

*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

December 14, 2016

12:15 p.m. – 1:45 p.m.

Chairperson, Linda J. Lucas, called the December 2016 Governing Board meeting to order at 12:20 p.m.

Linda welcomed everyone, introductions were made, and roll was taken.

1. **ATTENDANCE**

*Members in attendance*: Linda J. Lucas, Martha Dixon, Phyllis Avilla, Natalie Beeman, Alejandra Beltran

*Members that were missed:* None

*Guests:* Bethany Sherrick, Sarah Wolf, Rosaura Contreras

A quorum was met.

*Staff in attendance:* Ashley Williams, Beth Janes, Jennifer Torres, Rosie Flores-Wilfong, Tori Prest, Mike Lindsey

1. **NCCDI MISSION MOMENT**

Mike shared about the Community Christmas Celebration at the Community Center sponsored by Tehama Together in Red Bluff. Many NCCDI Families participated in the celebration.

1. **ADDITIONS TO AGENDA**

Election of Officers

1. **REVIEW PLANNING CYCLE CALENDAR**

There is nothing to be approved this month.

1. **ACTION ITEMS**

\*Election of Officers

Linda J. Lucas accepted the office of Governing Board Chairperson, Phyllis Avilla accepted the office of Governing Board Vice Chairperson. *Martha Dixon made a motion to approve the election of Linda for the office of Chairperson, and Phyllis for the office of Vice Chairperson, Natalie Beeman seconded; motion carried.*

\*Approval of Policy Council Representatives to the Governing Board

Sarah Wolf, Rosaura Contreras and Bethany Sherrick were elected by the Policy Council to be the Policy Council Representatives to the Governing Board. *Phyllis Avilla made a motion to approve the Policy Council Representatives to the Governing Board, Martha Dixon seconded; motion carried.*

\*Approval of Minutes

Linda J. Lucas requested a motion to approve the November 2016 Governing Board Minutes. Jennifer Torres was not listed as staff in attendance. Corrections will be made to November minutes regarding this oversight. *Phyllis Avilla made a motion to approve the November 2016 meeting minutes as corrected, Bethany Sherrick seconded; the motion carried.*

\*ERSEA Report

Jennifer reviewed the ERSEA Report. She reviewed Head Start and Early Head Start Income Eligibility and Over Income slots. The written ERSEA Report is included in the packet for your review. *Martha Dixon made a motion to approve the November 2016 ERSEA Report as presented, Natalie Beeman seconded; motion carried.*

~Eligibility Violations Training – Jennifer reviewed the consequences of violating the program Eligibility Policy with the Policy Council. If the client is found to have violated the eligibility policy their child will not be allowed in or continue in the program. (*This training does not require approval*)

\*ERSEA Policy 8: Attendance

Jennifer reviewed the updates to ERSEA Policy 8: Attendance. The policy now reflects the changes and updates required by the new Head Start Standards. *Phyllis Avilla made a motion to approve the updates to the ERSEA Policy 8: Attendance, Martha Dixon seconded; motion carried.*

\*File Monitoring Report – Tori presented this report for Early Head Start. Rosie presented this report for Head Start. Their written reports are included for your review. *Martha Dixon made a motion to approve the November File Monitoring Report, Bethany Sherrick seconded; motion carried.*

\*CACFP Meal Counts Report

Brian reviewed the CACFP report for November 2016. There were 7,094 meals and snacks served for a reimbursement of $15,864.32. Lower totals are due to the centers being closed for the Thanksgiving week. The CACFP Meal Counts Report is included in the packet for your review. *Martha Dixon made a motion to accept the CACFP report as presented, Phyllis Avilla seconded; motion carried.*

\*Fiscal Report – Brian reviewed the Fiscal Report/Narrative, Statement of Activity for Head Start, Early Head Start and Program Wide, the Check Register Report, and the In-Kind Report. There was nothing unusual to report. A portion of the Fiscal Report is included in the printed packet for your review. The complete Fiscal Report was included in the emailed packet. *Phyllis Avilla made a motion to approve the November 2016 Fiscal report, Martha Dixon seconded; motion carried.*

1. **EXECUTIVE DIRECTOR’S REPORT** – Brian shared the activities, accomplishments and upcoming events for NCCDI. Brian’s written report is included for your review.
2. **SERVICE AREA REPORTS**

Head Start/ Preschool Director Report: Due to time constraints at the November Governing Board meeting this report was tabled to the December meeting. Rosie presented the first CLASS assessment scores and she shared that parent conferences will be done during the second week in January and will report at the January Policy Council and Governing Board meetings.

Early Head Start Director Report: Tori did not have a written report this month.

Family & Community Outreach Director Report: There will not be a report from Tina until further notice.

Parent /Father Engagement Report: Mike’s written report was included in the packet for review.

Human Resources 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, shared that a committee is being formed to decide how the Community Funds will be spent.

1. **COMMUNITY AWARENESS ISSUES**

Latino Outreach will hold their meeting on January 18th, 2017 at Northern Valley Catholic Social Services at 5:30 p.m. They will be making plans for Cinco De Mayo and the health fair. Refreshments will be served.

1. **NEW BUSINESS**

It was requested that the list of most commonly used NCCDI Acronyms be compiled.

1. **UNFINISHED BUSINESS**

There was no Unfinished Business this month.

1. **ANNOUNCEMENTS**

Phyllis Avilla invited the Governing Board to attend the Latino Outreach meeting on January 18th, 2017 at 5:30 p.m. at the Northern Valley Catholic Social Services Office at 220 Sycamore Street, Red Bluff.

1. **CLOSED SESSION**

A closed session was held. Personnel issues were discussed.

1. **ADJOURNMENT**

Linda J. Lucas, Chairperson, adjourned the meeting at 1:35 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, January 25th, 2016**