

*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

July 25th, 2018

12:15 p.m. – 1:45 p.m.

Chairperson, Linda J. Lucas, called the June 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, Alejandra Beltran, Michelle Lobsien, Drew Chevere

*Members that were missed:* None

*Guests:* None

A quorum was met.

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

1. **NCCDI MISSION MOMENT**

Brian shared the Facebook video of Phyllis Avilla’s granddaughter Chloe showing and selling her goat at the Tehama County Fair. Chloe’s father, the Redding Fire Chief and past Red Bluff Fire Chief, passed away unexpectedly on July 2nd, 2018. The community came together and bought Chloe’s goat for $225.oo per pound. A total of $19,855.00 was raised and will be put into a college fund for her. The community did this to honor Chief Gerry Gray and his family.

1. **ADDITIONS TO AGENDA**

There are no additions to the agenda this month.

1. **PROGRAM GOVERNANCE REPORT SCHEDULE**

The regular monthly Consent Agenda items have been updated.

1. **ACTION ITEMS**

\*Approval of Policy Council Representatives to the Governing Board – this agenda item was tabled until the August Governing Board Meeting by unanimous consensus.

\*Approval of Minutes

Linda J. Lucas requested a motion to approve the June 2018 Governing Board Minutes*.* It was noted that Tara Loucks-Shepherds name had been miss spelled. Beth will amend Tara’s last name in the June minutes. *Phyllis Avilla made a motion to approve the June 2018 meeting minutes as amended; Tara Loucks-Shepherd seconded; motion carried.*

\*Consent Agenda

\*ERSEA Report-Jennifer Torres

\*CACFP Meal Counts Report – This report is not available until September.

\*Chief Fiscal Officer Report – Kelly May

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

~ Board Resolution for Room to Bloom Early Head Start Center –

*Tara Loucks-Shepherd made a motion to approve the ERSEA Board Resolution for Room to*

*Bloom Early Head Start Center, Phyllis Avilla seconded; motion carried.*

~ Board Resolution for Fish Tails Early Head Start Center - *Phyllis Avilla made a motion to*

*approve the Board Resolution for Fish Tails Early Head Start Center, Michelle Lobsien*

*seconded, motion carried.*

~ Acceptance of Board Member Resignation – Phyllis Avilla has submitted a letter of resignation due to a new job at the SERRF program that does not allow for her to attend the Governing Board meetings. *Drew Chevere made a motion to approve the resignation of Phyllis Avilla as a Governing Board Member because she accepted a new job position at the SERRF program; Tara Loucks-Shepherd seconded; motion carried.*

1. **EXECUTIVE DIRECTOR’S REPORT** – Brian requested that the Service Area Reports go next in the agenda. Brian gave a verbal report this month. He shared all that is happening with Room to Bloom Early Head Start Center at Salisbury High School, the Cottages Center moving to the Central Office building, now called Fish Tails Center, and the Early Head Start Homebase Program is moving to the Cottages buildings. He also shared that 2018-2019 is a Federal Review year. And a Strategic Planning Meeting was held on July 27th, 2018. The focus was the Parent’s Choice Conference.
2. **SERVICE AREA REPORTS**

* Enrollment & Recruitment Report – Jennifer reported there had been and Eligibility Violation, but it has been rectified. An updated Eligibility Policy will be presented at the August 2018 Governing Board meeting.

She also requested that board members “Like” the NCCDI Facebook page and share it. There are many announcements, and events posted on the NCCDI Facebook page.

* Head Start Director Report – Rosie did not have a report this month.
* Early Head Start Director Report –Tori did not have a report this month.
* Nutrition Manager Report – Tina is on layoff this month and will return mid August.
* Parent and Father Engagement Coordinator Report –Mike reviewed his written report. He shared the total amount of in-kind required by the Office of Head Start and the amount that has been acquired so far. The Soccer Camp that was held in June for kids 5 and under was a success again this year.
* Human Resources Manager Report – Ashley did not have a written report this month. There were three resignations and one termination this month.

1. **CORRESPONDENCE**

There was no Correspondence this month.

1. **POLICY COUNCIL REPORT**

Drew Chevere, Policy Council Chairperson, shared a special thank you letter from the CASA (Court Appointed Special Advocate) program. The Community Engagement Fund Committee elected too award CASA a check for $600.00 to help children in the foster care system.

Michelle Lobsien was elected by the Policy Council to represent the Policy Council at the Governing Board meetings.

1. **COMMUNITY AWARENESS and ANNOUNCEMENTS**

Alejandra Beltran shared that August is National Healthcare Center month. Ampla Health in Los Molinos will hold their open house on August 14th, 2018 from 10:00 a.m. to 2:00 p.m. All Ampla Health Clinics will hold an open house during the month of August.

1. **UNFINISHED BUSINESS**

There was no Unfinished Business this month.

1. **NEW BUSINESS**

There was no New Business this month.

1. **CLOSED SESSION**

A closed session was held this month.

1. **ADJOURNMENT**

Linda J. Lucas, the Chairperson, adjourned the meeting at 1:25 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, August 22nd, 2018.**