NORTHERN CALIFORNIA CHILD DEVELOPMENT, INC.

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

GOVERNING BOARD POLICY COUNCIL JOINT MEETING

December 18th, 2025
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, Johnna Jones, Melanie Wilson, Tina Hale (arrived at 12:19 P.M.)
PC: Dena Blaine, Sharlenne Ibarra (arrived at 12:20 P.M. and left at 1:21 P.M.), Susy Castro
Staff: Amanda Blake, Brisa Mendoza, Glen Johnson, Jennifer Torres, Mayra Heredia, Mike Lindsey, Pita Saucedo, Tori Prest

2. NCCDI MISSION MOMENT -

The Central Office had a door decorating day on December 1, to begin celebrating the holiday season while keeping staff wellness a priority.

3. ADDITIONS TO AGENDA -

- Yes
  -2026 Priority Worksheet was added to the agenda.

4. ACTION ITEMS *

* Acceptance of November Governing Board Meeting Minutes –

Tina Hale, Governing Board Chairperson, requested a motion to accept the November Governing Board Meeting Minutes. ***Johnna Jones moved to* accept** the November Governing Board Meeting Minutes***. Elizabeth Vellutini seconded; the motion was approved.***

* Acceptance of November Policy Council Meeting Minutes –

Dena Blaine, Policy Council Chairperson, requested a motion to accept the November Policy Council Meeting Minutes. ***Susy Castro moved to* accept** the November Policy Council Meeting Minutes***. Dena Blaine seconded; the motion was approved.***

* Consent Agenda

- Eligibility, Recruitment, Selection, Enrollment, Attendance Report - Jennifer Torres reported underenrolled again, but are working to ensure that we are fully enrolled by the end of the month.

- Chief Fiscal Officer Report - Glen Johnson reported that they would've liked to complete the California Department of Education audit by November 30th, but it was extended to December 31st. He stated that deadline wouldn't be completed and would be extended further to January or February.

- PMS Draw Down Report - Glen Johnson and Amanda Blake reviewed PMS drawdown report.

- Child and Adult Care Food Program Report - Amanda Blake summarized the month of November cumulative activity for the Child and Adult Care Food Program.

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

Dena Blaine, Policy Council Chairperson, requested a motion to accept the Consent Agenda. ***Susy Castro moved to accept*** the Consent Agenda. ***Sharlenne Ibarra seconded; the motion was approved.***

* Engagement Contract with Vasin, Heyn & Company for 2023 – Tori Prest reported the board approved the engagement contract with Vasin, Heyn & Company to complete the 2023 amended tax forms.

Tina Hale, Governing Board Chairperson, requested a motion to accept the engagement contract with Vasin, Heyn & Company for 2023. ***Johnna Jones moved to* accept** the engagement contract with Vasin, Heyn & Company for 2023. ***Melanie Wilson seconded; the motion was approved.***

Dena Blaine, Policy Council Chairperson, requested a motion to accept the engagement contract with Vasin, Heyn & Company for 2023. ***Susy Castro moved to accept*** the engagement contract with Vasin, Heyn & Company for 2023. ***Sharlenne Ibarra seconded; the motion was approved.***

* Engagement Contract with Vasin, Heyn & Company for 2025 – Tori Prest reported the board approved the engagement contract with Vasin, Heyn & Company to complete the 2025 Audits.

Tina Hale, Governing Board Chairperson, requested a motion to accept the engagement contract with Vasin, Heyn & Company for 2025. ***Melaine Wilson moved to* accept** the engagement contract with Vasin, Heyn & Company for 2025. ***Johnna Jones seconded; the motion was approved.***

Dena Blaine, Policy Council Chairperson, requested a motion to accept the engagement contract with Vasin, Heyn & Company for 2025. ***Susy Castro moved to accept*** the engagement contract with Vasin, Heyn & Company for 2025. ***Sharlenne Ibarra seconded; the motion was approved.***

