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

September 24th, 2024
12:15p.m. to 2:31p.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** – *Governing Board Members in attendance*: Barbara Weaver, Dioselina Esquivel(arrives @ 12:25pm), Elizabeth Carney, Heidi Mendenhall, Karina Velasquez

   Staff in attendance: Ashley Williams, Jennifer Torres, Joy Amaro, Katherine Ramos, Liz Lethbridge, Mayra Heredia, Mike Lindsey, Tori Prest

   Attendance over Zoom: NO

2. **REVIEW OF ANNUAL CALENDAR**- Joy Amaro gives an oral report. She states the health and safety certification as well as the certification for Governing Board is approaching.

3. **NCCDI MISSION MOMENT**- Joy Amaro states that on Sept 20th the Dutch Bros in Corning allowed NCCDI to receive a dollar from every drink that was sold to be used for only the Corning centers. Last week was the end of the Policy Council and the members were honored with certificates. Also, recruitment for new Policy Council members is underway.

4. **ADDITIONS TO AGENDA**- Yes, Joy Amaro adds Approval Contractual Agreement to the Action Items.

* **5. ACTION ITEMS ***

Acceptance of August Minutes- Heidi Mendenhall Chairperson makes a motion to accept the August Meeting Minutes. *Elizabeth Carney made a motion to approve the August Meeting Minutes. Dio Esquivel seconded; the motion was accepted.*

Consent Agenda

-Eligibility, Recruitment, Selection, Enrollment, Attendance Report- Jenniffer Torres reviews the report. She states 42% of the Head Start families are on public assistance and out of the 42% half are on Cal fresh.

-Child and Adult Care Food Program Report-No Report
-Chief Officer Report-Katherine Ramos reviews the report.
-PMS Draw down Report-Katherine Ramos reviews the report.
Heidi Mendenhall Chairperson makes a motion to accept the Consent Agenda. *Elizabeth Carney made a motion to approve the Consent Agenda. Dio Esquivel seconded; the motion was accepted.*

* **Happy Trails Lease Agreement**- Joy Amaro reviews the lease agreement she states the lease term is for three years and the rent has increased by $900 a month. The new lease agreement goes into effect in October. Also, verbiage was included for an exit clause.
Heidi Mendenhall Chairperson makes a motion to accept the Happy Trails Lease Agreement. *Dio Esquivel made a motion to approve the Happy Trails Lease Agreement. Liz Carney seconded; the motion was accepted.*

* **2025-26 CFA Resolution-** Tori Prest reviewed the report She states the resolution gives Joy Amaro and herself permission to be signers. Heidi Mendenhall Chairperson makes a motion to accept the 2025-26 CFA Resolution. *Dio Esquivel made a motion to approve the 2025-26 CFA Resolution. Karina Velasquez seconded; the motion was accepted.*

* **PIR HS 23-24-** Joy Amaro reviewed the report. She stated the program year for 23-24 funded. slots for 117 children in Head Start. The report captured everything from cognitive development, education, housing services, family involvement, statistics and wrap around support services. This government mandated report is to try to end the cycle of families in poverty.
Heidi Mendenhall Chairperson makes a motion to accept the PIR HS 23-24. *Heidi Mendenhall makes a motion to approve the PIR HS 23-24. Dio Esquivel seconded; the motion was accepted.*

PIR EHS 23-24- Joy Amaro reviewed the report. She stated the program year for 23-24 funded slots for 123 children in Early Head Start. The report is very detailed and has the figures from all the data that was collected throughout the year. Joy states that they will be looking at this data for the 5-year program goals.
Heidi Mendenhall Chairperson makes a motion to accept the PIR EHS 23-24. *Heidi Mendenhall makes a motion to approve the PIR HS 23-24. Dio Esquivel seconded; the motion was accepted.*

* **Fixed Asset Disposal**- Joy Amaro reviewed. She stated four vehicles are to be taken to the junk yard and 9 more need to be disposed of by being privately sold or traded in. Heidi Mendenhall Chairperson makes a motion to accept the Fixed Asset Disposal. *Dio Esquivel made a motion to approve the Fixed Asser Disposal. Karina Velasquez seconded; the motion was accepted.*

* **Approval Contractual Agreements-** Joy Amaro reviews the agreement. Joy states that she would like to increase the contract/purchases over what is currently stated. The Governing Board agrees to increase the dollar amount to $5,000 and decrease the need for three bids under $9,999 with the approval of the Governing Board.

  Heidi Mendenhall Chairperson makes a motion to accept the Approval Contractual Agreement with the added line of $5,00-$9,999 and verbiage that goes with it. *Heidi Mendenhall made a motion to approve the Agreement with the added line of $5,000-$9,999 and verbiage that goes with it. Liz Carney seconded; the motion was accepted.*

6. **EXECUTIVE DIRECTOR'S REPORT**– Joy Amaro states she is working with Cluster 8 to bring Juli Kurtz who specializes in trauma to the Cluster 8 Collaborative Training. And NCCDI is sending 75 staff and Policy Council members to the training. Also, the CCTR contract was awarded. And a building was selected for the centralized kitchen. Also, new signages will be needed for almost all the centers.

7. **SERVICE AREA REPORTS:**

8. **Community Engagement Report-**Trivia Night is on Oct 5th for meals on wheels. Spooktacular is on October 26th at the fairgrounds.

9. **Birth to 5 Director Report-**Tori Prest reports that she has been training Liz the new Nutrition Coordinator. And staff is getting training in Family Services Component and the goal is to have it done within 60 days. The information will be shared. And teachers are working on their permits. Also, Miss Deb from the Corning Center and Tina Hale from Governing Board have helped in getting a meeting with the Senior Center in Corning to see if seniors are interested in volunteering in classrooms. Deb also has grandparents coming to garden with the kids. And the Quilt Guild made 100 quilts. Tori also talks about the aprons made for kids with autism.

10. **Education Manager Report-**No Report

- **Health & Nutrition Manager Report-**No report

- **Parent Engagement Report-** Mike Lindsey states that In- Kind was met for the end of the Fiscal year in August. Dadurday will be on Saturday sept 28th. Also, recruitment for new policy Council members has begun. And Mike has met with the presenter for the Parents Choice Conference.

- **Family Visitation Report –**Joy Amaro reports that the FVC is transitioning from one database to another.

- **Human Resource Manager Report –**Tori Prest states that new teachers have been hired. Joy states that NCCDI is fully staffed, and insurance is being worked on through ADP. And tomorrow is a meeting with the Financial Advisor. Also, there is someone in the payroll department being trained and two temps are also being trained.

11. **CORRESPONDENCE**-Joy states that NCCDI has a new Center Specialist.

12. **AWARENESS & OTHER ANNOUCEMENTS-** Rancho Tehama will have a Tail Gate and anyone can attend. A Meeting with the School Coordinators at the Community Center.

13. **OLD BUSINESS-**None

14. **NEW BUSINESS-**
Head Start Program Performance Standards- Timeline for Compliance with Updated Requirements
Joy reviews the report. Joy states the report has the new performance standards as well as the implementation timeline.

15. **CLOSED SESSION**- None

16. **ADJOURNMENT** Heidi Mendenhall Chairperson adjourned the Governing Board meeting at 2:31 p.m.