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

GOVERNING BOARD MEETING

March 24th, 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 (arrived at 12:17 P.M.), Elizabeth Vellutini, Johnna Jones, Tina Hale (arrived at 12:23 P.M.)
Staff: Amanda Blake, Brisa Mendoza, Glen Johnson, Jennifer Torres, Mallory Brown, Mike Lindsey, Seth Moughan, Tori Prest
Guest: Kennedy Kendrick (left at 2:13 P.M.)

2. NCCDI MISSION MOMENT -

Jennifer Torres, Mike Lindsey and three NCCDI parents attended Advocacy Day in Sacramento on March 17, 2026, where they met with state legislative staff. Jennifer Torres reported it was a success.

3. ADDITIONS TO AGENDA -

- Yes
  -Fiscal Audit was added under action items after the Consent Agenda.

4. ACTION ITEMS *

* Acceptance of January Governing Board Meeting Minutes -

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

* Consent Agenda

- Eligibility, Recruitment, Selection, Enrollment, Attendance Report - Jennifer Torres reviewed severe chronic absenteeism as of February 2026.

- Chief Fiscal Officer Report - Glen Johnson reviewed Check Register Report for Banner AP.

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

- Child and Adult Care Food Program Report – Glen Johnson summarized the month of February cumulative activity for the Child and Adult Care Food Program.

Tina Hale, Governing Board Chairperson, requested a motion to accept the Consent Agenda for the month of March. ***Dena Blaine moved to*** **accept** the Consent Agenda for the month of March. ***Elizabeth Vellutini seconded; the motion was approved.***

For February

- Eligibility, Recruitment, Selection, Enrollment, Attendance Report – GB reviewed report submitted by Jennifer Torres.

- Chief Fiscal Officer Report – GB reviewed report submitted by Glen Johnson.

- PMS Draw Down Report - GB reviewed report submitted by Glen Johnson.

- Child and Adult Care Food Program Report – GB reviewed report submitted by Glen Johnson.

Tina Hale, Governing Board Chairperson, requested a motion to accept the Consent Agenda for the month of February. ***Dena Blaine moved to*** **accept** the Consent Agenda for the month of February. ***Elizabeth Vellutini seconded; the motion was approved.***

* Fiscal Audit – Glen Johnson reviewed audit for fiscal year ended June 30, 2025.

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

* Policy Approvals – Jennifer Torres reported Elizabeth Vellutini and Daniel Buchanan met with Tori Prest and herself, along with a Policy Council member, Katie Thompson. During the meeting, they reviewed four key areas - ERSEA, IT, Education, and Governance. Elizabeth Vellutini confirmed that the materials were thoroughly reviewed and indicated her ability to recommend the presented policies and procedures to the Governing Board for approval.

Tina Hale, Governing Board Chairperson, requested a motion to accept Policy Approvals. ***Elizabeth Vellutini moved to*** **accept** Policy Approvals. ***Dena Blaine seconded; the motion was approved.***

* Self-Assessment – Jennifer Torres reported that the self-assessment was completed at the end of February, and a new tool was developed to use.

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

* IT Proposal – Jennifer Torres reported a new IT provider has been selected, Reliable Technology Solutions (RTS), is a Northern California IT firm and by being a small firm by design, it allows them to stay responsive, accountable, and directly involved.

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

* Education Coordinator I Job Description – Tori Prest reported that two job descriptions have been developed, Education Coordinator I and II, which are very similar in scope. Only one position will be filled, with final determination based on agency budget and qualifications. This position will be posted internally for current staff prior to being posted externally.

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

* Education Coordinator II Job Description – GB reviewed job description submitted by Tori Prest.

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

* School Readiness Report – Amanda Blake reported three times a year (fall, winter, spring). NCCDI measures how children in Head Start (ages 2-5) and Early Head Start (infant/toddlers) are developing across five key areas: self-regulation, social-emotional skills, language & literacy, thinking/math and physical development. This winter report shows progress from the fall 2025 starting point.

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

* Governing Board By-Laws - Tori Prest reported the T/TA Specialist assigned to our program, reviewed the Governing Board By-Laws and recommended two highlighted revisions. The Governing Board By-Laws require periodic approval only when changes are made.

Tina Hale, Governing Board Chairperson, requested a motion to accept the Governing Board By-Laws. ***Elizabeth Vellutini moved to*** **accept** the Governing Board By-Laws. ***Dena Blaine seconded; the motion was approved.***

5. EXECUTIVE DIRECTOR'S REPORT- Tori Prest reported Charleen Smith has started her recent Triple P parenting sessions and it is going great. Mayra Heredia and Maria Estrada, our new Social Worker, will be trained in Triple P and will provide sessions in Spanish. The California State Preschool Program (CSPP) and General Child Care and Development (CCTR) contract Program Self-Evaluation's are due June 1st, 2026.

6. SERVICE AREA REPORTS

For February and March

- Engagement and Operations Manager Report - Jennifer Torres reported upcoming events, including a Car Seat Check Event in Rancho Tehama and Children's Fair. Mental Health First Aid training was held on February 27th, 2026, and 17 central office staff were in attendance. An additional training session is scheduled for March 27, 2026, and will be attended by all teaching staff.

- Program and Administration Manager Report - Amanda Blake reported the Head Start grant application is due on June 1st, 2026. She emphasized the importance of attending April and May Governing Board meetings.

- Parent Engagement - Mike Lindsey reported that the Parents' Choice Conference was a big success and he will have more details at next month's Board meeting. He also shared that, in partnership with the library, an event titled "Reading Lights the World" was held successfully. The event had 33 participants, resulting in 21 parents obtaining library cards, and 92 books being distributed.

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

- Human Resource Coordinator Report – Mallory Brown reported events she has attended; Job Fair at Red High School with Mayra Heredia, Corning High School Child Development class with Kennedy Kendrick and on March 27th, 2026, she will be at Salisbury High School.

7. CORRESPONDENCE

Head Start Funding Announcement – Tori Prest reported the Head Start Funding Announcement for the upcoming school year has been received and will be flat funding.

2026 Improper Payment Review – GB reviewed report submitted by Tori Prest.

8. COMMUNITY AWARENESS & OTHER ANNOUCEMENTS

Kennedy Kendrick introduced herself as the Child Development Teacher at Corning High School. She shared that one of her primary goals is to create more direct educational and career pathways for students. She teaches two courses, Child Development and Teaching Practices, both of which are articulated with Butte College. Upon successful completion and enrollment at Butte College, students may present their transcripts to receive three units per course, or up to six units if both courses are completed. Additionally, students earn CPR certification, and second year students obtain Mandated Reporter certification. Tori Prest reported that NCCDI will have a booth at the Children's Fair in Corning on March 28th, 2026.

9. OLD BUSINESS

NONE

10. NEW BUSINESS

NONE

11. CLOSED SESSION *

There was no closed session.

12. ADJOURNMENT

Tina Hale, Governing Board Chairperson, adjourned the meeting at 2:16 P.M.

THE NEXT GOVERNING BOARD MEETING is scheduled for TUESDAY April 28th, 2026.