

*Northern California Child Development, Inc.*

**Head Start & Early Head Start Programs**

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**GOVERNING BOARD MEETING MINUTES**

220 SYCAMORE STREET, SUITE 200

RED BLUFF, CA 96080

March 22nd, 2017

12:15 p.m. – 1:45 p.m.

Chairperson, Linda J. Lucas, called the March 2017 Governing Board meeting to order at 12:19 p.m.

Linda welcomed everyone, introductions were made, and roll was taken.

1. **ATTENDANCE**

*Members in attendance*: Linda J. Lucas, Martha Dixon, Bethany Sherrick, Phyllis Avilla, Alejandra Beltran, Sarah Wolf, Tara Loucks-Shepherd

*Members that were missed:* Natalie Beeman

*Guests:* None

A quorum was met.

*Staff in attendance:* Ashley Williams, Jennifer Torres, Kelly May, Rosie Flores-Wilfong, Tina Robertson, Tori Prest, Mike Lindsey, Brian Heese

1. **NCCDI MISSION MOMENT**

A Mission Moment was not presented this month.

1. **ADDITIONS TO AGENDA**

Audit Report – Randolph Scott and Associates auditor will review the audit via telephone at 12:30 p.m.

1. **REVIEW PLANNING CYCLE CALENDAR**

Brian is working on revising Planning Cycle Calendar and will hopefully be completed by the April meeting.

This month the self-assessment, fiscal audit and program options will be added to the calendar.

1. **ACTION ITEMS**

\*Approval of Minutes

Linda J. Lucas requested a motion to approve the February 2017 Governing Board Minutes as presented. *Martha Dixon made a motion to approve the February 2017 meeting minutes, Bethany Sherrick seconded; Tara Loucks-Shepherd abstained, the motion carried.*

\*ERSEA Report

Jennifer noted that the program was fully enrolled in February. Head Start is fully enrolled with 13% of slots being children with IEPs. EHS is fully enrolled with 18% of slots being children with IFSPs. Re-enrollment letters/re-enroll contacts are going out today and tomorrow for the 2017-2018 school year. Tehama Center had great attendance for February despite flooding. We are working to improve CC/BB infant side attendance. *Phyllis Avilla made a motion to approve the March 2017 ERSEA Report as presented, Martha Dixon seconded; motion carried.*

\*RANDOLPH SCOTT AUDIT REPORT VIA CONFERENCE CALL

Scotty from Randolph Scott & Associates presented the audit report via a conference call. It was a clean audit, but he shared his concerns over the State Pre-K program and NCCDI’s ability to earn its full contract.

*The approval was tabled until the April 26th, 2017 meeting.*

*\**Early Head Start School Readiness Goals – Tori presented the second assessment results; children have made growth this year compared to last. Young toddlers within Cog-2, Goal 4 only saw 22% growth.

*Martha Dixon made a motion to approve the Early Head Start School Readiness Goals update, Bethany Sherrick seconded; motion carried.*

\*2016-2017 Self-Assessment

Brian noted that the Self- Assessment process is open to each program to develop as they see fit. Some programs use the Federal monitoring review protocols. A system of assessment didn’t exist until last year. For this year, the area of focus will be leadership and governance. Last year we focused on data to be completed via focus groups. Board members noted their appreciation of the new process and focus on a different area than last year’s assessment. *Phyllis Avilla made a motion to approve the Self-Assessment Process, Bethany Sherrick seconded; motion carried.*

\*2017-2018 Head Start and Early Head Start Program Options

Brian explained the form presented and highlighted the differences proposed. Rosie explained the proposed Head Start Home Base plan. Board members received the information very positively. *Martha Dixon made a motion to approve the 2017-2018 Program Options, Phyllis Avilla seconded; motion carried.*

\*File Monitoring Report

Early Head Start staff is waiting on information from Lassen Medical to complete missing items.

Six Head Start Parent Conference Summaries are missing. Three had been conducted but not filed and three were rescheduled. *Martha Dixon made a motion to approve the File Monitoring Reports for March 2017, Bethany Sherrick seconded; motion carried.*

\*CACFP Meal Counts Report

Kelly reviewed the California Adult Child Food Program Report. There were 7,626 meals, for a total reimbursement of $17,053.08. *Phyllis Avilla made a motion to approve the CACFP Meal Counts Report, Martha Dixon seconded; motion carried.*

\*Chief Fiscal Officer Report

Kelly reviewed the Fiscal Report/Narrative, Statement of Activity for Head Start, Early Head Start and Program Wide, the Check Register Report, and the In-Kind Report. We are over budget in Salaries. Reclassification of CACFP expenses to Head Start/Early Head Start will be done. We are at 104% of In-Kind needed, mostly due to the state contract. A portion of the Fiscal Report is included in the printed packet for your review. The complete Fiscal Report was included in the emailed packet. *Bethany Sherrick made a motion to approve the February 2017 Fiscal Report, Phyllis Avilla seconded; motion carried.*

1. **EXECUTIVE DIRECTOR’S REPORT** – Brian did not have a report this month.
2. **SERVICE AREA REPORTS**

Directors did not verbally report out this month.

1. **CORRESPONDENCE** – Brian opened the floor to questions regarding the letter of response to the state.

Also included in Correspondence is a funding guidance letter. Funding has not changed.

Rosie noted Brian’s work on program options and his flexibility and willingness to be creative.

1. **POLICY COUNCIL REPORT**

Bethany Sherrick, Policy Council Chairperson, shared that the Corning Library project has been approved, and items for the reading center have been ordered. Community Development Funds were used for this project.

1. **COMMUNITY AWARENESS ISSUES**

Phyllis announced the Cinco de Mayo event to be held May 6th, at the Tehama County Fair Grounds in Red Bluff. She extended an invitation to join in the planning of this event.

She also announced a training for home visiting here at NCCDI on April 5th, 2017, 9:00 a.m. to 4:30 p.m. by strategiesca.org.

April is the month of the young child.

Shasta College open enrollment begins March 30th, 2017.

1. **UNFINISHED BUSINESS**

There was no Unfinished Business this month.

1. **NEW BUSINESS**

There was no New Business this month.

1. **ANNOUNCEMENTS**

There were no Announcements this month.

1. **CLOSED SESSION**

There was no Closed Session this month.

1. **ADJOURNMENT**

Linda J. Lucas, the Chairperson, adjourned the meeting at 2:30 p.m.

Submitted by,

Beth Janes

Administrative Assistant

Governing Board meetings are *usually* held on the 4th Wednesday of each month.

**THE NEXT MEETING IS SCHEDULED FOR Wednesday, April 26, 2017**