NORTHERN CALIFORNIA CHILD DEVELOPMENT, INC.

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Enrich Children's Lives; Empower families; Engage our Community

POLICY COUNCIL/GOVERNING BOARD
JOINT MEETING

May 27th, 2025
12:21 p.m. to 2:21 pm

Place: Central Office – 220 Sycamore St., Suite 200, Red Bluff, CA and via ZOOM Meeting
To join via Zoom, use the following link:
https://zoom.us/j/96380597123?pwd=bW1OWERBRHkwYVU0VXB1WmEzekpwUT09
Meeting ID: 963 8059 7123
Passcode: 295944
Dial by your location
+1 669 900 9128 US (San Jose)
To participate by phone or use phone audio call: +1 669 900 9128 with the above Meeting ID and Passcode

Minutes

1. **INTRODUCTIONS/ATTENDANCE-**
   Governing Board: Barbara Weaver, Dena Blaine, Liz Carney, Heidi Mendenhall
   Policy Council: Dena Blaine, Maria Solano, Liz Carney, Susy Castro
   Staff: Amanda Blake, Jennifer Torres, Larissa Heredia, Liz Lethbridge, Maria (Pita) Saucedo, Mayra Heredia, Michael Lindsey, Tori Prest
   Guests: Daniel Buchanan, Johnna Jones
   Zoom: Tina Hale
   A quorum was met for the Governing Board.
   A quorum was met for the Policy Council.
2. **NCCDI MISSION MOMENT** – Tori Prest received the results for the Federal Audit 1, on 5/27/25 and reviewed the report; special attention was given for the Area of Non-Compliance.

3. **ADDITIONS TO AGENDA-** none

4. **ACTION ITEMS ***

* Acceptance of April's Governing Board Meeting Minutes- Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept April's Governing Board meeting minutes. *Dena Blaine made a motion to accept April's Governing Board Meeting Minutes, Tina Hale seconded; the motion was approved.*

* Acceptance of April's Policy Council Meeting Minutes- - Maria Solano, Policy Council Chairperson, requested a motion to accept April's Policy Council meeting minutes. *Dena Blaine made a motion to accept April's Policy Council Meeting Minutes, Susy Castro seconded; the motion was approved.*

* Consent Agenda
- Eligibility, Recruitment, Selection, Enrollment, Attendance Report – Jennifer Torres stated that NCCDI is almost fully enrolled for next year.

Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept the Eligibility, Recruitment, Selection, Enrollment, and Attendance Report. *Dena Blaine made a motion to accept the Eligibility, Recruitment, Selection, Enrollment, Attendance Report, Liz Carney seconded; the motion was approved.*

Maria Solano, Policy Council Chairperson, requested a motion to accept the Eligibility, Recruitment, Selection, Enrollment, Attendance Report. *Dena Blaine made a motion to accept*

the Eligibility, Recruitment, Selection, Enrollment, Attendance Report, Susy Castro seconded; the motion was approved

- Chief Fiscal Officer Report- Amanda Blake reviewed the report.
  Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept the Chief Fiscal Officer Report. *Dena Blaine made a motion to accept the Chief Fiscal Officer Report, Tina Hale seconded; the motion was approved.*

  Maria Solano, Policy Council Chairperson, requested a motion to accept the Chief Fiscal Officer Report. *Dena Blaine made a motion to accept the Chief Fiscal Officer Report, Susy Castro seconded; the motion was approved.*

- PMS Draw Down Report – Amanda Blake reviewed the report.
  Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept the PMS Draw Down Report - *Dena Blaine made a motion to accept the PMS Draw Down Report, Barbara Weaver seconded; the motion was approved.*

  Child and Adult Care Food Program Report- Liz Lethbridge reviewed the report and stated the month of April was $300 less than the prior month.
  Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept the CACFP Report. *Dena Blaine made a motion to accept the CACFP Report, Tina Hale seconded; the motion was approved.*

