NORTHERN CALIFORNIA CHILD DEVELOPMENT, INC.

220 Sycamore St. Suite 200, Red Bluff, CA 96080
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Enrich Children's Lives; Empower families; Engage our Community

GOVERNING BOARD MEETING ZOOM

September 26th, 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-

Members: Daniel Buchanan, Dena Blaine, Elizabeth Carney, Tina Hale, Melanie Wilson
Staff: Amanda Blake, Larissa Heredia, Tori Prest

2. ACTION ITEMS *

Prior Experience and Degree Evaluation for Glen Johnson- Tori Prest presented the request for Governing Boards approval of Glen Johnsons 20+ years of experience and noting the equivalency of a CPA to a master's degree level of education on the NCCDI Salary Schedule.

- Tina Hale, Governing Board Chairperson, requested a motion to accept the Prior Experience and Degree Evaluation for Glen Johnson. *Daniel Buchanan moved to accept the* Prior Experience and Degree Evaluation for Glen Johnson. *Dena Blaine seconded; the motion was approved.*

Job Descriptions- Tori Prest presented new job descriptions to the Governing Board for approval

- Program and Administration Manager/Head Start Director
  - This is Amanda Blake current position.
  - Tina Hale, Governing Board Chairperson, requested a motion to accept the Program and Administration Manager/Head Start Director position. *Melanie Wilson moved to accept the* Program and Administration Manager/Head Start Director position. *Daniel Buchanan seconded; the motion was approved.*

- Engagement and Organizational Operations Manager
  Jennifer Torres current position.

- Tina Hale, Governing Board Chairperson, requested a motion to accept the Engagement and Organizational Operations Manager position. *Melanie Wilson moved to accept the* Engagement and Organizational Operations Manager position. *Daniel Buchanan seconded; the motion was approved.*

- Child Development and Health Manager
  - Charlene current position.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the Engagement and Organizational Operations Manager position. *Melanie Wilson moved to accept the* Engagement and Organizational Operations Manager position*. Daniel Buchanan seconded; the motion was approved.*

- Disabilities and Coordinated Services Manager
  - Winona current position,

    Tina Hale, Governing Board Chairperson, requested a motion to accept the Disabilities and Coordinated Services Manager position. *Dena Blaine moved to accept the* Disabilities and Coordinated Services Manager position*. Melanie Wilson seconded; the motion was approved.*

- Program Governance - Annual Planning Cycle- Tori Prest presented the updated annual planning cycle document that will be added to all Governing Board Members manuals, this living document details all federal reporting including but not limited to SF425, SF428 and SF429 fiscal reporting. The Governing Board will review this document monthly to ensure NCCDI Leadership is up to date with reporting.
  - Transparency is greatly appreciated.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the Program Governance - Annual Planning Cycle. *Melanie Wilson moved to accept the* Program Governance - Annual Planning Cycle*. Daniel Buchanan seconded; the motion was approved.*

- Updated Accrual Rates – Amanda Blake presented the updated accrual rates for full-year staff and noted that part-year accrual rates remain unchanged. She also proposed that a new classification, Full-Year Center-Based, be added. Vacation accrual for this group is the same as part-year staff, but they will have higher accrual caps and receive closure days.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the Updated Accrual Rates. *Daniel Buchanan moved to accept the* Updated Accrual Rates*. Dena Blaine seconded; the motion was approved.*

- Full Year Center Based Classification- Amanda Blake presented.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the Full Year Center Based Classification. *Melanie Wilcon moved to accept the Full Year Center Based Classification. Dena Blaine seconded; the motion was approved.*
- Single Audit Report- Tori Prest presented the Financial Statements and Independent Auditors' Reports Single Audit of the year that ended August 31, 2024 for approval.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the Single Audit Report. *Dena Blaine moved to accept the* Single Audit Report*. Melanie Wilson seconded; the motion was approved.*

- CDE/CDSS June 30 Audit- Tori Prest presented the CDE/CDSS financial statements and supplemental information with independent auditor's report for the year ending June 30, 2024.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the CDE/CDSS June 30 Audit. *Melanie Wilson moved to accept the CDE/CDSS June 30 Audit. Dena Blaine seconded; the motion was approved.*

- Head Start Director Recommendation- Tori Prest discussed the requirement of agencies to have an appointed Head Start Director, it aligns perfectly with the Program and Administration Manager position. Tina Hale, Governing Boad Chairperson is recommending to the Board that Amanda Blake be approved for recommendation as a Key Hire to the Office of Head Start as the Head Start Director for NCCDI.

  Tina Hale, Governing Board Chairperson, requested a motion to accept the Head Start Director Recommendation. *Melanie Wilson moved to accept the Head Start Director Recommendation. Dena Blaine seconded; the motion was approved.*

Adjournment: 11:56am

THE NEX THE NEXT GOVERNING BOARD MEETING is scheduled for Tuesday October 28th, 2025.