

*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

May 24, 2017

12:15 p.m. – 1:45 p.m.

Chairperson, Linda J. Lucas, called the May 2017 Governing Board meeting to order at 12:20 p.m.

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

1. **ATTENDANCE**

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

*Members that were missed:* Natalie Beeman, Tara Loucks-Shepherd

*Guests:* None

A quorum was met.

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

1. **NCCDI MISSION MOMENT**

\*Brian updated the end of the year celebrations’ schedule for the centers; Bright Horizon’s Center will combine all the classes into one celebration instead of two.

\*Policy Council Members, parents, and staff presented the Community Development Funds check to Tehama County Librarian, Sally Ainsworth, at the Board of Supervisor’s Meeting on June 6th, 2017.

\*Congratulations to Martha Dixon. She graduated from Shasta College with an AA degree. Martha is a past parent of a Happy Trails Head Start child. She plans to continue her college education to obtain her BA.

\*Brian noted the five-year goal to increase funding by one million dollars. That goal is nearer to being attained. The Department of Social Services selected NCCDI as the new grantee for the Family Visitation Program. We will begin services on July 3rd, 2017.

**ADDITIONS TO AGENDA**

There were no additions to the agenda this month. Brian noted that a consent agenda is included for ERSEA, File Monitoring, CACFP and Fiscal Reports.

1. **PROGRAM GOVERNANCE REPORT SCHEDULE**

The regular monthly reports were presented.

1. **ACTION ITEMS**

\*Approval of Minutes

Linda J. Lucas requested a motion to approve the April 2017 Governing Board Minutes. *Martha Dixon made a motion to approve the April 2017 meeting minutes with the correction, Phyllis Avilla seconded; motion carried.*

\*Special Meeting Minutes

Linda J. Lucas requested a motion to approve the April 2017 Governing Board Special Meeting Minutes. *Martha Dixon made a motion to approve the April 2017 Governing Board Special Meeting Minutes, Phyllis Avilla seconded, motion carried.*

\*ERSEA Report – Jennifer reviewed the ERSEA Report for April. *Phyllis Avilla made a motion to approve the April ERSEA Report, Martha Dixon seconded, motion carried.*

\*Consent Agenda

\*File Monitoring Report

\*CACFP Meal Counts Report

\*Chief Fiscal Officer Report

*Bethany Sherrick made a motion to approve the Consent Agenda, Martha Dixon seconded; motion carried.*

\*Early Head Start Curriculum approval

Tori requested approval of the new curriculum, High Scope. It meets the requirements of the new Head Start Standards. This curriculum is very user-friendly. *Bethany Sherrick made a motion to approve the High Scope Early Head Start Curriculum, Martha Dixon seconded; motion carried.*

\*Revised Program Options for 2017/18

Brian and Rosie requested approval of possible program options changes due to the Tehama County Department of Education, Special Education Department wanting to collaborate with NCCDI to have a full inclusion classroom in Tehama. A meeting will be held with the Department of Education on May 31, 2017. After the meeting, they will know if changes need to be made to the original 2017/18 Program Options. *Bethany Sherrick made a motion to approve the Revised Program Options for 2017/18, Martha Dixon seconded; motion carried.*

\*Self-Assessment Report

Brian presented the 2016/2017 Self-Assessment Report. He stated his appreciation of the Governing Board participating in the Self-Assessment. Brian explained why the format for the Self-Assessment has changed. He reviewed the strengths and weaknesses of the agency that were found during the assessment. He also reminded the Governing Board Members of training resources available to them. *Martha Dixon made a motion to approve the Self-Assessment Report, Bethany Sherrick seconded; motion carried.*

\*2017-2018 Budget

Kelly presented the 2017-2018 budget for our programs. She reviewed all budget categories, including those that were under or over what was budgeted for last year. *Martha Dixon made a motion to approve the 2017-2018 Budget, Bethany Sherrick seconded; motion carried.*

