



**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

November 20, 2013

12:15 p.m. – 1:45 p.m.

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

**1. ATTENDANCE**

*Members in attendance:* Beverly Grace, Teresa Curiel, Marianne Willard, Angel Mason, Arthur Bergenn

*Members that were missed:* Summer Smith

A quorum was met.

*Guests:* Lia DiMillo Grey, Linda Lucas

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

**2. WELCOME AND INTRODUCTIONS**

Beverly welcomed everyone and introductions were made.

**3. NCCDI MISSION MOMENT**

Brian shared a video of a past Head Start parent sharing her Head Start Success Story.

**4. APPROVAL OF MINUTES**

Marianne Willard made a motion to approve the minutes, Arthur Bergenn seconded; motion carried.

**5. OFFICER NOMINATIONS**

Marianne Willard nominated Beverly Grace for the office of Chairperson. *Marianne Willard made a motion to approve the nominations, Arthur Bergenn seconded; motion carried.*

Beverly nominated Teresa Curiel for the office of Vice Chairperson. Due to Teresa needing to reapply to the board her application will be voted on at the December meeting.

**6. ADDITIONS TO AGENDA**

Returning and new member applications will be voted upon at the December meeting.

**7. REVIEW PLANNING CYCLE CALENDAR**

Nothing to review this month.

**8. ACTION ITEMS**

*\*Board Resolution for Licensing Authorization-Marianne Willard made a motion to approve the resolution, Arthur Bergenn seconded; motion carried.*

**\*Policy Council by-Laws**

September Revision and November Revision Approval – Brian explained the revisions to allow non-biological family members of Head Start and Early Head Start children to represent Local Parent Groups on the Policy Council and Governing Board as a Community Representative. *Marianne Willard made a motion to approve the revisions, Arthur Bergenn seconded; motion carried.*

**\*ERSEA Report** – Jennifer Torres reported that Head Start and Early Head Start is fully enrolled at the end of October. *Marianne Willard made a motion to approve the ERSEA Report, Arthur Bergenn seconded; motion carried.*

**\*Fiscal Report** – Kelly May, Chief Fiscal Officer, presented the check register and the credit card statement for review. She also reported the In-kind totals calculated thus far. *Marianne Willard made a motion to approve the Fiscal Report, Arthur Bergenn seconded; motion carried.*

**\*Agreement between NCCDI and CSU, Chico research Foundation for CNAP** – Brian explained that CSUC will be providing nutrition services for our Head Start & Early Head Start programs. They will provide menus and process nutrition referrals. The consultant is Jennifer Murphy. *Marianne Willard made a motion to approve the Agreement between NCCDI and CSU, Chico Research Foundation for CNAP, Arthur Bergenn seconded; motion carried.*

**\*CCFP Reimbursement and Meal Count Report** - Paige presented and explained this report. This agenda item will be included each month. *Marianne Willard made a motion to approve the CCFP Reimbursement and Meal Count Report, Arthur Bergenn seconded; motion carried.*

**9. RETIREMENT PLAN COMMITTEE REPORT**

This meeting took place on November 12, 2013. Brian reviewed the minutes from the meeting.

**10. DIRECTOR'S REPORT**

Brian shared an email he received regarding the resignation of the Director of the Office of Head Start. He stated that this is sudden and unexpected.

Kelly and Brian have been invited to be presenters at the New Directors Institute in San Francisco. Directors and fiscal officers will be in attendance from many Region 9 agencies. Brian's written report is included for your review.

**11. SERVICE AREA REPORTS**

**\*Education, Disabilities, and Mental Health Reports** – Rosie Flores-Wilfong shared that NAEYC reviewer is at Tehama Center on Thursday and Happy Trails Center on Friday.

**\*Health/Safety Services Report:** Paige shared that many low income and homeless people were seen for dental work at the LIFT event at the Tehama County Fairgrounds. Paige's report 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. Tori shared that Lori Hagen, Early Head Start Mentor Teacher, has been conducting the ITERS (Infant Toddler Environment Rating Scale). She goes to the centers and looks at thirty-nine criteria regarding the overall center environment. Tori's written report is included in the packet for your review.

**\*Parent /Father Engagement Report:** Mike invited the Governing Board to the Parent's Choice Conference on Friday, December 6<sup>th</sup> at the Red Bluff Community Center. Mike, DeAnn Barber and Tori attended and presented at the PITS Conference in the bay area. Educators from across the country attended. Mike's written report is included in the packet for your review.

**\*ERSEA Report** –Jennifer is working on the update for the current Community Assessment and the New Community Assessment for the new five-year grant.

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

**12. CORRESPONDENCE**

Brian shared the National Head Start Association's email titled, The Faces of Austerity. It includes websites and information to assist in advocacy for Head Start and Early Head Start.

**13. POLICY COUNCIL REPORT**

Arthur Bergenn gave this report.

**14. COMMUNITY AWARENESS INFORMATION**

Beverly Grace and Marianne Willard attended the First 5 Tehama grand opening of their new office space and celebration of fifteen years in Tehama County.

**15. UNFINISHED BUSINESS**

Beverly is researching adoption of Brown Act as best practice for NCCDI Governing Board. Beverly has set a goal to establish board member trainings starting in January 2014.

**16. NEW BUSINESS**

Nothing at this time.

**17. ANNOUNCEMENTS**

Nothing at this time.

**18. BY-LAW REVIEW/BOARD TRAINING**

Brian has Governing Board Training DVDs and Videos to view at meetings or for members to borrow and view at home.

In addition, a website, [gfponline.wipfli.com](http://gfponline.wipfli.com), is available to board members for more information.

**19. CLOSED SESSION**

Nothing at this time.

**20. ADJOURNMENT**

Beverly Grace, 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, December 18, 2013**