

*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

February 22nd, 2017

12:15 p.m. – 1:45 p.m.

Chairperson, Linda J. Lucas, called the February 2017 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, Martha Dixon, Bethany Sherrick, Rosaura Contreras, Phyllis Avilla, Natalie Beeman, Alejandra Beltran, Sarah Wolf

*Members that were missed:* None

*Guests:* None

A quorum was met.

*Staff in attendance:* Ashley Williams, Beth Janes, Jennifer Torres, Rosie Flores-Wilfong, Tina Robertson, Brian Heese

1. **NCCDI MISSION MOMENT**

A Mission Moment was not presented this month.

1. **ADDITIONS TO AGENDA**

There were no additions to the agenda.

1. **REVIEW PLANNING CYCLE CALENDAR**

Revisions are being made to the Planning Cycle Calendar and will hopefully be completed by the April meeting.

1. **ACTION ITEMS**

\*Approval of Minutes

Linda J. Lucas requested a motion to approve the January 2017 Governing Board Minutes with an amendment. Bethany Sherrick was listed as a board member in attendance but she was a guest at that time. *Phyllis Avilla made a motion to approve the January 2017 meeting minutes as amended, Martha Dixon seconded; the motion carried.*

\*ERSEA Report

January Report – Jennifer stated that, as she reported on the Community Assessment at the last meeting, she did not give the January ERSEA report, and would be asking for approval of both January and February ERSEA 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 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%, Early Head Start was 83.3% and West Street Center won the attendance award. *Phyllis Avilla made a motion to approve the January 2017 ERSEA Report as presented, Martha Dixon seconded; motion carried.*

February ERSEA Report – Jennifer noted that we are officially out of program improvement status. Congratulation was 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 Valentine’s Dinner/Dance for their parent meeting. They will receive their pizza party at the March meeting. Early Head Start had an attendance of 83% and Head Start had 82% attendance. *Martha Dixon made a motion to approve the February 2017 ERSEA Report as presented, Bethany Sherrick seconded; motion carried.*

\*Head Start DRDP/School Readiness Goals – Rosie presented the first and the second Head Start DRDP/School Readiness Goals together. The first assessments were done In October 2016 and the second assessments were done in February 2017.

\*File Monitoring Report

*EHS –* Jeanne Dolan, File Monitoring Coordinator, did not go to the EHS centers since last month’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. *Natalie Beaman made a motion to approve the File Monitoring Reports for January and February 2017, Martha Dixon seconded; motion carried.*

\*CACFP Meal Counts Report

Brian reviewed the California Adult Child Food Program Report in Kelly’s absence. There were 6,630 meals, for a total reimbursement of $14,850. *Bethany Sherrick made a motion to approve the CACFP Meal Counts Report, Martha Dixon seconded; motion carried.*

\*Chief Fiscal Officer Report

Brian reviewed the January and February Chief Fiscal Officer Reports in Kelly’s absence. He 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. The prescribed number of in-kind hours has been adjusted to an acceptable rate at the suggestion of the Randolph Scott and Company Accounting Firm. *Phyllis Avilla made a motion to approve the January 2017 Fiscal Report, Martha Dixon seconded; motion carried.*

*Natalie Beeman made a motion to approve the February 2017 Fiscal Report, Bethany Sherrick seconded; motion carried.*

\*State Audit Report

Brian noted that we have two audits a year. The state audits cover July 1st to June 31st and the Head Start/Early Head Start audits cover Sept 1st to August 31st each year. They check the company financials and do compliance testing. This year we had a clean audit for the State Programs. *Rosaura Contreras made a motion to approve the State Audit Report for 2015-2016, Bethany Sherrick seconded; motion carried.*

1. **EXECUTIVE DIRECTOR’S REPORT** – Brian shared that County Representative Candy Carlson would like community input on ideas and issues. She holds a monthly town hall meeting each 4th Monday of the month and has extended an invitation to NCCDI families. We had a visit from our Regional Office February 13th and 14th with Heath Oulette, our new representative. Heath met with a parent and a governing board member and discussed at length the issue of low participation at the Local Parent Meetings. They discussed revisiting the Parent Involvement Committee as held last year. Another area of note was Community Outreach, as there is not much awareness of Head Start and Early Head Start in our community. Discussed as well was that our Stepping Stones classrooms are a combination center/home visit model and as such are not included in the new performance standards. We must prove a need for them to get a locally designed option designation. Brian shared there is a new Director of Health and Human Services and that there is no director in the Office of Head Start at this time. He also made note that there may be changes to our program options with the new performance standards that will require a request for a waiver /approval. Brian summarized the activities, accomplishments and upcoming events for NCCDI. Brian’s written report is included for your review.
2. **SERVICE AREA REPORTS**

Head Start/ Preschool Director Report: Rosie gave an oral report this month. She noted that two NCCDI staff received monetary reimbursement from QRIS towards their bachelor degree.

Early Head Start Director Report: Tori’s written report is included in this packet for your review.

Family & Community Outreach Director Report – Tina noted that the Health Services Advisory Committee met on February 21st, 2017. Jennifer Murphy, Registered Dietitian Consultant for NCCDI, reviewed the changes to the health and nutrition program that are occurring in the department and the meal pattern changes we are required to make for next year. Ashley Williams gave a review of the Safety Committee and safety issues of the program in general. They had a short discussion regarding the new immunization requirements for staff and volunteers by licensing. They discussed the biggest health needs in Tehama County and available sedation dental care for children is the biggest issue at this time.

Parent /Father Engagement Report: Mike’s written report is included in the packet for your review.

Human Resources Report: Ashley’s report is included in the packet for your review.

1. **CORRESPONDENCE** – No correspondence was received this month.
2. **POLICY COUNCIL REPORT**

Bethany Sherrick, Policy Council Chairperson, shared that the Community Funds Committee approved giving the Corning Library $750.00 for a reading area for young children.

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**

Phyllis Avilla let the Governing Board know that Strategies 2.0 has free training with free materials. She shared a handout that explains what Strategies 2.0 provides at training.

Natalie Beeman shared that Lassen Medical has two new pediatricians on staff.

Alejandra Beltran shared that Ampla Health is accepting new patients at this time. She gave the board a pamphlet that listed all services that Ampla Health provides.

Jennifer Torres noted that the CAA Tripartite Board Meeting will be held March 16, 2017, at the Red Bluff City Council Building from 4 p.m. to 5 p.m.

1. **CLOSED SESSION**

There was no Closed Session this month.

1. **ADJOURNMENT**

Linda J. Lucas, the Chairperson, adjourned the meeting at 2:00 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, March 22, 2017**