\*Use of Head Start & Early Head Start Cost of Living Allowance (COLA)

Brian noted how the (Cost Of Living Allowance) COLA would be disbursed to the staff after September 1, 2017. *Phyllis Avilla made a motion to approve the Use of Head Start & Early Head Start Cost of Living Allowance (COLA), Martha Dixon seconded; motion carried.*

\*Head Start /Early Head Start Grant Certification

Brian requested approval of the Head Start/Early Head Start Grant Certification that will be included in the annual grant application*.* All documents that are included in the grant application have been approved by Policy Council and Governing Board throughout the year. They are recorded on the Program Governance Report Schedule. *Bethany Sherrick made a motion to approve the Head Start /Early Head Start Grant Certification, Martha Dixon seconded; motion carried.*

\*Governing Board Resolution

Brian reminded the board that the documents to be included in the grant application have all been approved throughout the past year. *Bethany Sherrick made a motion to approve the Governing Board Resolution, Phyllis Avilla seconded; motion carried.*

\*Job Descriptions for Family Visitation Project

Ashley presented the job descriptions for the Family Visitation Project.

~Family Visitation Manager – This will be an hourly position, and will supervise two case workers.

~Family Visitation Case Worker -This is an hourly position. *Phyllis Avilla made a motion to approve the Job Descriptions for the Family Visitation Project, Bethany Sherrick seconded; motion carried.*

\*Selection of Auditor

Kelly reviewed the process used to select an auditor. She shared the scoring system and each auditor’s scores. She will be conducting reference checks and will be asking many questions and checking references of the two companies we have not used previously. *Phyllis Avilla made a motion to approve the Selection of an Auditor, Martha Dixon seconded; motion carried.*

1. **EXECUTIVE DIRECTOR’S REPORT** – Brian did not have a written report this month but presented the Mission Moment at the beginning of the meeting. He will have more to discuss with the board in closed session.
2. **SERVICE AREA REPORTS**

* Enrollment & Recruitment Report – Jennifer stated that the Community Assessment Survey was released on Monday in preparation for the annual Community Assessment to be completed by January 2018.
* Head Start/State Preschool Director Report – Rosie received the CLASS scores for the last part of the school year.
* Early Head Start Director Report – Tori noted that our EHS program has one confirmed child with norovirus. Attendance for both staff and children will be lower with this very contagious virus going around. Tori did not have a written report this month.
* Family and Community Outreach Director Report – Tina’s written report is included for your review.
* Parent and Father Engagement Coordinator Report – Mike’s written report is included for your review.
* Human Resources Manager Report – Ashley shared that the Employee Engagement Committee did an outstanding job planning the End of the Year Staff Celebration.

Hayley is training a new Substitute Cook.

1. **CORRESPONDENCE**

Brian noted that the Program Instruction Letter: FY 2017 Head Start Funding Increase is included in the packet.

1. **POLICY COUNCIL REPORT**

There was no report this month.

1. **COMMUNITY AWARENESS ISSUES**

Phyllis Avilla noted that Strategies 2.0 would be holding trainings and they are; Culturally Competent Professional, Latino Outreach will sponsor training, Trauma Informed, Cronic Child Neglect, Father Involvement. These trainings are at no cost to the attendees.

Linda J. Lucas noted that ATV would be holding an open house at the new offices and duplexes the second week in July 2017.

Martha Dixon pointed out that Shasta College ECE Department has a class available on Childhood Trauma.

1. **UNFINISHED BUSINESS**

There was no Unfinished Business this month.

1. **NEW BUSINESS**

There was no New Business this month.

1. **ANNOUNCEMENTS**

There weren’t any announcements this month.

1. **CLOSED SESSION**

A Closed Session was held this month.

1. **ADJOURNMENT**

Linda J. Lucas, the Chairperson, adjourned the meeting at 2:37 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, June 28, 2017**