

*Northern California Child Development, Inc.*

# Head Start & Early Head Start Programs

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**GOVERNING BOARD MEETING MINUTES**

220 SYCAMORE STREET, SUITE 200

RED BLUFF, CA 96080

May 23rd, 2018

12:15 p.m. – 1:45 p.m.

Chairperson, Linda J. Lucas, called the May Governing Board meeting to order at 12:15 p.m.

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

1. **ATTENDANCE**

*Members in attendance*: Linda J. Lucas, Tara Loucks-Shepherd, Phyllis Avilla

*Members that were missed:* Alejandra Beltran, Drew Chevere

*Guests:* None

A quorum was met.

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

1. **NCCDI MISSION MOMENT**

Brian invited Governing Board members to the End of the Year Celebrations at the centers that are closing for the summer. They start on Thursday, May 24, 2018, at the Tehama Center in Tehama. The other part day centers, Red Bluff, Corning, and Maywood Centers will be holding their End of Year Celebrations on Friday, May 25, 2018. He gave the attending board members printed copies of the scheduled celebrations.

Thursday, Corning Chamber of Commerce’s Corning in the Evening will be held at the Tadpoles to Toads, Little Hoppers Center, on Fig Street. All are welcome to attend.

1. **ADDITIONS TO AGENDA**

There are no additions to the agenda this month.

1. **PROGRAM GOVERNANCE REPORT SCHEDULE**

 The regular monthly Consent Agenda, Annual NCCDI Program Budgets, and Head Start/Early Head Start Grant Certification will be added.

1. **ACTION ITEMS**

\*Approval of Minutes - Linda J. Lucas requested a motion to approve the April 2018 Governing Board Minutes*. Phyllis Avilla made a motion to approve the April 2018 meeting minutes; Tara Loucks-Shepherd seconded; motion carried.*

\*Consent Agenda

\*ERSEA Report-Jennifer Torres

\*File Monitoring Report -EHS and HS Directors

\*CACFP Meal Counts Report – Tina Robertson

\*Chief Fiscal Officer Report – Kelly May

*Tara Loucks-Shepherd made a motion to approve the Consent Agenda as presented; Phyllis Avilla seconded; motion carried.*

~ Employee Hand Book Update regarding Leaves of Absence – Ashley Williams, Human Resources Manager, presented the updates. The wording was changed to align with the California Labor Laws. *Phyllis Avilla made a motion to approve the Employee Hand Book update; Tara Loucks-Shepherd seconded; motion carried.*

~ NCCDI Program Budgets for the 2018-2019 school year – Brian stated that Head Start/Early Head Start would be receiving a 2.6% Cost of Living Allowance increase starting September 1st, 2018. He reviewed the program options, how many Head Start and Early Head Start slots will be at each of the sites, and information regarding grants we applied for and will be receiving along with other monies.

Kelly May reviewed the 2018-2019 NCCDI Program Budgets with an explanation of line items. *Phyllis Avilla made a motion to approve the 2018-2019 NCCDI Program Budgets; Tara Loucks-Shepherd seconded; motion carried.*

~NCCDI Head Start/Early Head Start Grant Certification – Brian reviewed with the board the list of documents they have approved during the year that are a part of the annual grant. Linda J. Lucas, Governing Board Chairperson, read aloud the Grant Certification document. *Tara Loucks-Shepherd made a motion to approve the NCCDI Head Start/Early Head Start Grant Certification, Phyllis Avilla seconded; motion carried.* Linda J. Lucas, the Governing Board Chairperson, signed the certification.

1. **EXECUTIVE DIRECTOR’S REPORT** – Brian shared that NCCDI has been awarded a $25,000.00 grant from Shasta Regional Community Foundation/McConnell Foundation to purchase a new Public Announcement System and equipment that is needed for the Parent-Child Interaction Therapy room that will be utilized by Stepping Stones Family Visitation and NCCDI Families.

Brian met with the Rolling Hills Casino board regarding Promising Neighborhoods. They are very impressed with our program and organization. They want to partner with NCCDI in a Home Base type program to serve 22 children of 3 to 5-years old in Tehama County. It would be a year to year contract with them.

