NORTHERN CALIFORNIA CHILD DEVELOPMENT, INC.

220 Sycamore St. Suite 200, Red Bluff, CA 96080
530-529-1500 WWW.NCCDI.COM

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

POLICY COUNCIL/GOVERNING BOARD
JOINT MEETING

July 22nd, 2025
12:17 p.m. to 2:02 pm

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: Dena Blaine, Daniel Buchanan (stepped out 1:48pm & came back at 1:53pm), Tina Hale (arrived at 12:33pm & stepped out at 1:25pm, returned 1:27pm), Johnna Jones
Policy Council: Susy Castro, Eva Morfin (arrived at 12:30pm), Maria Solano
Guest: Elizabeth Vellutini
Staff: Amanda Blake (left at 1:46pm), Teresa Castro, Larissa Heredia, Mike Lindsey, Tori Prest, Maria Saucedo, Jennifer Torres

2. NCCDI MISSION MOMENT – Tori Prest reviewed.
Staff appreciation video and upcoming events update.

3. ADDITIONS TO AGENDA-

- **Program Improvement Budget revision Governing Board**
- **Program Improvement Budget revision Policy Council**
- **Program Improvement Budget revision in-kind Waiver Governing Board**
- **Program Improvement Budget revision in-kind Waiver Policy Council**
- **Final approval of years of service policy and procedure**
- **School Readiness Final 24-25**

4. ACTION ITEMS *

* Election of Governing Board officers- Tori reviewed and stated that there is no current Chair or Vice Chairperson on the Board. According to the bylaws that person needed to be on the Governing Board for at least a year. Tori called for a discussion regarding the only person with those met requirements. The GB Bylaws need to be reviewed in October.

Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept Tina Hale as Governing Board Chairperson. *Daniel Buchanan moved to accept Tina Hale as the Governing Board Chairperson. Johnna Jones seconded; the motion was approved.*

* Acceptance of Junes Governing Board Meeting Minutes-
There needed to be corrections on pages 9 and 16.

Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the June Governing Board Meeting Minutes. *Daniel Buchanan moved to accept the June Governing Board Meeting Minutes. Johnna Jones seconded; the motion was approved.*

* Acceptance of June Policy Council Meeting Minutes-

Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the June Policy Council Meeting Minutes. *Maria Solano moved to accept the June Policy Council Meeting Minutes. Eva Morfin seconded; the motion was approved.*

* Consent Agenda
- Eligibility, Recruitment, Selection, Enrollment, Attendance Report – Jennifer Torres
No Report.

- Chief Fiscal Officer Report- Amanda reviewed. June and July report together.
Update on fiscal reporting, we have reached and exceeded our reimbursement for the year. Federal reporting was delinquent and is all caught up.

- PMS Draw Down Report – Amanda reviewed the end of year estimate; Amanda updated them with the new June numbers.

- Child and Adult Care Food Program Report- Amanda reviewed.

Governing Board: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Consent Agenda. *Tina Hale moved to accept the Consent Agenda. Daniel Buchanan seconded; the motion was approved.*

Policy Council: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Consent Agenda. *Maria Solano moved to accept the Consent Agenda. Susy Castro seconded; the motion was approved*

* Board Resolution for Community Care Licensing- Tori Prest reviewed. Tori stated that this gives the site supervisors at our locations the ability to sign any documents related to licensing when they come to do their visits. Governing Board and Policy Council Chairpersons signed the document.

Governing Board: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Board Resolution for Community Care Licensing. *Johnna Jones moved to accept the Board Resolution for Community Care Licensing. Tina Hale seconded; the motion was approved.*

Policy Council: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Board Resolution for Community Care Licensing. *Maria Solano moved to*

accept the Board Resolution for Community Care Licensing. Susy Castro seconded; the motion was approved.

- Terms of Agreement with Inclusive Care- Tori Prest Reviewed and stated that this is our company that oversees all our insurances, including our health and our dental. They are our third-party administrator for the trust account. We never had a full agreement with them. It was requested by our auditor to finalize this agreement. Creating this agreement was part of us taking a firmer hand in responsiveness.

Governing Board: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Terms of Agreement with Inclusive Care. *Daniel Buchanan moved to accept the Terms of Agreement with Inclusive Care. Johnna Jones seconded; the motion was approved.*

Policy Counsil: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Terms of Agreement with Inclusive Care. *Maria Solano moved to accept the Terms of Agreement with Inclusive Care. Susy Castro seconded; the motion was approved.*

- CACFP designation of authorized representative - Tori Prest reviewed. She stated that the document gives her authorization to sign as the designated authorized representative with CACFP.

Governing Board: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the CACFP designation of authorized representative. *Daniel Buchanan moved to accept the CACFP designation of authorized representative. Johnna Jones seconded; the motion was approved.*

Policy Council: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the CACFP designation of authorized representative. *Maria Solano moved to accept the CACFP designation of authorized representative. Susy Castro seconded; the motion was approved.*

- Department of Rehabilitation Contract- Tori Prest Reviewed The Department of Rehabilitation request to see if NCCDI is interested in being a site to have their clients work at. They pay one hundred percent of the funds to pay these employees. The two employees were placed at the Lotus center and Fish Tales.

