

*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 26, 2017

12:15 p.m. – 1:45 p.m.

Chairperson, Linda J. Lucas, called the July 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, Alejandra Beltran, Tara Loucks-Shepherd, Bethany Sherrick, Natalie Beeman, Phyllis Avilla

*Members that were missed:* Sarah Wolf

*Guests:* None

A quorum was met.

*Staff in attendance:* Ashley Williams, Beth Janes, Jennifer Torres, Kelly May, Tori Prest, Carolina Esquivel, Dawn Geraty, Consuelo Valencia, Mike Lindsey, Brian Heese

1. **NCCDI MISSION MOMENT**

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**ADDITIONS TO AGENDA**

\*Program Improvement Grant

1. **PROGRAM GOVERNANCE REPORT SCHEDULE**

 The regular monthly reports were presented: Consent Agenda

1. **ACTION ITEMS**

\*Approval of Minutes

Linda J. Lucas requested a motion to approve the June 2017 Governing Board Minutes with the correct spelling of the Program Specialist’s name, Heath Ouellette. *Bethany Sherrick made a motion to approve the June 2017 meeting minutes as amended; Tara Shepherd seconded; motion carried.*

\*Consent Agenda

\*ERSEA Report-Jennifer Torres

\*File Monitoring Report -Tori Prest, EHS and Rosie Flores Wilfong, HS

\*CACFP Meal Counts Report – Kelly May

\*Chief Fiscal Officer Report – Kelly May

*Tara Loucks Shepherd made a motion to approve the Consent Agenda as presented, Bethany Sherrick seconded; motion carried.*

\*Approval of Program Improvement Grant –Brian stated that a Program Improvement Grant is available. The application is due July 31, 2017. He reviewed health and safety issues at the centers with the board. The Governing Board approved and Linda J. Lucas, Governing Board Chairperson, signed the Grant Certification. *Bethany Sherrick made a motion to approve the request for the Program Improvement Grant as presented; Natalie Beeman seconded; motion carried.*

1. **EXECUTIVE DIRECTOR’S REPORT** – Brian did not have a written report this month, but he gave an oral report. Brian explained where in the process of the slot conversion request we are. There is still no word from the regional office.

\* Staff begins returning to work on August 14th, 2017. Happy Trails Center will begin on August 14th, 2017 also.

\* The preparation of the downstairs suites 101 and 102 is moving forward but not without issues.

\* All but one part time position for the Family Visitation Services Staff has been hired. The visits will take place at program centers that are closed; Happy Trails, Red Bluff Center, and Corning Center until the downstairs are completely ready.

1. **SERVICE AREA REPORTS**
* Enrollment & Recruitment Report – Jennifer introduced three new staff in her department,

Consuelo Valencia and Dawn Geraty as ERSEA Assistants and Carolina Esquivel as the ERSEA Coordinator. Jennifer did not have a written report this month.

* Head Start/State Preschool Director Report – Rosie did not have a written report this month.
* Early Head Start Director Report – Tori noted that motivational speaker, Kevin Bracy will be presenting at our general staff meeting on September 1st. He was a keynote speaker for Kirkwood School Graduates. He is a phenomenal motivational speaker. Tori did not have a written report this month.
* Nutrition Manager Report – Tina will return to work on August 1st, 2017.
* Parent and Father Engagement Coordinator Report –Mike noted that fifty car seats and one hundred twenty activity helmets were distributed to children in our program. Mike’s written report is included for your review.
* Human Resources Manager Report – Ashley’s written report is included for your review.
1. **CORRESPONDENCE**

There was no correspondence this month.

1. **POLICY COUNCIL REPORT**

Bethany Sherrick, Policy Council Chairperson, noted that Policy Council members worked on updating the 2017-2018 Policy Council By-Laws.

1. **COMMUNITY AWARENESS ISSUES**

~October 20th is the date scheduled for the Parents Choice Conference at the Red Bluff Community Center on Kimball Avenue. The focus of this year’s conference is “Family Wellbeing.”

~Strategies 2.0 will be holding a Culturally Proficient Professional Training in the NCCDI Event Room on August 9th from 8 a.m. - 4 p.m.

~Latino Outreach of Tehama County will hold their meeting Saturday, August 19th, 2017, from 9:00-10:30 a.m. at the Visitor’s Center on Antelope Blvd.

1. **UNFINISHED BUSINESS**

There was no Unfinished Business this month.

1. **NEW BUSINESS**

There was no New Business this month.

1. **ANNOUNCEMENTS**

\*Alternatives to Violence will be holding an open house and barbeque lunch on Friday, August 4th from 11 a.m. -2:30 p.m. to give the public an opportunity to tour their new facilities.

\*Ampla Health – Ampla Health is observing National Health Center Week on Tuesday, August 15th, 2017 from 10 a.m. - 2 p.m. in Los Molinos.

\*Applications for vendor participation in the Kids Spooktacular are being accepted.

1. **CLOSED SESSION**

There was a Closed Session this month.

After the closed session, the Governing Board is invited to tour the Family Visitation Center on the first floor.

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, August 23, 2017**