Brian gave an update on the process for moving the Cottages Center to the Sycamore Street site. We are still waiting for final approval from the Red Bluff City Fire Department.

We will be requesting Program Improvement Funds for fencing around the parking lot and other needed fixes or improvements come September.

He asked if the Governing Board was interested in training with STG International on governance training in July. The board will discuss the best date and time.

We are entering grant year number one of the five-year cycle. Governance assessment will be in the first 30 to 90 days. They will be asking if we have qualified board members in the areas of Early Childhood Education, Fiscal, and Legal.

1. **SERVICE AREA REPORTS**
* Enrollment & Recruitment Report – Jennifer shared that program enrollment is looking good. Maywood P.M. is yet to be filled completely.

* Head Start Director Report – Rosie shared that this week and next week the part day centers are holding their End of the Year Celebrations.

She has been attending Kindergarten Transition meetings with kindergarten teachers around the county.

She has also been working on the State Grant.

* Early Head Start Director Report –Tori shared that two of her staff will be leaving NCCDI to further their college education. With fingers crossed, Tori is hoping the Cottages Center will be moving to the Sycamore Street location before the next program year starts.
* Nutrition Manager Report – Tina shared that ten grocery baskets will be given to ten NCCDI families thanks to the North State Food Bank. During the summer, when the children are not being fed two meals a day in the centers, families can use the extra groceries. She will start planning for the food baskets earlier in the year. She is working on streamlining some of the forms, policies, and procedures for the Food Service Workers. The possibility of using the Community Center kitchen as a central location for food preparation for NCCDI Centers is still in the planning phase.
* Parent and Father Engagement Coordinator Report –Mike shared that the Read a Thon was a huge success. The total hours parents read with their children were 1,800 hours. Every center participated, and the West Street parents want to continue using the reading logs that were used at the Read a Thon to keep track of their reading time during the rest of the year.

The Sports Night was held at Tehama Center and was a smashing success. There were over one hundred fifty in attendance.

* Human Resources Manager Report – Ashley shared that the directors and managers provided a salad bar luncheon to honor our Administrative Professionals.

Central Office Staff had Brian arrested during the Red Bluff Round-up.

The Spirit Squad made the End of the Year Staff Celebration one of the best.

There have been no “lost time” accidents in the last six months.

Recruitment for new and open positions has started for the 18-19 school year.

1. **CORRESPONDENCE**

A letter from the Administration for Children and Families regarding a Cost of Living Allowance is included in the packet for your review.

1. **POLICY COUNCIL REPORT**

Mike Lindsey gave the Policy Council Report in Drew Chevere’s absence. A check for $1,200.00 was presented to the Police Athletic League of Tehama County in Corning and Red Bluff, by the Community Engagement Fund Committee and Policy Council Members at the Board of Supervisor’s meeting on May 22nd, 2018. The other programs that received Community Engagement Funds were the Court Appointed Special Advocate (CASA) program in the amount of $600.00, and the Tehama County Libraries in Corning and Red Bluff will receive $350.00 each.

1. **COMMUNITY AWARENESS and ANNOUNCEMENTS**

Phyllis Avilla stated that some health services, available to Hispanic families in Tehama County, are listed on the 211 Tehama website. She is working to ensure that all health services, including physical, dental and mental health services in Tehama County are listed on the 211 Tehama website.

Mandy Sharp has resigned as director of the Tehama County Social Services Department to take another position. She is very much a supporter of our NCCDI programs.

Brian shared that he attended the Victim Witness Appreciation Reception at the Board of Supervisor’s building. He recognized Linda J. Lucas’ part in the Victim Witness program and helping those that are victims of violence.

1. **UNFINISHED BUSINESS**

There was no Unfinished Business this month.

1. **NEW BUSINESS**

There was no New Business this month.

1. **CLOSED SESSION**

There was a Closed Session this month.

1. **ADJOURNMENT**

Linda J. Lucas, the Chairperson, adjourned the meeting at 1:45 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, June 27th, 2017**