# *Northern California Child Development, Inc.*

Head Start & Early Head Start Programs

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

**GOVERNING BOARD MEETING**

October 29th, 2024
1:33 p.m. to 2:49 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

## Agenda

1. **INTRODUCTIONS/ATTENDANCE** – *Governing Board Members in attendance*: Barbara Weaver, Dena Blaine, Heidi Mendenhall, Karina Velasquez, Tina Hale
   *Staff in attendance*: Ashley Williams, Jennifer Torres, Joy Amaro, Mayra Heredia, Mike Lindsey, Tori Prest.
   *Attendance over Zoom*: None
   The Service Area Reports were skipped for this meeting because of time constraints.

**2. REVIEW OF ANNUAL CALENDAR**

2. **NCCDI MISSION MOMENT**- Joy Amaro stated that Spooktacular had a great turnout and mentioned that this year was Charlene Smith's first year as the Co-Chair with Jennifer Torres and will be the Chair next year. Tori Prest thanked Jenniffer Torres for being the Chair for so many years.
3. **ADDITIONS TO AGENDA**-

* **5. ACTION ITEMS** *

**Acceptance of September Meeting Minutes-** Heidi Mendenhall Governing Board Chairperson requested a motion to accept September's Meeting Minutes. *Tina Hale made a motion to accept Septembers Meeting Minutes. Karina Velasquez seconded; the motion was accepted.*

**Consent Agenda**

**-Eligibility, Recruitment, Selection, Enrollment, Attendance Report**- Jennifer Torres reported that Head Starts attendance for the first full month looked good. Jennifer also stated that a majority of the families in the program are on public assistance and the centers are fully enrolled.

**-Child and Adult Care Food Program Report**- (No report this month)

**-Chief Financial Officer Report-** (No report this month)

**-PMS Draw down Report**- (No report this month)

Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept the ERSEA report. *Tina Hale made a motion to accept the ERSEA Report. Karina Velasquez seconded; the motion was accepted.*

* **200 S. Main St. Lease Agreement-** Joy Amaro reviewed the lease. She stated that the lease is for a 5-year term and the rent is $2,900 a month but there will also be a tax donation given for $2000 for the first three months then the three months following it will be for $1500.

  Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept the **200 S. Main St. Lease Agreement.** *Tina Hale made a motion to accept the 200 S. Main St. Lease Agreement***.** *Karina Velasquez seconded; the motion was accepted.*

* **Health & Safety Screener-** Tori Prest reviewed the survey. Tori stated this report is mandated by the office of Head Start. The survey questions are regarding the Facilities, Equipment & Materials, Policies and Procedures, Active Supervision and Human Resources. Tori stated she sent out the survey to all the site supervisors and they answered the questions with a yes.

  Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept the Health & Safety Screener. *Tina Hale made a motion to accept the Health & Safety Screener***.** *Karina Velasquez seconded; the motion was accepted.*

  **Governing Body Screener-** Joy Amaro reviewed the screener and stated that the screener outlines all the responsibilities the Governance and Leadership are required to fulfill throughout the year. Joy pointed out that the Screener states there needs to be a member with a fiscal and accounting background and an attorney, but NCCDI uses consultants instead. And there are no areas of concern.

  Heidi Mendenhall, Governing Board Chairperson, requested a motion to accept the Governing Body Screener. *Tina Hale made a motion to accept the Governing Body Screener. Karina Velasquez seconded; the motion was accepted.*

6. **EXECUTIVE DIRECTOR'S REPORT**

7. **SERVICE AREA REPORTS**

- **Birth to 5 Director Report**
- **Education Manager Report**
- **Health & Nutrition Manager Report**
- **Parent Engagement Report**
- **Family Visitation Report**
- **Human Resource Manager Report**

8. **CORRESPONDENCE**- Joy Amaro stated that she met the Program Specialist in Hawaii. The Program Specialist stated that a letter had arrived that stated that everything from the embezzlement has been waived and NCCDI is free from any liability.
9. **COMMUNITY AWARENESS & OTHER ANNOUCEMENTS-** Jennifer Torres stated that night there was to be a City Council Meeting to discuss the homeless situation.
10. **OLD BUSINESS**
11. **NEW BUSINESS**
12. **CLOSED SESSION-** Yes there was a closed session and action taken.
13. **ADJOURNMENT-** Heidi Mendenhall Governing Board Chairperson, adjourned the meeting at 2:49 p.m.