



**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

October 23, 2013

12:15 p.m. – 1:45 p.m.

Beverly Grace, Governing Board Chairperson, brought the October 2013 Governing Board meeting to order at 12:15 p.m.

**1. ATTENDANCE**

*Members in attendance:* Beverly Grace, Teresa Curiel, Marianne Willard, Barbara Miller, Summer Smith, Arthur Bergenn

*Members that were missed:* Angel Mason

A quorum was met.

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

**2. WELCOME AND INTRODUCTIONS**

Beverly welcomed everyone and introductions were made.

**3. NCCDI MISSION MOMENT**

The Mission Moment was tabled until the end of the meeting if time allows.

**4. APPROVAL OF POLICY COUNCIL REPRESENTATIVES TO THE GOVERNING BOARD**

Brian introduced Summer Smith and Arthur Bergenn as the Policy Council Representatives to the board. Marianne Willard made a motion to approve Summer Smith as a Policy Council Representative to the Governing Board, Teresa Curiel seconded; motion carried. Marianne Willard also made a motion to approve Arthur Bergenn as a Policy Council Representative to the Governing Board, Teresa Curiel seconded; motion carried.

**5. APPROVAL OF MINUTES\*\* (3 minutes)**

\*Teresa Curiel made a motion to approve the July 2013 and August 2013 Governing Board minutes, Marianne Willard seconded; motion carried.

**6. ADDITIONS TO AGENDA**

No additions at this time.

**7. REVIEW PLANNING CYCLE CALENDAR**

Nothing to review this month. A blank Planning Cycle Calendar will be included in your November packet.

**8. ACTION ITEMS**

\*Health and Safety Certification- Brian reviewed the Health and Safety requirements. Each of the centers had a Health and Safety check in the first forty-five days of service. Brian shared the results of each of the Center's safety checks. Each center and Central Office conducts a safety check monthly. Paige shared the results of the children health screenings and requirements. Tori shared the thirty and forty-five day Early Head Start Education

Deadlines and Updates. Rosie shared the Head Start thirty and forty-five day deadlines for Head Start. *Teresa Curiel made a motion to approve the Health and Safety Certification, Marianne Willard seconded; motion carried.*

\*Program Governance Screener – Brian reviewed the Governance, Leadership, and Oversight Capacity Screener from the Office of Head Start with the Governing Board. The Schedule of Reports/Documents Requiring Approval was also reviewed. Governance videos are available to board members upon request. Teresa Curiel made a motion to approve the Program Governance Screener, Marianne Willard seconded; motion carried.

\*Employee Handbook Revision – It is being proposed that Personal Time Off for part year employees be accrued per pay period rather than given in a lump sum at the end of their ninety day probationary period. *Marianne Willard made a motion to approve the Health and Safety Certification, Teresa Curiel seconded; motion carried.*

## **9. DIRECTOR'S REPORT**

Brian shared that Sarah Kennedy from the Regional Office will be holding a conference call on Friday, October 25, 2013 with NCCDI management. He also shared information regarding the expectations of agencies that have been approved for the new five year grant cycle. North state Head Start agencies are hoping for a group meeting with Doug LaMalfa to share their concerns with him. Brian's written report is included for your review.

## **10. FISCAL REPORT**

Kelly May, Chief Fiscal Officer, gave the Fiscal Report. She shared that the auditors were here for the state programs and their report will soon be available. They also did compliance testing, reviewed eligibility, internal controls, and found no exceptions. The Fiscal Narrative, Head Start, and Early Head Start Budgets, the check register and credit card statement are included for your review. *Teresa Curiel made a motion to approve the fiscal report, Marianne Willard seconded, the motion carried.*

## **11. SERVICE AREA REPORTS**

\*Education, Disabilities, and Mental Health Reports – Rosie Flores-Wilfong gave her report earlier in the agenda.

\*Health/Safety Services Report: Paige's report is the 2012-2013 Program Information Report results. It is included in the packet for your review.

\*Social Service, Family Partnerships, And Early Head Start Reports – Tori Prest gave her report earlier in the agenda.

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

\*ERSEA Report – Jennifer Torres updated enrollment and attendance as her report.

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

## **12. CORRESPONDENCE**

Nothing at this time.

## **13. POLICY COUNCIL REPORT**

Summer Smith and Arthur Bergenn shared their experience at their first Policy Council meeting. No additional information to share as everything presented at the GB was also shared at PC meeting.

## **14. COMMUNITY AWARENESS INFORMATION**

The Project LIFT event will take place November 15<sup>th</sup>, 2013 at the Tehama Co. Fair Grounds. This is an outreach to low income & the homeless in Tehama County.

Brian announced the NCCDI Facebook page is now available. NCCDI events as well as community events are being posted there.

## **15. UNFINISHED BUSINESS**

Nothing at this time.

## **16. NEW BUSINESS**

Rosie presented a Board Resolution as an addition to the agenda. There was discussion regarding best practices for additions to the agenda and whether the board should accept them or adopt practices from the Brown Act. Although NCCDI is not subject to the Brown Act the Board would like to consider if elements from the Brown

Act should be adopted as best practices. Until a decision is made the Board will table any additions to the agenda to the next meeting. Therefore this item will be tabled until next month's agenda.

**17. ANNOUNCEMENTS**

Mike Lindsey announced the Parents Choice Conference is scheduled for December 6<sup>th</sup>, 2013 at the Red Bluff Community Center.

**18. CLOSED SESSION**

\*Open Session Report – There were two new hires and one resignation approved.

**19. ADJOURNMENT**

Beverly Grace, Chairperson, adjourned the meeting at 2:30 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, November 20, 2013**