

*Northern California Child Development, Inc.*

**Head Start & Early Head Start Programs**

**220 Sycamore St., Suite 200, Red Bluff, CA 96080**

**(530) 529-1500 FAX: (530) 529-1560**

**Web site www.nccdi.com Email headstart@nccdi.com**

**GOVERNING BOARD MEETING MINUTES**

220 SYCAMORE STREET, SUITE 200

RED BLUFF, CA 96080

April 26, 2017

12:15 p.m. – 1:45 p.m.

Chairperson, Linda J. Lucas, called the April 2017 Governing Board meeting to order at 12:20 p.m.

Linda welcomed everyone, introductions were made, and roll was taken.

1. **ATTENDANCE**

*Members in attendance*: Linda J. Lucas, Alejandra Beltran, Martha Dixon, Bethany Sherrick, Natalie Beeman, Phyllis Avilla, Sarah Wolf, Tara Loucks-Shepherd

*Members that were missed:*

*Guests:* None

A quorum was met.

*Staff in attendance:* Ashley Williams, Beth Janes, Jennifer Torres, Kelly May, Tori Prest, Mike Lindsey, Brian Heese

1. **NCCDI MISSION MOMENT**

Brian introduced Sally Ainsworth from the Tehama County Library. She stated that the partnership with NCCDI and program parents have enhanced attendance at the library. She enjoys going to the centers and getting better acquainted with the families then seeing them come to the library. The parents voted to use their Community Engagement Funds to purchase books and Spanish Story Boxes for families to check out and take home. Sally encouraged the board members to come visit and the parents to come to the new library for a tour. The new library is state of the art and may open the end of June.

1. **ADDITIONS TO AGENDA**

There were no additions to the agenda this month.

1. **PROGRAM GOVERNANCE REPORT SCHEDULE**

The regular monthly reports will be presented and the audit will be added to the Report Schedule https://www.farmers.com/thank-americas-teachers/submit-a-proposal/ this month.

1. **ACTION ITEMS**

\*Approval of Minutes

Linda J. Lucas requested a motion to approve the March 2017 Governing Board Minutes. Phyllis made note that the training that was held on April 5th, 2017, was a Strategies 2.0 training and not the website, Strategiesca.org. *Phyllis Avilla made a motion to approve the March 2017 meeting minutes with the correction, Martha Dixon seconded; motion carried.*

\*ERSEA Report

Jennifer reviewed her report for the board. She shared the projected enrollment numbers for the 2017-2018 school year. There are more three-year-olds in Tehama County than four-year-olds. Cottages had an attendance of 84%. *Bethany Sherrick made a motion to approve the March 2017 ERSEA Report as presented, Martha Dixon seconded; motion carried.*

\*California State Preschool Program (CSPP) Policy Update

Jennifer Torres, the ERSEA Manager, explained the changes and updated the CSPP Policy to include that the families that pay a fee for their childcare need to bring their current monthly billing statement when paying their fee so there is no question as to what their fee is that month. Their fee can change from month to month. *Phyllis Avilla made a motion to approve the CSPP update, Natalie Beeman seconded; motion carried.*

\*Education Assistance Changes

Ashley explained the Employee Handbook has been changed to reflect the new requirements for reimbursement for college classes taken and that step increases in wages require proof of completion of course work, and be verified by Human Resources Department. The board suggested changing the wording from “will not” to “must”, “without” to “by” and remove “approval” altogether. Step increases will not be given retroactively. Once the employee provides proof of completion of course work the increase will be added to the next scheduled payroll. *Natalie Beeman made a motion to make the changes to the Education Assistance changes as amended, Martha Dixon seconded; motion carried.*

\*File Monitoring Report

Tori reviewed the Early Head Start Centers and Home base report. Rosie has written the Head Start portion of the report. *Martha Dixon made a motion to approve the File Monitoring Reports for April 2017, Bethany Sherrick seconded; motion carried.*

\*CACFP Meal Counts Report

Kelly reviewed the California Adult Child Food Program Report. There were 9581 meals, for a total reimbursement of $21,223.93. *Bethany Sherrick made a motion to approve the CACFP Meal Counts Report, Martha Dixon seconded; motion carried.*

\*Chief Fiscal Officer Report

Kelly stated that she had no additional items to report. We are at 125.12% of In-Kind needed. 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. *Phyllis Avilla made a motion to approve the March 2017 Fiscal Report, Natalie Beeman seconded; motion carried.*

\*Program Audit Report

Brain explained what Scottie from Randolph Scott and Associates was talking about during the conference call on March 22nd when he was referring to the CACFP funds. *Martha Dixon made a motion to accept the audit as presented, Bethany Sherrick seconded; motion carried.*

1. **EXECUTIVE DIRECTOR’S REPORT** – Brian did not have a report this month. Brian met, in a closed session, with the Governing Board for the Self-Assessment Interview.
2. **SERVICE AREA REPORTS**

Due to the time required for the Self-Assessment Interview, the Directors did not verbally report out this month.

1. **CORRESPONDENCE**

There was no correspondence this month.

1. **POLICY COUNCIL REPORT**

There was no report this month.

1. **COMMUNITY AWARENESS ISSUES**

There were no Community Awareness Issues this month.

1. **UNFINISHED BUSINESS**

There was no Unfinished Business this month.

1. **NEW BUSINESS**

There was no New Business this month.

1. **ANNOUNCEMENTS**

There were no Announcements this month.

1. **CLOSED SESSION**

The closed session was conducted during the Executive Director’s Report.

1. **ADJOURNMENT**

Linda J. Lucas, the Chairperson, adjourned the meeting at 2:20 p.m.

Submitted by,

Beth Janes

Administrative Assistant

Governing Board meetings are *usually* held on the 4th Wednesday of each month.

**THE NEXT MEETING IS SCHEDULED FOR Wednesday, May 24, 2017**