NORTHERN CALIFORNIA CHILD DEVELOPMENT, INC.

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

GOVERNING BOARD POLICY COUNCIL JOINT MEETING

NOVEMBER 20th, 2025

12:15 p.m. to 2:15 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 -

GB Members: Elizabeth Vellutini, Johnna Jones, Daniel Buchanan, Dena Blaine (arrived at 12:30 P.M. and left at 2:34 P.M.), Tina Hale
PC Members: Eva Morfin, Susy Castro, Dena Blaine
Staff: Tori Prest, Brisa Mendoza, Mike Lindsey, Mayra Heredia, Jennifer Torres, Teresa Castro de Altamirano, Glen Johnson, Amanda Blake

2. NCCDI MISSION MOMENT -

In support of staff wellness, the Central Office had a Friendsgiving on November 18 and there will be a door decorating day on December 1.

3. ADDITIONS TO AGENDA -

- Yes
  - Eligibility Violations Training was added to Service Area Reports.

4. ACTION ITEMS *

* Acceptance of October Governing Board Meeting Minutes -

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

* Acceptance of October Policy Council Meeting Minutes -

Dena Blaine, Policy Council Chairperson, requested a motion to accept the October Policy Council Meeting Minutes. ***Susy Castro moved to* accept** the October Policy Council Meeting Minutes***. Eva Morfin seconded; the motion was approved.***

* Consent Agenda

- Eligibility, Recruitment, Selection, Enrollment, Attendance Report - Jennifer Torres stated the teachers have been working with families with absences.

- Chief Fiscal Officer Report – Glen Johnson requested permission that the outsourced accountant, (Your Part Time Controller), be allowed to continue her work through December 31, 2025. Our original goal was to have the CDE audit completed already, however the outsourced accountant requested additional time to finish. Glen Johnson presented Agency Wide Budget Variance Analysis and responded to Board inquiries related to Budget Variances and certain expenses.

- PMS Draw Down Report - Amanda Blake reviewed PMS drawdowns and certain expenditures by program.

- Child and Adult Care Food Program Report - Amanda Blake summarized year to date cumulative activity for the Child and Adult Care Food Program and also reviewed the reimbursement claim for October 2025.

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

Dena Blaine, Policy Council Chairperson, requested a motion to accept the Consent Agenda. ***Susy Castro moved to accept*** the Consent Agenda. ***Eva Morfin seconded; the motion was approved.***

* Floater Job Description (PC vote only) - Amanda Blake stated this allows part time employees, who work more than thirty hours a week, to get benefits.

Dena Blaine, Policy Council Chairperson, requested a motion to accept the Floater Job Description. ***Susy Castro moved to accept*** the Consent Agenda. ***Eva Morfin seconded; the motion was approved.***

* CSPP CFA and Board Resolution - Tori Prest presented the Continued Funding Application that was due on 11/14/25 for the 26-27 program year. The Board Resolution was presented and signed at this meeting and will be forwarded to the CDE following the meeting to complete the application.

Tina Hale, Governing Board Chairperson, requested a motion to accept the CSPP CFA and Board Resolution. ***Daniel Buchanan moved to* accept** the CSPP CFA and Board Resolution. ***Johnna Jones seconded; the motion was approved.***

* Policy Council By-Laws (GB vote only) - Mike Lindsey reviewed the reused Policy Counsil By-Laws that were approved by Policy Council in October for Governing Boards approval at this meeting.
Tina Hale, Governing Board Chairperson, requested a motion to accept the Policy Council By-Laws. ***Elizabeth Vellutini moved to*** **accept** the Policy Council By-Laws. ***Daniel Buchanan seconded; the motion was approved.***

5. EXECUTIVE DIRECTOR'S REPORT- Tori Prest
-Program Information Report
HTTPS://PREZI.COM/VIEW/UEUV3BXAR5MJNJA1XKBA/?REFERRAL_TOKEN=LUJ8XOLNB3FN

Tori Prest reviewed the annual PIR report for the 2024-25 school year.

6. SERVICE AREA REPORTS

- Eligibility Violations Training – Jennifer Torres reviewed eligibility and eligibility violation training for Governing Board and Policy Council members per the performance standard.

- Engagement and Operations Manager Report - Jennifer Torres reported about the upcoming events LIFT and Recycle the Warmth on 12/5 and the Children's Christmas Festival on 12/20.

- Program and Administration Manager Report - Amanda Blake reviewed the education report and noted that the data would vary each month. Under disability services, she explained that the percentages reflected the children with IEPs and IFSPs at the beginning of the year and did not include pending referrals from the previous year.

- Parent Engagement - Mike Lindsey reported the Shasta College Field trip was a success and he is continuing to recruit Policy Council members.

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

- Human Resource Coordinator Report - Mayra Heredia reported the walk-in Wednesday on November 12th was a success. She is waiting on 8 pre-employment packets to be returned.

7. CORRESPONDENCE

Tori Prest updated the Governing Board and Policy Council on a recent email from our program specialist, reporting they are back to work, and they will be in touch soon with regularly scheduled calls.

8. COMMUNITY AWARENESS & OTHER ANNOUCEMENTS

None

9. OLD BUSINESS

CCTR Contract Monitoring Initial Visit Report – Tori Prest reviewed the report prepared by Child Care and Development Division staff member, Jennifer Patrick regarding the onsite monitoring visit on October 22-23, 2025. The report shows areas of Technical Assistance that will be provided by Jennifer Patrick as our program updates policies and procedures to meet CCTR standards. The first zoom follow up is scheduled for 11/14/25 with final remote follow up scheduled for 12/5/25.

10. NEW BUSINESS

None

11. CLOSED SESSION *

2:34 P.M.

12. ADJOURNMENT

Tina Hale, Governing Board Chairperson, adjourned the joint meeting at 2:50 P.M.

THE NEXT GOVERNING BOARD POLICY COUNCIL JOINT MEETING is scheduled for THURSDAY December 18th, 2025.