NORTHERN CALIFORNIA CHILD DEVELOPMENT, INC.

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

GOVERNING BOARD POLICY COUNCIL JOINT MEETING

February 24th, 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: no attendees

PC: Dena Blaine, Eva Morfin (arrived at 12:19 P.M.), Susy Castro

Staff: Amanda Blake, Brisa Mendoza, Glen Johnson, Jennifer Torres, Mike Lindsey, Teresa Castro de Altamirano, Tori Prest

Zoom: Katie Thompson

2. NCCDI MISSION MOMENT -

Head Start Governance and Management Responsibilities – Tori Prest presented a venn diagram to visually see how Policy Council, Governing Board and Management all work together for NCCDI Head Start Program.

3. ADDITIONS TO AGENDA -

- Yes
  -2024-25 Annual Report was added to action items after the consent agenda.

4. ACTION ITEMS *

* Acceptance of January Policy Council Meeting Minutes -

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

* Consent Agenda

- Eligibility, Recruitment, Selection, Enrollment, Attendance Report - Jennifer Torres reported that the program remains fully enrolled and she anticipates providing additional updates regarding fall enrollment in the coming months.

- Chief Fiscal Officer Report - Glen Johnson reviewed total expenses as of January 31st, 2026.

- PMS Draw Down Report - Glen Johnson reviewed PMS drawdown report.

- Child and Adult Care Food Program Report – PC reviewed report submitted by Amanda Blake.

Dena Blaine, Policy Council Chairperson, requested a motion to accept the Consent Agenda. ***Katie Thompson moved to accept*** the Consent Agenda. ***Eva Morfin seconded; the motion was approved.***

- Annual Report - Jennifer Torres presented Annual Report for the 2024-25 school year.

Dena Blaine, Policy Council Chairperson, requested a motion to accept the Annual Report. ***Susy Castro moved to accept*** the Annual Report. ***Eva Morfin seconded; the motion was approved.***

5. EXECUTIVE DIRECTOR'S REPORT - Tori Prest reported that on January 29th, 2026 we were notified that we were selected to participate in a mandatory Improper Payment Review beginning in February. NCCDI is currently conducting the Annual Self-Assessment that will be presented to the boards by April. Tori informed PC that we have a new HR coordinator.

6. SERVICE AREA REPORTS

- Engagement and Operations Manager Report - Jennifer Torres attended the Winter Leadership Institute in DC, the month of January, where she got the chance to meet with both senators from the state of California and reported it was a success. Jennifer indicated the need to form a Policy Council committee to review and update existing policies, with plans to hold the initial meeting during the week of March 16th, 2026.

- Program and Administration Manager Report - Amanda Blake reported CLASS review is ongoing as well as the Improper Payment Review.

- Parent Engagement - Mike Lindsey went over the in-kind summary and stated 26% of the annual in-kind requirement has been met and 40% of the fiscal year has been completed. Mike stated that flyers for the Parent Choice Conference have been distributed and so far, 76 people have signed up.

- Family Visitation Report – Pita Saucedo had nothing to report.

- Human Resource Coordinator Report – No report.

7. CORRESPONDENCE

2026 Improper Payment Review – PC reviewed report submitted by Tori Prest.

8. COMMUNITY AWARENESS & OTHER ANNOUCEMENTS

Tori Prest reported that the Children's Fair is coming up in the spring and will be held in Corning.

9. OLD BUSINESS

None

10. NEW BUSINESS

None

11. CLOSED SESSION *

There was no closed session.

12. ADJOURNMENT

Dena Blaine, Policy Council Chairperson, adjourned the meeting at 1:39 P.M.

THE NEXT GOVERNING BOARD MEETING is scheduled for TUESDAY March 24th, 2026.
THE NEXT POLICY COUNCIL MEETING is scheduled for THURSDAY March 19th, 2026.