



GOVERNING BOARD MEETING MINUTES

220 SYCAMORE STREET, SUITE 200

RED BLUFF, CA 96080

August 27, 2014

12:15 p.m. – 1:45 p.m.

Beverly Grace, Governing Board Chairperson, brought the August 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, Arthur Burgenn

A quorum was not met.

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

Beverly welcomed everyone and introductions were made.

2. NCCDI MISSION MOMENT

A Mission Moment was not presented this month.

3. ADDITIONS TO AGENDA

Nomination and election of Natalie Beeman to be addressed at the September meeting.

4. REVIEW PLANNING CYCLE CALENDAR

The Annual Report and the Program Information Report will be presented at the September meeting.

5. ACTION ITEMS

*Approval of July 23, 2014 Governing Board Minutes – *Linda J. Lucas made a motion to approve the July Meeting Minutes, Sandy Burkett seconded; the motion carried pending one vote.*

*CACFP Meal Counts Report- Paige reported that in August there were 675 meals and snacks served with reimbursement of \$1250.18. Happy Trails State Pre-K is the only Head Start Center open in the month of July. *Sandy Barnett made the motion to approve the August CACFP Meal Counts Report, Linda J. Lucas seconded; the motion carried pending one vote.*

*ERSEA Report – Jennifer Torres reported that one hundred and one children have been selected to fill the one hundred and three slots for the Early Head Start Program. Head Start slots are nearly full. She expressed her thanks to the Family Advocates for their assistance in contacting families and completing applications. *Linda J. Lucas made a motion to approve the ERSEA Report, Sandy Burkett seconded, and the motion carried pending one vote.*

Jennifer presented updates and changes to the Procedure 14: Early Head Start Transition for approval. *Sandy Burkett made a motion to approve the ERSEA Procedure 14: Early Head Start Transition, Linda J. Lucas seconded, and the motion carried pending one vote.*

*Fiscal Report – Kelly presented the fiscal report. She reviewed the narrative, check register, statements of activity for Head Start and Early Head Start, the Visa statement and the In-kind report. *Sandy Burkett made a motion to approve the Fiscal Reports for August 2014, Linda J. Lucas seconded; motion carried pending one vote.*

*Tracking and File Monitoring Report – Because the centers are closed for the summer there was no report.

*Family Community Partnership Grant - Brian reviewed and explained what the grant requires and how the monies would be spent. He stated that a partnership with community agencies or private child care facilities is required to fulfill the grant. He reviewed the budget and expenditures that were submitted. *Linda J. Lucas made a motion to approve the application for the Family Community Partnership Grant, Sandy Burkett seconded; motion carried pending one vote.*

DIRECTOR'S REPORT – No written report this month. Staff has returned and pre-service trainings have been held. In the all staff training Brian reminded all employees that they represent NCCDI on and off the job and to keep that in mind when we are in the public eye. He announced all the places and times for Head Start & Early Head Start Parent Orientations.

6. SERVICE AREA REPORTS

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

*Personnel Report: Ashley has been busy with applications, interviews, new hires, and orientations in preparation for staffing our programs.

7. CORRESPONDENCE/ANNOUNCEMENTS -

No correspondence at this time.

8. POLICY COUNCIL REPORT

Mike reported that six members remain on the Policy Council.

9. COMMUNITY AWARENESS INFORMATION

The Corning Tail Gate food giveaway will be September 5, 2014.

The Child Abuse Prevention Council is holding a Mandated Reporter Training in Corning on August 28, 2014.

10. UNFINISHED BUSINESS

No unfinished business at this time.

11. NEW BUSINESS

No new business at this time.

12. ANNOUNCEMENTS

No announcements at this time.

13. CLOSED SESSION

*Open Session Report – Ashley reported that there were 7 new hires, 2 re-hires, 3 terminations, 3 resignations, and 3 promotions.

14. ADJOURNMENT

Beverly Grace, Chairperson, adjourned the meeting at 2:15 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, September 24th, 2013