Northern California Child Development, Inc.

Head Start & Early Head Start Programs

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Enrich children's lives; Empower families; Engage our community

POLICY COUNCIL MEETING /GOVERNING BOARD MEETING

July 31st, 2024

9:45 a.m. to 10:19 a.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

SPECIAL MEETING MINUTES

1. INTRODUCTIONS/ATTENDANCE*:* ***Governing Board Members in attendance****:* Heather Chaplar, Karina Velasquez,

   Governing Board Members not in attendance: Barbara Weaver, Jeffery Wing, Tina Hale

   Policy Council In attendance: Cammellia Lopez, Chealsea Funtanilla, Heather Chaplar

   Policy Council not in Attendance: Maria Solano Justine Reddish

   Staff In Attendance: Ashley Williams, Jennifer Torres, Joy Amaro, Katherine Ramos, Mayra Heredia, Mike Lindsey, Tori Prest

   Attendance over Zoom: Dioselina Esquivel, Elizabeth Carney, Heidi Mendenhall (joins at 9:51am)

A quorum was not met for Governing Board until Heidi Mendenhall logged on to Zoom at 9:51 am.
A quorum was met for Policy Council.

2 ACTION ITEMS

a) Fiscal Coordinator Job Description- Joy Amaro reviews the job description.
Governing Board-Elizabeth Carney Treasurer requested a motion to accept the Fiscal Coordinator Job Description (Heidi Mendenhall Chairperson was driving) *Elizabeth Carney made a motion to approve the Fiscal Coordinator Job Description. Heidi Mendenhall seconded; the motion was approved.*

Policy Council- Chealsea Funtanilla Policy Council Vice Chairperson requested a motion to accept the Fiscal Coordinator Job Description. *Heather Chaplar made a motion to approve the Fiscal Coordinator Job Description. Cammellia Lopez seconded; the motion was approved.*

b) Nutrition Coordinator Job Description- Joy Amaro reviews the job description.
Governing Board- Elizabth Carney Treasurer requested a motion to approve the Nutrition Coordinator Job Description (Heidi Mendenhall Chairperson was driving) *Heidi Mendenhall made a motion to approve the Nutrition Coordinator Job Description. Elizabeth Carney seconded the motion; the motion was approved.*

Policy Council-Chealsea Funtanilla Policy Council Vice Chairperson requested a motion to accept the Nutrition Coordinator Job Description. *Heather Chaplar made a motion to approve the Nutrition Coordinator Job Description. Camellia Lopez seconded the motion; the motion was approved.*

c) Recruitment and Retention Policy- Joy Reviews and states this is to improve work force shortages and to help attain and retain our staff.
Governing Board- Elizabeth Carney, Treasurer, requested a motion to accept the Recruitment and Retention Policy. (Heidi Mendenhall Chairperson was driving) *Heidi Mendenhall made a motion to approve the Recruitment and Retention Policy. Dioselina Esquivel seconded the motion; the motion was seconded.*

Policy Council- Chealsea Funtanilla Policy Council Vice Chairperson requested a motion to accept the Recruitment and Retention Policy. *Heather Chaplar made a motion to approve the Recruitment and Retention Policy. Camellia Lopez seconded the motion; the motion was approved.*

d) Employee Salary Increase Effective Date
NCCDI is requesting to implement the previously approved salary schedule effective 8/5/2024. Board approval was given to implement the salary schedule effective 9/1/2024, however, funds are available to implement the salary schedule early. This is an incentive for staff who are returning to work.
Governing Board- Elizabeth Carney, Treasurer, requested a motion to accept the Employee Salary Increase Effective Date 8/5/2024(Heidi Mendenhall Chairperson was driving) *Dioselina Esquivel made a motion to approve the Employee Salary Increase Effective Date 8/5/2024. Elizabeth Carney seconded the motion; the motion was approved.*
Policy Council- Chelsea Funtanilla Policy Council Vice Chairperson requested a motion to accept the Employee Salary Increase Effective Date 8/5/2024. *Heather Chaplar made a motion to approve the Employee Salary Increase Effective Date 8/5/24. Cammellia Lopez seconded the motion; the motion was approved.*

E) Creative Curriculum Purchase- Joy Amaro reviews the invoice and states the total amount is for six packages in the curriculum.
Governing Board- Elizabeth Carney, Treasurer, requested a motion to accept the Creative Curriculum Purchase (Heidi Mendenhall Chairperson was driving) *Heidi Mendenhall made a motion to approve the Creative Curriculum Purchase. Elizabeth Carney seconded the motion; the motion was approved.*
Policy Council- Chelsea Funtanilla Policy Council Vice Chairperson requested a motion to accept the Creative Curriculum Purchase. *Heather Chaplar made a motion to accept the Creative Curriculum Purchase. Cammellia Lopez seconded the motion; the motion was approved.*

f) Tech Support Job Description- Joy Amaro reviewed the job description. Ashley Williams adds an addendum of 46-52 weeks of employment.
Governing Board- Elizabeth Carney, Treasurer, requested a motion to accept the Tech Support Job Description with the addendum. (Heidi Mendenhall Chairperson was driving) *Heidi Mendenhall made a motion to approve the Tech Support Job Description with the addendum. Dioselina Esquivel seconded the motion; the motion was approved*
Policy Council- Chelsea Funtanilla Policy Council Vice Chairperson requested a motion to accept the Tech Support Job Description with the addendum. *Heather Chaplar made a motion to accept the Tech Support Job Description with the addendum. Cammellia Lopez seconded the motion; the motion was approved.*

g) 2023 Federal Audit- Joy Amaro reviewed the audit stating there were no findings noted.
Governing Board- Elizabeth Carney, Treasurer, requested a motion to accept the2023 Federal Audit. (Heidi Mendenhall Chairperson was driving) *Heidi Mendenhall made a motion to approve the 2023 Federal Audit. Dioselina Esquivel seconded the motion; the motion was approved*

Policy Council- Chelsea Funtanilla Policy Council Vice Chairperson requested a motion to accept the 2023 Federal Audit. *Heather Chaplar made a motion to accept the 2023 Federal Audit Cammellia Lopez seconded the motion; the motion was approved.*

5. ADJOURNMENT Chealsea Funtanilla Policy Council Vice Chairperson adjourned the meeting at 10:19 a.m.