



**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

June 25, 2014

12:15 p.m. – 2:00 p.m.

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

1. ATTENDANCE

Members in attendance: Beverly Grace, Linda J. Lucas, Sandy Burkett

Members that were missed: Marianne Willard, Teresa Curiel, Lillian Smith, Arthur Burgenn

A quorum was not met.

Staff: Rosie Flores-Wilfong, Paige Davison, Tori Prest, Beth Janes, Brian Heese

WELCOME AND INTRODUCTIONS

Beverly welcomed everyone and introductions were made.

2. NCCDI MISSION MOMENT

No Mission Moment this month.

3. ADDITIONS TO THE AGENDA

Nothing at this time.

4. REVIEW PLANNING CYCLE CALENDAR

Was included in the Governing Board Packet this month.

5. *Child Abuse Interview Room – Chad Dada

Moved to Unfinished Business on the agenda due to Mr. Dada not having an MOU ready for board approval.

6. ACTION ITEMS – All action items were tabled until the July meeting due to lack of quorum.

*Approval of Minutes

*State Preschool Self Evaluation & Budget - Rosie

*CACFP/Meal Count Report

*Fiscal Officer Report

*Enrollment/Attendance Report

*Tracking and File Monitoring Report *Head Start DRDP & School Readiness Final Results - Rosie

*Early head Start DRDP & School Readiness Final Results – Tori

*Self-Assessment Summary Part Two

*NCCDI CSPP Policies – Calculating Income

*NCCDI CSPP Policies – Collection of Fees

*NCCDI ERSEA Recruitment Plan Changes

7. DIRECTOR'S REPORT

Brian gave a verbal report. He attended the California Head Start Association Conference in Southern California. He brought the proposed organizational chart to share with the board. Along with changes to the org chart would be changes to titles. Managers would be Directors and Coordinators would be Managers. Human Resource Administrator would now be titled Human Resources Manager and would supervise the Admin Assistant and the Bilingual Office Assistant. ERSEA Coordinator would be titled the ERSEA Manager and supervise the ERSEA Assistant and a part time ERSEA Assistant.

8. SERVICE AREA REPORTS

Human Resources Coordinator, Ashley Williams shared that those in our agency that work at minimum wage will now be \$9.00 per hour. The next increase will be January 1, 2015.

9. CORRESPONDENCE

Nothing at this time.

10. POLICY COUNCIL REPORT

No report this month.

11. COMMUNITY AWARENESS INFORMATION

Nothing at this time.

12. UNFINISHED BUSINESS

*Child Abuse Interview Room – Mr. Chad Dada spoke to the board and staff regarding the nuances of using NCCDI Parent Child Interactive Therapy rooms for interviewing victims of abuse. The board requested a Memorandum of Understanding from the Tehama County Sheriff Department. Mr. Dada hopes to have a draft ready in the next few weeks for the board's review. He hopes to have the MOU complete to present at the August board meeting.

13. NEW BUSINESS

Nothing at this time.

14. ANNOUNCEMENTS

There were no announcements this month.

15. BY-LAW REVIEW/BOARD TRAINING

The meeting was adjourned at 1:15 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, July 23rd, 2014