* CEFA Certification and Board Resolution – The Board approved Tori Prest to sign and submit the 26-27 Continued & Expansion Funding Application for the CCTR program. The Board approved the Board Resolution for 26-27 to be signed by NCCDI Governing Board Clerk, Brisa Mendoza and submitted in the Continued & Expansion Funding Application Packet.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the CEFA Certification and Board Resolution. ***Johnna Jones moved to*** **accept** the CEFA Certification and Board Resolution. ***Elizabeth Vellutini seconded; the motion was approved.***

  Dena Blaine, Policy Council Chairperson, requested a motion to accept the CEFA Certification and Board Resolution. ***Susy Castro moved to accept*** the CEFA Certification and Board Resolution. ***Sharlenne Ibarra seconded; the motion was approved.***

* School Readiness Report – Amanda Blake presented the Fall 2025 School Readiness Report, including Head Start and Early Head Start DRDP and CLASS data. Program-level school readiness goals, trends over time, and areas of strength and need were reviewed and discussed.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the School Readiness Report. ***Johnna Jones moved to*** **accept** the School Readiness Report. ***Elizabeth Vellutini seconded; the motion was approved.***

  Dena Blaine, Policy Council Chairperson, requested a motion to accept the School Readiness Report. ***Susy Castro moved to accept*** the School Readiness Report. ***Sharlenne Ibarra seconded; the motion was approved.***

* Priority Worksheet – Jennifer Torres reported no updates to the Community Assessment so no major changes to the Priority Worksheet, but did include a CCTR ranking for Fish Tales only per state request.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the Priority Worksheet. ***Melanie Wilson moved to*** **accept** the Priority Worksheet. ***Elizabeth Vellutini seconded; the motion was approved.***

  Dena Blaine, Policy Council Chairperson, requested a motion to accept the Priority Worksheet. ***Susy Castro moved to accept*** the Priority Worksheet. ***Sharlenne Ibarra seconded; the motion was approved.***

5. EXECUTIVE DIRECTOR'S REPORT- Tori Prest reported monthly updates for the month of November and December. Our program received our 45-day notification for the start of our CLASS Monitoring Review. A new support group was announced starting in January and will be available to staff focused on how to navigate and remain positive as roles with our aging parents begin to change.

6. SERVICE AREA REPORTS

- Engagement and Operations Manager Report - Jennifer Torres reported that she will join Amanda Blake to take part in the Winter Leadership Institute in DC, the month of January, where they will speak up for children and families. Jennifer Torres and CHP went shopping at Walmart for toys for the Children's Christmas Festival that took place on 12/20, about 1,200 children signed up.

- Program and Administration Manager Report - Amanda Blake had nothing to report.

- Parent Engagement - Mike Lindsey reported the CPR class was a success there was 20 participants. Parent Choice Conference is coming up on March 20th. Mike went over the in-kind summary and stated 20% of the fiscal year recorded. A new Policy Council member was recruited.

- Family Visitation Report – Pita Saucedo reported 6 new families were enrolled in December. They offer parent support by providing weekly updated local job listings and free training provided by Job Training Center. FVC did a Christmas gift giveaway for all FVC children.

- Human Resource Coordinator Report - Mayra Heredia reported that NCCDI attended the Chamber Christmas Breakfast on 12/11. From the last walk-in Wednesday, 4 floaters have been hired and there has been no terminations or resignations.

7. CORRESPONDENCE

45 Day Notice for Head Start CLASS Monitoring Review – Tori Prest presented the official 45-Day Notice from the Office of Head Start for the Head Start CLASS Monitoring Review to begin January 19, 2026 and end April 3, 2026.

8. COMMUNITY AWARENESS & OTHER ANNOUCEMENTS

NONE

9. OLD BUSINESS

NONE

10. NEW BUSINESS

NONE

11. CLOSED SESSION *

1:42 P.M.

12. ADJOURNMENT

1:57 P.M.

THE NEXT GOVERNING BOARD MEETING is scheduled for TUESDAY January 27th, 2026.
THE NEXT POLICY COUNCIL MEETING is scheduled for THURSDAY January 15th, 2026.