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*Northern California Child Development, Inc.*

# Head Start & Early Head Start Programs

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***Enrich children's lives; Empower families; Engage our community***

**Policy Council Meeting Minutes**

Date: February 16th, 2017

1:00 p.m. to 3:00 p.m.

1. **CALL TO ORDER** – Bethany Sherrick, Policy Council Chairperson, called the meeting to order at

1:09 p.m. and welcomed everyone.

1. **INTRODUCTIONS & ROLL CALL**

The roll was taken.

*Representatives in attendance*: Bethany Sherrick, Alejandra Beltran, Rosaura Contreras, Patricia Becerra, Brianda Alcala

*Representatives that were missed:* Sarah Wolf, Guadalupe Hernandez, Lupe (Guadalupe) Valencia

*Alternates in attendance:* Rita Sheppard

*Alternates that were missed:* Mayra Castillo, Drew Chevere, Lizbeth Ochoa

*Guests: -* Mavis Carey, Job Training Center

S*taff in attendance*: Ashley Williams, Jennifer Torres, Kelly May, Rosie Flores-Wilfong, Tina Robertson, Michael Lindsey, Brian Heese

A quorum was met.

1. **GUEST SPEAKER: Mavis Carey of Job Training Center**

Our guest speaker highlighted some programs the Job Training Center currently offers, including a Youth Program for 18-24-year-olds. This program provides sponsorship to career technical programs, which are paid for the worker 100%. These include programs in Certified Nurse’s Assistant, Medical Assistant, Physical Therapy Aid, Welding, etc. These workers may also be eligible for paid internships in order to receive on the job training. Their training plan is approximately one year, then they enter on the job placements. Qualifications include being a parent, Tehama County residents, not working or attending college, having no full-time work experience, etc. Mavis felt NCCDI would be a great partner for this program as not only would our parents benefit as participants, we may also be able to become an internship site.

Job Training Center is also working with dislocated workers, predominantly those affected by the drought.

1. **ADDITIONS TO THE AGENDA**

A proposal for Community Development Funds expenditure was added to Action Items.

1. **REVIEW PLANNING CYCLE CALENDAR**

Nothing new to add to the planning cycle calendar; will cover regular monthly reports as well as Head Start DRDP/School Readiness Goals updates.

1. **POLICY COUNCIL OFFICER REPORTS**

\*Chairperson’s Report – Bethany shared that a meeting to discuss the Community Development Funds was held. Also, she and other members attended a focus group for the community assessment process.

\*Treasurer’s Report – Treasurer was not in attendance. Mike noted that there is still a balance of $2,500 in the Community Development Funds account.

1. **ACTION ITEMS\*\***

\*Approval of Minutes – Bethany Sherrick requested a motion for approval of the January 2017 Policy Council minutes. *Rosaura Contreras made a motion to approve the January 2017 as presented, Brianda Alcala seconded; motion carried.*

\*ERSEA Report – Jennifer Torres

January Report – Jennifer noted that, as she reported on the Community Assessment at the last meeting, she did not report on the January ERSEA report, and would be asking for approval of both January and February reports. January’s report reflects data from December. Of note, we are allowed to reserve 3% of our slots for homeless families, and we did have a family who required this consideration. 11% of the Head Start slots are IEPs. EHS is fully enrolled with 18% of slots being children with IFSPs. The attendance for Head Start was 84.6%, EHS was 83.3% and West Street Center won the attendance award. *Brianda Alcala made a motion to approve the January ERSEA report, Patricia Becerra seconded; motion carried.*

February Report – Jennifer noted that we are officially out of program improvement status. Congratulations were extended to the ERSEA staff for their hard work in getting the program fully enrolled. There were 156 Head Start applications, and 161 Early Head Start applications waitlisted. Head Start attendance was 82.7%, Early Head Start attendance was 81%. Tadpoles to Toads/Little Hoppers won the attendance award, but as they were having a valentines dinner/dance for their parent meeting, they will receive their pizza party at the March meeting. *Rosaura Contreras made a motion to approve the January ERSEA report, Brianda Alcala seconded; motion carried.*

\*Head Start DRDP/School Readiness Goals – Rosie Flores-Wilfong

DRDP results were in the packet. Rosie highlighted particular items of note and answered questions.  *Rosaura Contreras made a motion to approve the Head Start DRDP/School Readiness Goals report, Brianda Alcala seconded; motion carried.*

