Northern California Child Development, Inc.

Head Start & Early Head Start Programs

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Enrich children's lives; Empower families; Engage our community

GOVERNING BOARD MEETING

August 26th, 2024
12:15p.m. to 3:08pm

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** – *Governing Board Members in attendance*: Barbara Weaver, Elizabeth Carney, Heidi Mendenhall. Jeffery Wing (leaves @1:20pm), Karina Velasquez, Tina Hall

   Staff in attendance: Amanda Blake, Ashley Williams, Jennifer Torres, Joy Amaro, Mayra Heredia, Michael Lindsey, Tori Prest

   Attendance over Zoom: Dioselina Esquivel (logs off @ 1:23pm), Heather Chaplar

2. **REVIEW OF ANNUAL CALENDAR**- Joy Amaro reviews the calendar. She states next month the Program Indicator Report for head start and early head start will be presented.
3. **NCCDI MISSION MOMENT**- A slide show from Policy Council is shown. Elizabeth Carney and Heather Chaplar go over the slide show.

4. **ADDITIONS TO AGENDA**- Joy Amaro requests to add an action item and requests to move COMMUNITY AWARENESS AND OTHER ANNOUCEMENTS to #5. And to move the School Readiness Goals to be #1 in Action Items.

5. **COMMUNITY AWARENESS & OTHER ANNOUCEMENTS-** Community Development Fund for Empower Tehama. Mike introduces Kimberley Monroe from Empower Tehama. Kimberley Monroe from Empower Tehama states the funds will be used for a child interview center upgrades at the Child Advocacy Center.

* **ACTION ITEMS ***

* **School Readiness Goals-** Amanda Blake goes over the End of year DRDP Data, End of Year Class Data and the School Readiness Goals for 24-25.
End of Year Data- - Heidi Mendenhall Chairperson makes a motion to accept the End of the Year Data. *Jeffery Wing made a motion to approve the End of Year Data. Tina Hale seconded; the motion was accepted.*

School Readiness Goals- Heidi Mendenhall Chairperson makes a motion to accept the School Readiness Goals. *Jeffery Wing made a motion to approve the School Readiness Goals. Tina Hale seconded; the motion was accepted.*

* **Acceptance of June 2024 Meeting Minutes-** Heidi Mendenhall Chairperson makes a motion to accept the June 2024 Meeting Minutes. *Tina Hale made a motion to approve the June 2024 Meeting minutes. Heidi Mendenhall seconded; the motion was accepted.*

Consent Agenda

-Eligibility, Recruitment, Selection, Enrollment, Attendance Report- Jennifer Torres reviews the report.

-Child and Adult Care Food Program Reports- Tori Reviews the report.

-Chief Fiscal Officer Report- Joy Amaro reviews the report.

-PMS Request- Joy Amaro Reviews the report.

Heidi Mendenhall Chairperson makes a motion to accept the Consent Agenda. *Heather Chaplar made a motion to approve the Consent Agenda. Elizabeth Carney seconded. The motion was accepted.*

* **Program Improvement Request for Funds-** Joy Amaro states NCCDI got a special invitation from the Region 9 Office to attend a weeklong training in Pyramid Cohort and is being hosted in Hawaii. And it is being paid by the Office of Head Start.

  Heidi Mendenhall Chairperson makes a motion to accept Program Improvement Request. *Heidi Mendenhall made a motion to approve the Program Improvement Request for Funds. Jeffery Wing seconded; the motion was accepted.*

* **Contractual Services Agreement for Mental Health Services-Jeannie Jacobs-** Joy Amaro reviews the Agreement. Heidi Mendenhall Chairperson makes a motion to accept the Contractual Services Agreement for Mental Health Services for Jeannie Jacobs. *Tina Hale made a motion approve the Contractual Services Agreement for Mental Health Services for Jeannie Jacobs. Elizabeth Carney seconded; the motion was accepted.*
  Heather Chaplar abstains.

* **Contractual Services Agreement for Mental Health Services-Rachel Chavez** Joy Amaro reviews the Agreement. Heidi Mendenhall Chairperson makes a motion to accept the Contractual Services Agreement for Mental Health Services with Rachel Chavez. *Tina Hale made a motion approve the Contractual Services Agreement for Mental Health Services for Rachel Chavez. Elizabeth Carney seconded; the motion was accepted.*
  Heather Chaplar abstains.

