NORTHERN CALIFORNIA CHILD DEVELOPMENT, INC.

220 Sycamore St. Suite 200, Red Bluff, CA 96080
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Enrich Children's Lives; Empower families; Engage our Community

GOVERNING BOARD MEETING

January 27th, 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: Dena Blaine, Elizabeth Vellutini, Johnna Jones, Tina Hale
Staff: Brisa Mendoza, Glen Johnson, Mike Lindsey, Seth Moughan, Tori Prest
Guest: Katie Thompson

2. NCCDI MISSION MOMENT – Mike Lindsey reported that his event, Fat Wallet City, all about budgeting, had a successful turn out.

3. ADDITIONS TO AGENDA -

NONE

4. ACTION ITEMS *

* Acceptance of December Governing Board Meeting Minutes -

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

* Consent Agenda

- Eligibility, Recruitment, Selection, Enrollment, Attendance Report – GB reviewed report submitted by Jennifer Torres. Tori Prest further reviewed December's attendance for all Head Start centers and all Early Head Start centers.

- Chief Fiscal Officer Report - Glen Johnson reported that the California Department of Education June 30 audit draft financial statements were submitted to the auditor on January 9th, 2026. The agency is currently awaiting the auditor's review and feedback. He also noted that the federal audit financial statements are approximately 80% complete, with a targeted completion date of March 30th, 2026. Glen Johnson presented and reviewed the agency-wide rolling cash flow forecast.

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

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

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

- Family Social Worker Job Description – GB reviewed Job Description submitted by Jennifer Torres. Tori Prest further stated that the job description for the social worker position has been revised. The position will be posted internally for current staff for approximately one week prior to being posted externally.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the Family Social Worker Job Description. ***Dena Blaine moved to* accept** the Family Social Worker Job Description. ***Elizabeth Vellutini seconded; the motion was approved.***

- IT Request for Proposals – Seth Moughan reported NCCDI is inviting proposals from experienced IT consultants to provide ongoing, consistent and comprehensive Managed IT Support Services and consulting, as well as periodic projects. The selected consultant will manage NCCDI's IT environment at a selection of locations. All proposals will be reviewed by a Selection Committee comprised of NCCDI staff. He further stated it will be issued on February 2nd, 2026 and the vendor selected will be notified on March 31st, 2026.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the IT Request for Proposals. ***Dena Blaine moved to* accept** the IT Request for Proposals. ***Johnna Jones seconded; the motion was approved.***

5. **EXECUTIVE DIRECTOR'S REPORT-** Tori Prest reported that Mike and two Policy Council representatives will attend two days of training in Ontario. Also, six team members will attend the Annual California Head Start Association Parent Engagement/Education Conference in Ontario. Bonnie McKenzie, ECE Specialist, visited on January 16th, 2026. She met with Education Leadership and Tori Prest, followed by site visits to all center.

6. **SERVICE AREA REPORTS**

- Engagement and Operations Manager Report - Jennifer Torres had her report in the packet.

- Self Assessment – Tori Prest reported on behalf of Jennifer Torres, that she is seeking volunteers to serve on the self-assessment teams. The first self-assessment team meeting is scheduled to take place on February 4th, 2026.

- Program and Administration Manager Report – No report this month.

- Parent Engagement - Mike Lindsey reviewed In-Kind summary and stated a new Policy Council member was recruited. He also discussed the upcoming workshops to be offered at the Parents' Choice Conference.

- Family Visitation Report – GB reviewed report submitted by Pita Saucedo.

- Human Resource Coordinator Report - Mayra Heredia had nothing to report.

7. CORRESPONDENCE

NONE

8. COMMUNITY AWARENESS & OTHER ANNOUCEMENTS

NONE

9. OLD BUSINESS

NONE

10. NEW BUSINESS

Advocacy Day - Tori Prest reported that the Advocacy Day is scheduled to take place on March 17th, 2026 and will include a day trip to the State Capitol in Sacramento. All Head Start staff and parents are invited to participate. Attendees will have the opportunity to meet directly with elected representatives.

11. CLOSED SESSION *

1:34 P.M.

Tina Hale, Governing Board Chairperson, requested a vote to accept an action item. ***Dena Blaine moved to*** **accept,** ***Elizabeth Vellutini seconded; the motion was approved.***

12. ADJOURNMENT

Tina Hale, Governing Board Chairperson, adjourned the meeting at 1:49 P.M.

THE NEXT GOVERNING BOARD MEETING is scheduled for TUESDAY February 24th, 2026.