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

December 3, 2024, 2024
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** – *Governing Board Members in attendance*: Barbara Weaver, Dena Blaine, Karina Velasquez, Tina Hale.
   Staff in attendance: Ashley Williams, Jennifer Torres, Joy Amaro, Liz Elbridge, Mayra Heredia, Mike Lindsey, Tori Prest
   Attendance over Zoom: Liz Carney
   Tina Hale ran the meeting. A quorum was met when Dena Blaine and Liz Carney were approved.

2. **REVIEW OF ANNUAL CALENDAR-**Joy Amaro stated that everything is on track and that a timeline for a self-review needed to be established and asked the board members if they would like to be a part of it. Joy also stated they are behind on their federal audit because of the state the fiscal department is in.

3. **NCCDI MISSION MOMENT**- Joy Amaro stated the staff at central office decorated their office doors for Christmas and staff have been voting on a name for the centralized kitchen.

4. **ADDITIONS TO AGENDA**- None

* **5. ACTION ITEMS** *

Acceptance of October's Meeting Minutes- Tabled for next meeting.

Approval of 2024-25 Policy Council Members-Tina Hale requested a motion to approve Dena Blaine and Liz Carney as Policy Council representatives to the Governing Board. *Karina Velasquez made a motion to accept Dena Blaine and Liz Carney as Policy Council representatives to the Governing Board. Tina Hale seconded; the motion was approved.*

***Consent Agenda**

-Eligibility, Recruitment, Selection, Enrollment, Attendance Report- Nothing to add.

-Child and Adult Care Food Program Report- Nothing to add.

-Chief Financial Officer Report- No report. Joy Amaro stated that there is no report because there is still no CFO. Joy also stated that Jerry Pollard will be coming in once a week to help in the fiscal department and the accounting firm has read only access to fiscal.

-PMS Draw down Report- No Report
Tina Hale requested a motion to approve the Consent Agenda. *Karina Velasquez made a motion to approve the Consent Agenda. Dena Blaine seconded; the motion was approved*.

***Fall School Readiness Report-**Tori Prest stated the report is a compilation of fall data for three years from 2022-2024. This report helps with the DRDP goals.
Tina Hale requested a motion to accept the Fall School Readiness Report. *Karina Velasquez made a motion accept the Fall Readiness Report. Dena Blaine seconded; the motion was approved.*

6. **EXECUTIVE DIRECTOR'S REPORT-** Joy Amaro stated she is waiting on the consultant to schedule a follow up appointment to come out and meet and talk about the next steps for the centralized kitchen. Also, Joy would like to come up with a plan for vehicle storage because of break ins to company vans. The FA1 hasn't been calendared but is approaching.
7. **SERVICE AREA REPORTS**

- **Community Engagement Report-** Jennifer Torres stated the Childrens Christmas Festival was approaching and there were 800 children registered.
- **Birth to 5 Director Report-**Tori Prest stated the counseling program is full. There were 49 referrals in total. There are chronic absentees, and the teachers are working with the parents trying to figure out a plan. There have been 63 car seats inspected and 48 new car seats were handed out.
- **PINS-** Tori Prest reviewed a survey given to the parents.
- **Education Manager Report-** Nothing to add.
- **Health & Nutrition Manager Report-**Liz Lethbridge stated the growth assessment will be on the returning children from last year. There were 12 parents that asked to get in contact with a registered dietician. There is a staff training on Dec 13 with CalFresh on nutrition implementation for the classroom.
- **Parent Engagement Report-** Mike Lindsey stated the report is for September and October. He also stated that in September there were 91 parent volunteers and in October there were 144. The Parents Choice Conference will be on March 14, 2025, and this year is the 20th anniversary of the conference.

- **Family Visitation Report-** Joy Amaro reviewed the report and stated there are 2 vacancies in the FVC for Case Workers. And Joy will be reaching out to Express Employment Professionals, the hiring company, about those positions. Also, Leslie the FVC supervisor, is now a level 5 Triple P consultant.
- **Human Resource Manager Report-** No report

- **CORRESPONDENCE**-None

- **COMMUNITY AWARENESS & OTHER ANNOUCEMENTS-** None

8. **OLD BUSINESS-**None
9. **NEW BUSINESS-**None
10. **CLOSED SESSION-** Yes at 1:53pm. No action taken.
11. **ADJOURNMENT-** Tina Hale acting Chairperson adjourned the Governing Board meeting at 2:11pm.