NORTHERN CALIFORNIA CHILD DEVELOPMENT, INC.

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

530-529-1500 WWW.NCCDI.COM

GOVERNING BOARD ZOOM MEETING

June 26th, 2025

9:00 a.m. to 10:28 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/98291044650?pwd=g3USBzdpA62Faa0aVefj5jtsyBVfJa.1 Meeting ID: 982 9104 4650

Minutes

1. **INTRODUCTIONS/ATTENDANCE** – *Governing Board Members over Zoom*: Barbara Weaver, Dena Blaine, Elizabeth Carney, Heidi Mendenhall (left at 9:30am), Johnna Jones, Tina Hale

   Staff in attendance: Amanda Blake, Jennifer Torres, Mayra Heredia, Tori Prest

   A quorum was met.
2. **ACTION ITEMS** *

* *SF425 Policies Corrective Action Plan*- Amanda Blake reviewed and stated this policy is in response to an Area of Non-Compliance related to the late submission of the SF-425 Federal Financial Report. The policy outlines procedures, staff roles, internal review protocols and monitoring that will ensure that future reports are in on time.
  Heidi Mendenhall, Governing Board Chairperson requested a motion to approved the SF425 Policies Corrective Action Plan. *Barbara Weaver made a motion to accept the SF425 Policies Corrective Action Plan. Dena Blaine seconded; the motion was accepted.*

* *SF429 Policies Corrective Action Plan*- Amanda Blake reviewed this policy establishes NCCDI's procedures for completing and submitting the SF-429A Real Property Status Report, which is required when the federal government retains an interest in property.
  Heidi Mendenhall, Governing Board Chairperson requested a motion to approve the SF429 Policies Corrective Action Plan. *Barbara Weaver made a motion to accept the SF429 Policies Corrective Action Plan. Dena Blaine seconded; the motion was accepted.*

* Carryover Request- Amanda Blake reviewed the request. This item requests formal Board approval of NCCDI's carryover application for $249,500 in unobligated Program Improvement funds awarded in FY 2023-24. The funds are designated for the relocation of the Red Bluff Center classroom.
  Heidi Mendenhall, Governing Board Chairperson, requested a motion to approve the Carryover Request. *Johnna Johns made a motion to approve the Carryover Request. Tina Hale seconded; the motion was accepted.*

*Nonfederal Share Waiver- Amanda Blake reviewed. The request for a waiver of the $62,375 Nonfederal Share typically required for Program Improvement funding. This request is based on the allowable criterion of "lack of available community resources," as outlined in federal regulation. Because the project involves licensed facility renovation and site work, it is not feasible to meet the match through volunteer labor or in-kind donations. The waiver ensures that the project can proceed without diverting funds from essential services.

Heidi Mendenhall, Governing Board Chairperson, requested a motion to approve the Nonfederal Share Waiver. *Johnna Johns made a motion to approve the Nonfederal Share Waiver. Dena Blaine seconded; the motion was accepted.*

* *Transfer of Prior Experience and Skills Policy- Amanda Blake reviewed.* This policy establishes a formal process for recognizing relevant prior experience and specialized qualifications when determining placement on the agency's salary schedule. The goal is to ensure that incoming employees are fairly and competitively placed in a manner that reflects their expertise and supports the agency's operational needs.

  Heidi Mendenhall, Governing Board Chairperson, requested a motion to approve the Transfer of Prior Experience and Skills Policy pending legal advice. *Tina Hale made a motion to approve the Transfer of Prior Experience and Skills Policy pending legal advice. Barbara Weaver seconded; the motion was accepted.*

* Fleet Purchase- Tori Prest reviewed the request and stated the proposal is to procure eight vehicles from Corning Ford.
  Heidi Mendenhall, Governing Board Chairperson, requested a motion to approve the Fleet Purchase. *Tina Hale made a motion to approve the Fleet Purchase. Barbara Weaver seconded; the motion was accepted.*

* Mental Health Consultant Contract for Jeannie Jacobs- Tori Prest reviewed the contract.
  Heidi Mendenhall, Governing Board Chairperson, requested a motion to approve the Mental Health Consultant Contract for Jeannie Jacobs. *Johnna Jones made a motion to approve the Mental Health Consultant Contract for Jeannie Jacobs. Barbara Weaver seconded; the motion was accepted.*

* Mental Health Consultant Contract for Rachel Chavez -Tori Prest reviewed the contract.
  Heidi Mendenhall, Governing Board Chairperson, requested a motion to approve the Mental Health Consultant Contract for Rachel Chavez. *Johnna Jones made a motion to approve the Mental Health Consultant Contract for Jeannie Jacobs. Tina Hale seconded; the motion was accepted.*

* Child Plus Contract- Jennifer Torres reviewed the contract.
  Elizabeth Carney requested a motion to approve the Child Plus Contract. *Barbara Weaver made a motion to accept the Child Plus Contract. Dena Blaine seconded; the motion was accepted.*

∗ *Xmedius Contract- Jennifer Torres reviewed the contract.*
Elizabeth Carney requested a motion to approve the Xmedius Contract. *Tina Hale made a motion to accept the Xmedius Contract. Barbara Weaver seconded; the motion was accepted.*

∗ Ubeo, US Bank Buyout- Jennifer Torres reviewed and stated the buyout is to end the contract with Ubeo.
Elizabeth Carney requested a motion to approve the Ubeo, US Bank Buyout. *Tina Hale made a motion to accept the Ubeo, US Bank Buyout. Barbara Weaver seconded; the motion was accepted.*

∗ HT Bathroom Remodel- *Tori Prest reviewed.*
Elizabeth Carney requested a motion to approve the HT Bathroom Remodel. *Tina Hale made a motion to accept the HT Bathroom Remodel. Barbara Weaver seconded; the motion was accepted.*

∗ Red Bluff Union High School District and NCCDI MOU- Tori Prest reviewed.
Elizabeth Carney requested a motion to approve the Red Bluff Union High School District and NCCDI MOU. *Johnna Johns made a motion to accept the Red Bluff Union High School District and NCCDI MOU. Barbara Weaver seconded; the motion was accepted.*

CLOSED SESSION- yes @ 9:40 a.m

D. Buchanan GB Application- Vote was taken to accept D. Buchanan as a Governing Board member. D. Buchanan was approved as a Governing Board Member.

Vote was taken have Glenn submit a letter of interest to move forward in the application process for CFO position.

ADJOURNMENT – Elizabeth Carney adjourned the Governing Board Meeting at 10:28 a.m.