NORTHERN CALIFORNIA CHILD DEVELOPMENT, INC.

220 Sycamore St. Suite 200, Red Bluff, CA 96080
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Enrich Children's Lives; Empower families; Engage our Community

GOVERNING BOARD MEETING

April 28th, 2026

12:15 P.M. to 2:15 P.M.

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/91235626796?pwd=VjByZnpyZFBVYjFiV09lY2pHSUxFZz09
Meeting ID: 912 3562 6796
Passcode: 714016
Dial by your location
+1 346 248 7799 US (Houston)
To participate by phone or use phone audio call: +1 346 248 7799 with the above Meeting ID and Passcode

Minutes

1. INTRODUCTIONS/ATTENDANCE -

GB: Dena Blaine, Elizabeth Vellutini, Melanie Wilson, Tina Hale (arrived at 12:19 P.M.)
Staff: Amanda Blake, Brisa Mendoza, Glen Johnson, Jennifer Torres, Mallory Brown, Mike Lindsey, Tori Prest

2. NCCDI MISSION MOMENT -

NONE

3. ADDITIONS TO AGENDA -

- Yes
  -Whistleblower and Artificial Intelligence (AI) Use Policy were added to the action items after Policy Approvals.

4. ACTION ITEMS *

* Acceptance of February Governing Board Special Email Vote Minutes –

Tina Hale, Governing Board Chairperson, requested a motion to accept the February Governing Board Special Email Vote Minutes. ***Dena Blaine moved to* accept** the February Governing Board Special Email Vote Minutes***. Elizabeth Vellutini seconded; the motion was approved.***

* Acceptance of March Governing Board Meeting Minutes –

Tina Hale, Governing Board Chairperson, requested a motion to accept the March Governing Board Meeting Minutes. ***Dena Blaine moved to* accept** the March Governing Board Meeting Minutes. ***Elizabeth Vellutini seconded; Melanie Wilson abstained, the motion was approved.***

* Acceptance of April Governing Board Special Email Vote Minutes -

Tina Hale, Governing Board Chairperson, requested a motion to accept the April Governing Board Special Email Vote Minutes. ***Dena Blaine moved to* accept** the April Governing Board Special Email Vote Minutes. ***Elizabeth Vellutini seconded; the motion was approved.***

* Consent Agenda

- Eligibility, Recruitment, Selection, Enrollment, Attendance Report - Jennifer Torres had nothing else to add to her report.

- Chief Fiscal Officer Report - Glen Johnson reviewed Portsmouth Square Consulting LLC FA2 Service Proposal and Check Register/Bank Draft Report - Banner AP for the month of March.

- PMS Draw Down Report - Glen Johnson reviewed the PMS draw down report.

- Child and Adult Care Food Program Report – Glen Johnson summarized the month of March cumulative activity for the Child and Adult Care Food Program.

Tina Hale, Governing Board Chairperson, requested a motion to accept the Consent Agenda. ***Dena Blaine moved to* accept** the Consent Agenda. ***Elizabeth Vellutini seconded; the motion was approved.***

* Policy Approvals – Jennifer Torres reported Elizabeth Vellutini and Daniel Buchanan met with Tori Prest and herself, along with a Policy Council Member, Katie Thompson. During the meeting, the committee reviewed updates to the Health, Family, and Community Partnership policies, updated policies and disabilities. Elizabeth Vellutini confirmed that the materials were thoroughly reviewed and indicated her ability to recommend the presented policies and procedures to the Governing Board for approval.

Tina Hale, Governing Board Chairperson, requested a motion to accept the Policy Approvals. ***Dena Blaine moved to* accept** the Policy Approvals. ***Elizabeth Vellutini seconded; the motion was approved.***

* Whistleblower and Artificial Intelligence (AI) Use Policy – Mallory Brown reviewed the Whistleblower Policy, explaining that its purpose is to establish a clear process for reporting suspected unlawful activities or violations of organizational policies, ensure that all reports are handled appropriately, and protect individuals from retaliation when making reports in good faith. She also reviewed the Artificial Intelligence (AI) Use Policy, which is designed to establish clear expectations for the appropriate use of AI tools, ensure accuracy and accountability in AI-assisted work, and safeguard the privacy and rights of children, families, and staff.

Tina Hale, Governing Board Chairperson, requested a motion to accept the Whistleblower and Artificial Intelligence (AI) Use Policy. ***Elizabeth Vellutini moved to* accept** the Whistleblower and Artificial Intelligence (AI) Use Policy. ***Dena Blaine seconded; the motion was approved.***

* RTS Contract – GB reviewed report submitted by Jennifer Torres.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the RTS Contract. ***Elizabeth Vellutini moved to*** **accept** the RTS Contract. ***Dena Blaine seconded; the motion was approved.***

* Program Options – Amanda Blake reported NCCDI is proposing one change to program options for the 2026-27 program year: one Head Start center-based classroom (16 slots) is moving from a 7-hour to a 9-hour day. All other options will continue without modification.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the Program Options for the NCCDI 2026-27 program year. ***Dena Blaine moved to*** **accept** the Program Options for the NCCDI 2026-27 program year. ***Elizabeth Vellutini seconded; the motion was approved.***

* Socialization & Engagement Coordinator Job Description – Mallory Brown presented a new position for the agency, Socialization & Engagement Coordinator, which will assume several responsibilities currently held by the Parent Engagement Coordinator. With an employee scheduled to retire next January, having the new Coordinator work alongside him during the first half of the year will provide valuable transition. The agency's goal is to begin recruiting early for positions with the intent to fill before the start of the next program year.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the Socialization & Engagement Coordinator Job Description. ***Dena Blaine moved to*** **accept** the Socialization & Engagement Coordinator Job Description. ***Elizabeth Vellutini seconded; the motion was approved.***

5. EXECUTIVE DIRECTOR'S REPORT- GB reviewed report submitted by Tori Prest.

North State Community Foundation Grant Final Report – GB reviewed report submitted by Tori Prest.

6. SERVICE AREA REPORTS

- Engagement and Operations Manager Report - GB reviewed report submitted by Jennifer Torres.
- Program and Administration Manager Report - GB reviewed report submitted by Amanda Blake.
- Parent Engagement - GB reviewed report submitted by Mike Lindsey.
- Family Visitation Center – GB reviewed report submitted by Pita Saucedo.
- Human Resource Coordinator Report – GB reviewed report submitted by Mallory Brown.

7. CORRESPONDENCE

45 Day FA2 Review – GB reviewed report submitted by Tori Prest.

2026 OHS CLASS Review Outcome Report – GB reviewed report submitted by Tori Prest.

Phase 2 of FY26 Improper Payment Review – GB reviewed report submitted by Tori Prest.

8. COMMUNITY AWARENESS & OTHER ANNOUCEMENTS

NONE

9. OLD BUSINESS

NONE

10. NEW BUSINESS

NONE

11. CLOSED SESSION *

Yes, 12:53 P.M.

Tina Hale, Governing Board Chairperson, requested a motion to accept five action items; ***the motions were approved.***

12. ADJOURNMENT

Tina Hale, Governing Board Chairperson, adjourned the meeting at 1:41 P.M.

THE NEXT GOVERNING BOARD MEETING is scheduled for TUESDAY May 26th, 2026.