# NORTHERN CALIFORNIA CHILD DEVELOPMENT, INC.

220 Sycamore St. Suite 200, Red Bluff, CA 96080

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**GOVERNING BOARD MEETING**

February 25, 2025

12:15p.m. to 2:15p.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

## Agenda

1. **INTRODUCTION/ATTENDANCE** – *Governing Board Members in attendance*: Barbara Weaver, Dena Blaine, Elizabeth Carney, Heidi Mendenhall(left@12:45pm), Karina Velasquez
   *Staff in attendance*: Ashley Williams, Jenn Torres, Mayra Heredia, Mike Lindsey, Liz Lethbridge, Tori Prest
   *Attendance over Zoom*: None
   *Guest*: Bill Donaldson
   *A quorum was met*.

2. **NCCDI MISSION MOMENT**- Heidi Mendenhall stated she shared with the Board of Supervisors about the triple P program.

3. **ADDITIONS TO AGENDA**-
   Heidi Mendenhall Chairperson requested to skip the Service Area Reports for this meeting and instead listen to Bill Donaldsons presentation on "Board Responsibilities from an Insurance Perspective"

* **4. ACTION ITEMS ***

**Acceptance of January Meeting Minutes-** Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept January Meeting Minutes. *Tina Hale made a motion to accept January Meeting Minutes. Liz Carney seconded; the motion was approved.*

* **Ratification of Jeff Wings Resignation**-Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept Jeff Wing resignation. *Tina Hale made a motion to accept Jeff Wings resignation. Dena Blaine seconded; the motion was approved.*

**Consent Agenda**

**-Eligibility, Recruitment, Selection, Enrollment, Attendance Report**- Jennifer Torres stated she was reporting her number wrong for enrollment she thought it was 74, but it was 75. The centers are now fully enrolled.

Heidi Mendenhall, Chairperson, requested a motion to accept the ERSEA report. *Tina Hale made a motion to accept the ERSEA report. Dena Blaine seconded; the motion was approved.*

**-Child and Adult Care Food Program Report**-None
**-Chief Officer Report-**Tabled no motion.
**-PMS Draw down Report**- Table no motion.

* **NCCDI CDE 6/30/2023 Final Audit-** Heidi Mendenhall, Chairperson requested a motion to accept the NCCDI CDE 6/30/2023 Final Audit. *Tina Hale made a motion to accept the NCCDI CDE 6/30/2023 Final Audit. Dena Blaine seconded; the motion was approved*

* **Request to purchase and install new signage-** Tori Prest stated there were two quotes received for signage and one company that did not follow through with a written quote.*Tina Hale made a motion to accept Signarama's bid. Barbara Weaver seconded; the motion was approved.*

* **Request to purchase COMBI OVEN-** Jenniffer Torres stated there was an oven that was offered to NCCDI.

Tabled no motion.

5. **Board of Responsibilities from an Insurance Perspective-** Bill Donaldson presented a slide show to the Governing Board.
6. **EXECUTIVE DIRECTOR'S REPORT**–
7. **SERVICE AREA REPORTS**
   - Community Engagement Report-
   - Birth to 5 Director Report-
   - Education Manager Report-
   - Nutrition Coordinator Report-
   - Parent Engagement Report-
   - Family Visitation Report
   - Human Resource Manager Report –
8. **CORRESPONDENCE**-.
9. **COMMUNITY AWARENESS & OTHER ANNOUCEMENT**
10. **OLD BUSINESS-**
11. **NEW BUSINESS-**
12. **CLOSED SESSION**- Yes at 2:04pm
13. **ADJOURNMENT** -2:30pm