  Maria Solano, Policy Council Chairperson, requested a motion to accept the Chief Fiscal Officer Report. *Dena Blaine made a motion to accept the Chief Fiscal Officer Report, Susy Castro seconded; the motion was approved.*

* 2025- 2026 Continuing Grant Application – Amanda Blake the completed 2025-26 continued funding application.
  Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept the 2025- 2026 Continuing Grant Application – *Liz Carney made a motion to accept the 2025- 2026 Continuing Grant Application, Barbara Weaver seconded; the motion was approved.*

  Maria Solano, Policy Council Chairperson, requested a motion to accept the 2025- 2026 Continuing Grant Application. *Liz Carney made a motion to accept the 2025- 2026 Continuing Grant Application, Dena Blaine seconded; the motion was approved.*

* Fleet proposal- Tabled

* Governing Board Member Resignation-
  Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept the Governing Board Member Resignation, Heidi Mendenhall – *Tina Hale made a motion to accept the Resignation, Dena Blaine seconded; the motion was approved.*

* Hiring Policy for Key Positions- Tori Prest reviewed the added hiring policies for an Executive Director and a Chief Financial Officer per federal regulations.

Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept the Hiring Policy for Key Positions – *Liz Carney made a motion to accept the Hiring Policy for Key Positions, Dena Blaine seconded; the motion was approved.*

Maria Solano, Policy Council Chairperson, requested a motion to accept the Hiring Policy for Key Positions. *Liz Carney made a motion to accept the Hiring Policy for Key Positions, Dena Blaine seconded; the motion was approved.*

* Xmedius Contract – Jennifer Torres reviewed the quote.
Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept the Xmedius Contract – *Barbara Weaver made a motion to accept the Xmedius Contract, Dena Blaine seconded; the motion was approved.*

Maria Solano, Policy Council Chairperson, requested a motion to accept the Xmedius Contract. *Dena Blaine made a motion to accept the Xmedius Contract, Susy Castro seconded; the motion was approved.*

* Background Check Policy - Tabled

5. EXECUTIVE DIRECTOR'S REPORT– Tori Prest reviewed the results for the lead testing in all the Centers.

6. SERVICE AREA REPORTS

- Community Engagement Report- Happy Healthy BBQ is in June and a celebration of Pride Month will be held at the fairgrounds.

- Birth to 5- Tori Prest reviewed the report

- Education Manager Report-Amanda Blake reviewed the report, she stated that many NCCDI staff participated in the professional development opportunities offered through TCDE, This program funded $50,000 in stipends this year through the Workforce Pathways & UPK Professional Learning Series.

- Nutrition Coordinator Report- Liz Lethbridge stated she applied to a pilot program, Farm to CACFP. The program will help teach the children how fruits and vegetables are grown and harvested.

- Parent Engagement- Mike Lindsey stated Read-a-Rama ended and Happy Trails Happy Trails and Tadpoles to Toads were the program option top performers. Also, Soccer Camp begins in June for Corning and Red Bluff.

- Family Visitation Report-None

- Human Resource Manager Report- None

7. CORRESPONDENCE- None

8. COMMUNITY AWARENESS & OTHER ANNOUCEMENTS
Adobe Park is hosting a Pollinator Party on June 14th.
The library summer calendar has been released.

9. OLD BUSINESS

10. NEW BUSINESS- Application for new board member.
Heid Mendenhall, Governing Board Chairperson, made a motion to accept Johanna Jones as a new Governing Board member. Dena Blaine seconded; the motion was accepted.

11. CLOSED SESSION * Yes @ 2:04pm

12. ADJOURNMENT Heidi Mendenhall, Governing Board Chairperson adjourned the meeting at 2:21pm.

THE NEXT POLICY COUNCIL MEETING is scheduled for Thursday June 19th, 2025.
THE NEX THE NEXT GOVERNING BOARD MEETING is scheduled for Tuesday, June 24th, 2025.