



**Tehama County Head Start
& Early Head Start Programs**

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Northern California Child Development Inc.

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

GOVERNING BOARD MEETING MINUTES

220 SYCAMORE STREET, SUITE 200

RED BLUFF, CA 96080

March 26, 2014

12:15 p.m. – 1:45 p.m.

Beverly Grace, Governing Board Chairperson, brought the March 2014 Governing Board meeting to order at 12:15 p.m.

1. ATTENDANCE

Members in attendance: Beverly Grace, Teresa Curiel, Linda J. Lucas, Marianne Willard, Sandy Burkett, Arthur Bergenn

Members that were missed: Alma Higinio, Lillian Smith

A quorum was met.

Guests: None

Staff: Ashley Williams, Rosie Flores-Wilfong, Paige Davison, Beth Janes, Kelly May, Jennifer Torres, Brian Heese, Mike Lindsey

WELCOME AND INTRODUCTIONS

Beverly welcomed everyone and introductions were made.

2. NCCDI MISSION MOMENT

No Mission Moment this month.

3. ADDITIONS TO THE AGENDA

Beverly Grace asked for a motion to add Chad Dada from the Tehama County Sheriff's Office to the agenda. *Linda J. Lucas made a motion to include Chad Dada on the agenda, Teresa Curiel seconded; motion carried.* Chad Dada from the Tehama County Sheriff's Office presented a proposal to rent the NCCDI PCIT rooms for a child abuse, physical abuse interview area. This area would be non-threatening and welcoming to prevent further traumatizing victims. Teresa Curiel suggested Chad put together a feasibility study. Brian has board authorization to work with Chad on this project. *Linda J. Lucas made a motion to approve Brian working with Chad Dada on this project, Teresa Curiel seconded; motion carried.* Chad plans to return for the May 2014 Governing Board Meeting.

4. REVIEW PLANNING CYCLE CALENDAR

Postponed until the April meeting due to time constraints.

5. ACTION ITEMS

*Fiscal Report –Kelly welcomed Guilie Camdon from Randolph Scott and Associates which is the firm that does our fiscal audits. She explained that they did an OMB 133 Audit. She stated that in reviewing all areas of the

program there were no findings. It was a clean audit. Due to State Department of Education funding schedule next year's audit will be done in January rather than March. *Teresa Curiel made a motion to approve the Fiscal Reports, Marianne Willard seconded; motion carried.*

***APPROVAL OF MINUTES**

Linda J. Lucas made a motion to approve the minutes, Sandy Burkett seconded; motion carried.

***CACFP Meal Count Report**

Paige presented the report. There were 7,235 meals served in February with reimbursement of \$15,686.71. *Marianne Willard made a motion to approve the CACFP/Meal Count Report, Sandy Burkett seconded; motion carried.*

***Fiscal Report** –Kelly welcomed Guilie Camdon from Randolph Scott and Associates which is the firm that does our fiscal audits. She explained that they did an OMB 133 Audit. She stated that in Internal Controls, Personnel Testing, SAS 99 Fraud Risk Testing, Credit Cards, Grant Compliance Testing, Cash Management, Eligibility, there were no findings. It was a clean audit. Due to State Department of Education next year's audit will be done in January rather than March. *Teresa Curiel made a motion to approve the Fiscal Reports, Marianne Willard seconded; motion carried.*

***Enrollment & Attendance Report**

Jennifer gave the report. Head Start and Early Head Start are fully enrolled at this time. There was rather low attendance but most were excused. Re-enrollment applications for the 2014-2015 school year are being taken at this time. Jennifer requested that the board members take the pre survey for the Community Assessment at www.survey.monkey.com. *Marianne Willard made a motion to approve the Enrollment & Attendance Report, Arthur Burgenn seconded; motion carried.*

***Head Start DRDP and School Readiness Second Assessment**

Rosie reviewed the baseline and midyear outcomes. She stated that midyear percentages are usually a little higher and that she hopes the end of the year outcomes will be much better. *Sandy Burkett made a motion to approve the Head Start DRDP and School Readiness Second Assessment, Marianne Willard seconded; motion carried.*

***Early Head Start DRDP and School Readiness Second Assessment**

Brian shared the second assessment outcomes in Tori's absence. He presented the baseline assessments with the midyear assessments in all domains. *Marianne Willard made a motion to approve the Early Head Start DRDP and School Readiness Second Assessment, Arthur Burgenn seconded; motion carried.*

***Tracking and File Monitoring Report**

Brian explained why this report is being presented. Paige stated that this report helps identify where and what is missing from the children's cumulative files. Jeanne Dolan is the Program Monitor and she goes to each center and home base and reviews the files at least three times per year. This report reflects her findings. *Marianne Willard made a motion to approve the Tracking and File Monitoring Report, Arthur Burgenn seconded; motion carried.*

***IT Services Proposal**

Brian reviewed a proposal from Computer Logistics and stated that he had found the \$5000.00 needed to fund this proposal from salaries, benefits, and retirement due to employee turnover. *Teresa Curiel made a motion to approve the IT Services Proposal with Computer Logistics, Marianne Willard seconded; motion carried.*

***Retirement Plan Committee Report**

Brian gave this report. It has been recommended that we change the retirement plan from John Hancock to Aspire. It would save the plan participants more than \$4000.00 over all. Atteberry/Searle, the third party administrator, and Etzler Financial, a local consultant, were recommended to handle the 401k retirement plan. *Sandy Burkett made a motion to approve the changes, Teresa Curiel seconded; motion carried.*

6. DIRECTOR'S REPORT

Brian's written report is included for your review.

7. SERVICE AREA REPORTS

*Education, Disabilities, and Mental Health Reports – Rosie reported on the Head Start DRDP and School Readiness Second Assessment

* Health & Safety Services/CACFP Reports – Paige's report was the CACFP Meal Count Report and Tracking and File Monitoring Report.

*Social Service, Family Partnerships, And Early Head Start Reports – Tori reported the Early Head Start DRDP and School Readiness Second Assessment.

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

*Personnel Report - Ashley's written report is included for your review.

8. CORRESPONDENCE

*Fiscal Year 2014/15 Funding Amount-Brian explained the Fiscal Year 2014 Funding Amount letter from the Office of Head Start Enterprise System. The letter states the amounts of funding restored to us that was taken in the Sequestration cut backs.

*SB837 Frequently Asked Questions is included in the packet.

9. POLICY COUNCIL REPORT

On April 23, 2014 the Policy Council and Governing Board will have the opportunity to participate in a Governance Training.

10. COMMUNITY AWARENESS INFORMATION

Teresa Curiel announced that a Spaghetti Dinner Fundraiser will take place at the Red Bluff Community Center. The proceeds will assist in funding the Senior Nutrition Programs.

11. UNFINISHED BUSINESS

Nothing at this time.

12. NEW BUSINESS

E Rate Funding for a new server - proposal to be presented at April meeting.

13. ANNOUNCEMENTS

Nothing at this time.

14. BY-LAW REVIEW/BOARD TRAINING

Brian asked the board members if they will be attending the Governance Training at the next meeting.

Beth Janes
Administrative Assistant

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

THE NEXT MEETING IS SCHEDULED FOR: Wednesday, April 23, 2014