 8:15 am**

## AGENDA

1. Call to Order and Introductions
2. Public Comment
3. Consent Agenda *(Action taken separately)*
  - 3.1 Meeting Minutes – December 11, 2024 **Action**
  - 3.2 General Warrant Register & Claims – December 2024 **Action**
4. Discuss Audit Finding: Plan corrective action including the target date **Information**  
for implementing the corrective action
  - 4.1 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%*
  - 4.2 Corrective Action: *The Commission should finalize and implement the revised administrative cost policy to ensure compliance with statutory requirements and operational alignment*
  - 4.3 Target Date for implementing corrective action: January 29, 2025
  - 4.4 Approval of Revised Limit on Administrative Costs Policy **Action**

COMMISSIONERS Jennifer Torres, Chairperson • Richard DuVarney, Vice Chair

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



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5. Committee Reports
  - 5.1 Administrative – Jayme Bottke, Chair
    - 5.1.1 2<sup>nd</sup> Quarter Financial Report FY 2024-2025 **Action**
    - 5.1.2 FY 2024-2025 Budget Revision **Action**
  
6. Systems Building Updates **Information**
  - 6.1 Positive Parenting Program Highlights – Nancy Vicuna
  - 6.2 Association/ California Updates – Heidi Mendenhall
  - 6.3 Executive Directors Report – Heidi Mendenhall
  
7. Commissioner Announcements **Information**
  
8. Reminder: *Conflict of Interest Form 700 certification Due March 1, 2025*
  
9. Adjourn - Unless otherwise announced, the next meeting will be held on **March 26, 2025**  
@ Tehama County Department of Education, 1135 Lincoln Street at **8:15 am**

**Posted: January 24, 2025**

*Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Executive Director, 807 Lincoln Street, Red Bluff. If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission Office at (530) 528-1395 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a). Any written materials related to an open session item on this agenda that are submitted to the Commissioners less than 72 hours prior to the Commission meeting, and that are not exempt from disclosure under the Public Records Act, will promptly be made available for public inspection at the Commission Office, 807 Lincoln Street, Red Bluff, California, by appointment.*

**COMMISSIONERS** Jennifer Torres, Chairperson • Richard DuVarney, Vice Chair

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