\*File Monitoring Report

EHS – Tori noted that they send out a list of missing items to the responsible staff. They are currently awaiting the return of documents. File Monitoring is noted in Tori’s report

HS – Rosie noted that they are currently working on parent-teacher conferences at Happy Trails. Bright Horizons Twilight is awaiting a CHDP and a parent conference form. *Patricia Becerra made a motion to approve the File Monitoring Report, Rosaura Contreras seconded; motion carried.*

\*CACFP Report – Kelly noted that we served 6,630 meals, for a total reimbursement of $14,850. *Brianda Alcala made a motion to approve the CACFP Report, Rosaura Contreras seconded; motion carried.*

\*Chief Fiscal Officer Report

Kelly reviewed the Fiscal Report/Narrative, Statement of Activity for Head Start, Early Head Start and Program Wide, the Check Register Report, and the In-Kind Report. There was nothing unusual to report. A portion of the Fiscal Report is included in the printed packet for your review. The complete Fiscal Report was included in the emailed packet. *Brianda Alcala made a motion to approve the Fiscal Report, Rosaura Contreras seconded; motion carried.*

1. **CLOSED SESSION – PERSONNEL AND LEGAL MATTERS**

A closed session was held this month. There was one resignation and two rehires.

1. **LOCAL PARENT MEETING REPORTS –** INFORMATION ONLY (3 minutes per Center)

*Bright Horizons Red Bluff Center –* There is no report this month.

*Caterpillar Cottages/Butterfly Bungalow Centers* – There is no report this month.

*Corning Center –* There is no report this month.

*EHS Home Base North and South –* Representative did not attend, but their report reflects discussion of the My Plate handout, healthy eating. The Read-A-Thon has started, and a socialization is scheduled for tomorrow.

*Happy Trails Center –* Representative did not attend, but their report noted the discussion of exercise and healthy eating. They discussed Community Development Funds. Friendship day was held 2/14 and valentine’s cards were used for patterning activities.

*Maywood Center –* There is no report this month.

*Lil’ Pups, Rancho Tehama Center –* There is no report this month.

*Tadpoles to Toads & Little Hoppers Centers –* Meeting was held on February 8th, and 10 parents were in attendance. The discussion centered on physical health and development and the meeting featured a romantic dinner. Of note, the annual dance is scheduled for 3/10 from 6 pm to 8 pm at the Corning Vets Hall.

*Tehama Center –* There is no report this month.

*West Street Center –* There is no report this month.

1. **PROGRAM REPORTS**

# Executive Director’s Report: Brian noted that County Representative Candy Carlson would like community input on idea/issues. She holds a monthly town hall meeting each 4th Monday and has extended an invitation to HA/EHS families. NCCDI hosted a visit from our Regional Office with Heath, our new representative. Heath met with a parent and a governing board member and discussed at length that participation in Parent Meetings is low. Discussed revisiting the Parent Involvement Committee as held last year. Another area of note was Community Outreach, as there is it seems there is not much awareness of HS/EHS in our community. Discussed as well that our Stepping Stones classrooms are a combination center/home visit model and as such are not included in the new performance standards. Need to prove a need for them to get a locally designed option designation. Brian summarized the activities, accomplishments and upcoming events for NCCDI. Brian’s written report is included for your review.

Head Start \ State Preschool Director’s Report: Please see the DRDP report as noted above and included in this packet for your review.

# Early Head Start Director’s Report: Tori’s written report is included for your review. The EHS March meeting will include a presentation from Damsels in Defense.

# Parent Engagement/Community Outreach Director Report: Tina noted that the Health Services Advisory Committee will convene on Tuesday 2.21 at 12:30 and extended an invitation to all Policy Council members. Family advocates are participating again in the VITA program. Nutrition, Hearing, and Vision referrals are coming in and information is going out to families.

# Parent/Fatherhood Engagement Manager Report: Mike’s written report is included for your review.

# Human Resources Report: Ashley’s written report is included for your review.

1. **Correspondence** – There was no correspondence this month.
2. **ANNOUNCEMENTS** – An overview of the VITA program was given.
3. **NEW BUSINESS –** There was no new business.
4. **ADJOURNMENT** – Bethany Sherrick, Policy Council Chairperson, officially adjourned the meeting at 2:53 p.m.

Submitted by

Tina Robertson for:

Beth Janes

Administrative Assistant

**The next Policy Council meeting is scheduled for March 16th, 2017 at the NCCDI Central Office.**