



**MINUTES  
FIRST 5 RIVERSIDE COUNTY  
Commission Regular Meeting  
Wednesday, October 22, 2025  
2:00 PM**

First 5 Riverside County  
585 Technology Ct  
Riverside, California 92507

**Commissioners Present:** Supervisor Chuck Washington, Jose Campos, Charity Douglas, Zachary Ginder, Edwin Gomez, Cheryl-Marie Hansberger, Elizabeth Romero, Kimberly Saruwatari, and Takashi Wada.

**Administrative Staff Present:** Tammi Graham, Executive Director; Charna Widby, Assistant Director; Michael Knight, Assistant Director; Patricia Perez, Deputy Director; Lynn Stephens, Executive Assistant IV; Carol Abella, Regional Manager; Charity Webb, Regional Manager; Estella Briceno, Regional Manager; Larissa Wills, Regional Manager; Sean Pravica, Senior Public Information Specialist; Michelle Rodriguez, Public Information Specialist; Martina Guevara, Commission Coordinator; Victor Lopez, Business Process Analyst II; Steven Hernandez, Administrative Services Analyst II; Michael Avalos, Support Services Technician

**Legal Counsel:** Kristine Bell-Valdez, Supervising Deputy County Counsel

- A. **Call to Order – Supervisor Chuck Washington, Chair**
  - 1. Pledge of Allegiance – Led by Commissioner Ginder
  - 2. Roll Call – Conducted by Lynn Stephens, Executive Assistant IV
- B. **Public Comments (for items not listed on the agenda) – Supervisor Chuck Washington, Chair**

None.
- C. **Commission and Advisory Committee Business – Supervisor Chuck Washington, Chair**
  - 1. Commissioner Comments

Commissioner Douglas stated that October 23 serves as the deadline to meet the November 1 issuance date for DPSS-administered public assistance benefits.. She noted that if a federal shutdown extends beyond that date, it could delay processing and push issuance further into November, potentially nearing the Thanksgiving period.

Chair Washington added that while discussions with the Board of Supervisors have explored potential solutions to address the funding gap, there is no identified mechanism for the County to advance funds and later receive reimbursement. Commissioner Douglas stated that the approximately \$65 million in funding for November is federally sourced and administered through the State.

- D. **Consent Items – Supervisor Chuck Washington, Chair** (A copy of all Consent Items and attachments can be viewed at [www.rccfc.org](http://www.rccfc.org) and at the Commission Business Office.)
1. Approve First 5 Riverside County Draft Commission Meeting Minutes - September 10, 2025 Session

*Commissioner Romero moved to approve Consent Item 1 as presented. Vice Chair Campos seconded the motion.*

- **Ayes:** 8
- **Nays:** 0
- **Abstention:** (1) Commissioner Hansberger

**Quorum maintained. Motion carried.**

- E. **Presentation/Action Items/Public Hearings – Supervisor Chuck Washington, Chair** (A copy of all Presentation/Action Items/Public Hearings and attachments can be viewed at [www.rccfc.org](http://www.rccfc.org) and at the Commission Business Office.)
1. Presentation of First 5 Riverside County Annual Audit Report for Fiscal Year 2024/2025 — Patricia Perez, Deputy Director, and David Showalter, CPA Partner, Eide Bailly, LLP

Mr. Showalter provided highlights of the First 5 Riverside County Annual Audit, noting that the audit report on First 5's financial statements was clean. There are no significant findings to report.

- a. **Public Hearing:** Annual Audit of First 5 Riverside County Children and Families Commission for Fiscal Year 2024/2025 — Supervisor Chuck Washington, Chair

Chair Washington opened the public hearing. Hearing no comments, the public hearing was closed.

- b. **25-38:** Adopt First 5 Riverside County Children and Families Commission Annual Independent Audit Report for Fiscal Year 2024/2025 — Supervisor Chuck Washington, Chair

*Commissioner Gomez moved to approve action item 25-38 as presented. Commissioner Saruwatari seconded the motion.*

- **Ayes:** 9
- **Nays:** 0
- **Abstention:** None

**Motion carried unanimously.**

Ms. Graham publicly thanked Ms. Perez and her team for their excellent work on the audit report.

2. Presentation of First 5 Riverside County Children and Families Commission Annual Report for Fiscal Year 2024/2025 — Charna Widby, Assistant Director, and Michael Knight, Assistant Director

Ms. Widby provided highlights of the First 5 Annual Report.

- a. **Public Hearing:** Annual Report of First 5 Riverside County Children and Families Commission for Fiscal Year 2024/2025 — Supervisor Chuck Washington, Chair

Chair Washington opened the public hearing. Hearing no comments, the public hearing was closed.

- b. **25-39:** Adopt First 5 Riverside County Children and Families Commission Annual Report for Fiscal Year 2024/2025 — Supervisor Chuck Washington, Chair

Vice Chair Campos moved to approve action item 25-39 as presented. Commissioner Douglas seconded the motion.

- **Ayes:** 9
- **Nays:** 0
- **Abstention:** None

***Motion carried unanimously.***

Commissioner Ginder appreciated the callouts highlighting providers and their stories.

F. **Presentation/Information Items – Supervisor Chuck Washington, Chair** (A copy of all Presentation/Information Items and attachments can be viewed at [www.rccfc.org](http://www.rccfc.org) and at the Commission Business Office.)

1. **Receive and File** — First 5 Riverside County Agency Progress Report July 1, 2024–June 30, 2025 — **Information Only**
2. First 5 Riverside County Budget Review — Patricia Perez, Deputy Director  
Ms. Perez provided key highlights on revenue and investments. Staff will schedule a Finance Subcommittee meeting in the upcoming months and provide a revised budget to the Commission for consideration at a future Commission meeting.
3. First 5 Riverside County 5-10 Year Projections — Patricia Perez, Deputy Director  
Ms. Perez provided highlights. 10 million is the total current reserve previously approved by the Commission.
4. First 5 Riverside County Funded Agencies 2027 and Beyond — Tammi Graham, Executive Director  
Ms. Graham provided key highlights on Contracts.
5. First 5 Riverside County Fund Balance Policy Review — Tammi Graham, Executive Director  
Ms. Graham reported that the Commission last approved the current reserve and fund balance in 2018. Since that time, First 5 has expanded from 20 staff members to 66 full-time equivalent positions.

Staff is conducting an analysis and developing recommendations for potential revisions to the Fund Balance Reserve. Currently, \$12 million remains uncommitted within the Fund Balance. Staff will present proposed modifications, aligned with the Strategic Plan, to the Commission at a future meeting.

Commissioner Ginder asked for a discussion on creative ways to increase reserves to prepare for losses in other funding streams. Chair Washington concurred.

Ms. Graham confirmed that \$19 million was spent on contracts annually.

Discussion on the risk of funds being swept ensued. Ms. Graham noted that Proposition 10 revenues are not federal pass-through funds and are not contingent on federal matching funds.

**G. Future Agenda Items:**

1. First 5 Riverside County 2023-2026 Strategic Plan Annual Review and Public Hearing

**H. Adjournment:** Adjournment at 2:49 p.m. to the Special Strategic Plan Workshop Meeting to be held on December 10, 2025, beginning at 12:00 p.m. at:  
First 5 Riverside County Children and Families Commission Office  
585 Technology Court — Conference Room A  
Riverside, CA 92507

Meeting Minutes Recorded by Lynn M. Stephens, Executive Assistant IV.