* **Acceptance of Special Meeting Minutes for July 31st, 2024-** A revote was needed because the first vote had an invalid second due to the fact the voters were not present at the time of the Special Meeting. Heidi Mendenhall Chairperson makes a motion to accept the Special Meeting Minutes for

July 31st, 2024. *Elizabeth Carney made a motion to approve the Special Meeting Minutes for July 31st, 2024. Karina Velasquez seconded; the motion was accepted.*
Tina Hale abstains.

* **Special Purchasing Conditions-** Joy Amaro states that Happy Trails was in need of deep cleaning and a paint job and she made an executive decision to have the center cleaned and painted even though the charge would exceed $5,000.
Heidi Mendenhall Chairperson makes a motion to accept the Special Purchasing Conditions. *Heidi Mendenhall makes a motion to approve the Special Purchasing Conditions. Tina Hale seconded; the motion was accepted.*

6. **EXECUTIVE DIRECTOR'S REPORT**– Joy Amaro reviews the report. Joy states NCCDI had a preservice with catered food and fun activities. The staffs feedback was that they had a great time, and it was one of their favorite preservice's. Also, staff was recognized for 5, 10, 20, and 25 years of employment. Joy also states the company's health insurance was switched to Blue Shield because United Health Care had an increase of 51% in premiums.

7. **SERVICE AREA REPORTS:**

- **Community Engagement Report-**Jennifer Torres states last Friday there was a Tail Gate Giveaway with 300 food boxes provided. The next Tail Gate will be in Rancho Tehama. Sept 6th is the Native American Celebration for kids at the Red Bluff High School at 9am. And on Aug 28th Kwanis is having a car seat event and NCCDI will be there. WIC is having a 50th anniversary and NCCDI will be a part of it. Spooktacular will be Oct 26th at the fairgrounds. On Sept 20th at Dutch Bros NCCDI will receive a dollar from every drink that is sold.

- **Birth to 5 Director Report-**Joy Amaro reviews the report. Joy states that the CACP reimbursement rates have increased. Policy Council had previously advocated for higher CACP reimbursement and had sent a letter to our senators asking for an increase.

- **Health & Nutrition Manager Report-**No Report
- **Parent Engagement Report-** Mike Lindsey reviews the report. He states the Summer Soccer Camp was an enormous success. And In-Kind has been completed and is over the limit of what was needed. Dadurday is scheduled for September 28th.

- **Family Visitation Report –**Joy Amaro states Leslie the new FVC manager is registered to be a triple P level 5 because of her credentials and the training is in October and its being paid for by North State Community Foundation.
- **Human Resource Manager Report –** Ashley Williams states there is a job opening in the FVC for a Case Worker. And there are two fiscal employees out on medical leave. And there is a temp from Express working in fiscal.

8 CORRESPONDENCE-None

9 **COMMINITY AWARENESS & OTHER ANNOUCEMENTS-** Safety Fair is partnering with Kiwanis Club and they have donated 60 car seats. First Five has a 5-month calendar with Tripple P and they are offering a Spanish Triple P class.

10 **OLD BUSINESS**

11 **NEW BUSINESS-** Joy Amaro requests to add the State Audit as an Action Item.
Heidi Mendenhall Chairperson makes a motion to add the State Audit as an Action Item. *Tina Hale makes a motion to add the State Audit as an Action Item. Elizabeth Carney seconded; the motion was accepted.*

11**. a. Approval of State Audit-** Heidi Mendenhall Chairperson makes a motion to accept the State Audit. *Tina Hale makes a motion to approve the State Audit. Barbara Weaver seconded; the motion was accepted.*

12 **CLOSED SESSION**- Personnel
Went into Closed Session at 2:08pm resumed open session at 3:04 p.m.
Action Taken: Executive Director to complete a Performance Evaluation on identified employee.

13 **ADJOURNMENT** Heide Mendenhall Chairperson adjourned the Governing Board Meeting at 3:05p.m.