Governing Board: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Dept. of Rehabilitation Contract. *Daniel Buchanan moved to accept the Dept. of Rehabilitation Contract. Johnna Jones seconded; the motion was approved.*

Policy Council: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Dept of Rehabilitation Contract. *Maria Solano moved to accept the Dept. of Rehabilitation Contract. Susy Castro seconded; the motion was approved.*

* Program Improvement Budget Revision GB- Amanda Blake reviewed. Approval for a carryover balance request for Head Start. During the year when Head start has extra money, they will allow us to apply for supplemental funding for program improvement.

Governing Board: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Program Improvement Budget Revision. *Johnna Jones moved to accept the Program Improvement Budget Revision. Daniel Buchanan seconded; the motion was approved.*

* Program Improvement Budget Revision Policy Council - Amanda Blake reviewed. Approval for a carryover balance request for Head Start. Amanda explained that during the year when Head Start has extra money, they will allow us to apply for supplemental funding for program improvement.

Policy Council: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Program Improvement Budget Revision. *Maria Solano moved to accept the Program Improvement Budget Revision. Susy Castro seconded; the motion was approved.*

* Program Improvement Budget Revision In-kind Waiver GB- Amanda Blake reviewed.

Governing Board: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Program Improvement Budget Revision In-kind Waiver. *Johnna Jones moved to accept the Program Improvement Budget Revision In-kind Waiver. Daniel Buchanan seconded; the motion was approved.*

* Program Improvement Budget Revision In-kind Waiver Policy Council- Amanda Blake reviewed.

Policy Council: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Program Improvement Budget Revision In-kind Waiver. *Maria Solano moved to accept the Program Improvement Budget Revision In-kind Waiver. Susy Castro seconded; the motion was approved.*

* Final approval of years of service policy and procedure- Amanda Blake reviewed the policy and explained that it was reviewed by our attorney prior to asking for approval.

Governing Board: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Final approval of Years of Service Policy and Procedure. *Tina Hale moved to accept the Final approval of Years of Service Policy and Procedure. Daniel Buchanan seconded; the motion was approved.*

Policy Council: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Final approval of Years of Service Policy and Procedure. *Mara Solano moved to accept the Final approval of Years of Service Policy and Procedure. Susy Castro seconded; the motion was approved.*

* School Readiness Final 24-25- Amanda Blake reviewed, in detail explaining these results are the program wide view. The centers were analyzed at the classroom level and parents at that individual child's level.

Governing Board: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the School Readiness Final 24-25. *Tina Hale moved to accept the School Readiness Final 24-25. Daniel Buchanan seconded; the motion was approved.*

Policy Council: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the School Readiness Final 24-25. *Maria Solano moved to accept the School Readiness Final 24-25. Susy Castro seconded; the motion was approved.*

* Old Tehama School Lease- Tori reviewed. She stated that it was a renewed lease of a historic building we currently use as the Tehama Center.

Governing Board: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Old Tehama School Lease. *Tina Hale moved to accept the Old Tehama School Lease. Daniel Buchanan seconded; the motion was approved.*

Policy Council: Dena Blaine, Governing Board member and Policy Council Vice Chairperson, requested a motion to accept the Old Tehama School Lease. *Maria Solano moved to accept the Old Tehama School Lease. Susy Castro seconded; the motion was approved.*

5. EXECUTIVE DIRECTOR'S REPORT- Tori reviewed. Tori was accepted as our new Executive Director. See printed report in packets.

6. SERVICE AREA REPORTS

- Community Engagement Report- Jennifer reviewed. August 5th is the National Lights out event.

- Education Manager Report- Amanda reviewed.

The amount of money we were to receive was reevaluated and restructured to a high to low priority list.

- Parent Engagement- Mike reviewed. Soccer camp was a success.

- Family Visitation Report-Pita reviewed. There are 4 case workers, and they had 26 families with 24 of them under high supervision.

- Human Resource Manager Report- Tori reviewed. Tori stated, HR position is vacant, CFO Position open, Site Supervisor position open, and the part time Caseworker position is open. One Teacher had resigned.

7. CORRESPONDENCE

8. COMMUNITY AWARENESS & OTHER ANNOUCEMENTS

Mike spoke with the librarian and stated that the library is in dire need of funding. It is first on the list of removal in the county.

9. Monitoring Reviews for FY26
Letter of Administration of Children and Families accepted Tori Prest as Executive Director. July 22nd was National Call in Day to help our Head Start program.

10. OLD BUSINESS

None

11. NEW BUSINESS
None

12. CLOSED SESSION * - Governing Board: Establish CFO Hiring Committee discussion
Discussion: establish CFO Hiring Committee was approved.

13. ADJOURNMENT- 2:02pm

THE NEXT POLICY COUNCIL MEETING is scheduled for Thursday August 21st, 2025.
THE NEXT GOVERNING BOARD MEETING is scheduled for Tuesday August 26th, 2025.