

*Northern California Child Development, Inc.*

**Head Start & Early Head Start Programs**

**220 Sycamore St., Suite 200, Red Bluff, CA 96080**

**(530) 529-1500 FAX: (530) 529-1560**

**Web site www.nccdi.com Email headstart@nccdi.com**

**GOVERNING BOARD MEETING MINUTES**

220 SYCAMORE STREET, SUITE 200

RED BLUFF, CA 96080

August 23, 2017

12:15 p.m. – 1:45 p.m.

Chairperson, Linda J. Lucas, called the August 2017 Governing Board meeting to order at 12:15 p.m.

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

1. **ATTENDANCE**

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

*Members that were missed:* Sarah Wolf, Natalie Beeman

*Guests:* None

A quorum was met.

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

1. **NCCDI MISSION MOMENT**

There is no Mission Moment this month.

1. **ADDITIONS TO AGENDA**

There are no additions to the agenda this month.

1. **PROGRAM GOVERNANCE REPORT SCHEDULE**

 The regular monthly Consent Agenda is included.

1. **ACTION ITEMS**

\*Approval of Minutes

Linda J. Lucas requested a motion to approve the July 2017 Governing Board Minutes*. Phyllis Avilla made a motion to approve the July 2017 meeting minutes, Bethany Sherrick seconded; motion carried.*

\*Consent Agenda

\*ERSEA Report-Jennifer Torres

\*File Monitoring Report -No report for the month of July

\*CACFP Meal Counts Report – No report for the month of July

\*Chief Fiscal Officer Report – Kelly May

*Phyllis Avilla made a motion to approve the Consent Agenda as presented; Tara Loucks Shephard seconded; motion carried.*

~ Fraud Policy Self-Assessment for the Year Ended August 31, 2017 – Brian Heese, Executive Director, stated that our new auditing company requested the Governing Board complete a questionnaire. The Governing Board By-Law Committee will meet on September 1st, 2017 to review and complete the questionnaire for the new audit company. No action was taken.

~ Enrollment/Recruitment Coordinator Job Description – Ashley Williams, Human Resources Manager, presented a new job description for the new position for Enrollment/Recruitment Coordinator. Governing Board decided that they do not need to approve updates or changes to an already existing position. No action was taken.

~ Employee Handbook Revision regarding Vacation Accrual - Ashley Williams, Human Resources Manager, presented and explained why changes regarding Vacation Accrual for Extended Year employees, is necessary. *Phyllis Avilla made a motion to approve the Employee Handbook Revision regarding Vacation Accrual, Bethany Sherrick seconded; motion carried. Alejandra Beltran voted dissension.*

~Revision of Policy Council By-Laws regarding Composition of Policy Council – The Governing Board determined that it is only responsible for overseeing the composition of the Policy Council in the Policy Council By-Laws. With the changes in the Head Start Standards, the current composition of the Policy Council By-Laws needed to be changed. The composition is now one representative for every fiftieth child in the program with three community members to comply with the new Head Start Standards. *Bethany Sherrick made a motion to approve the composition of the members of the Policy Council as stated in the Policy Council By-Laws draft, Phyllis Avilla seconded; motion carried.*

1. **EXECUTIVE DIRECTOR’S REPORT** – Brian gave an oral report. He noted that our grant application had been moved forward and approved. The Program Improvement funds request has been moved forward also.

The staff that has not already started back to work will return on August 25th. Two all-staff meetings are scheduled for Friday, August 25th and September 1st. School will start on September 5th at all centers.

A back to school open house will be held August 30th at all the centers. The open house is replacing the Parent Orientation that was held in previous years.

The preparation of the downstairs suites 101 and 102 is moving forward slowly. Many plans are being made to improve the downstairs lobby.

Brian, the directors, and managers will be focusing on strategic planning for the next 6 to 8 months at their Tuesday Director’s Meetings. He invited the Governing Board Members to participate if they would like to.

1. **SERVICE AREA REPORTS**
* Enrollment & Recruitment Report – Jennifer announced that October 20th is the Parents Choice Conference at the Red Bluff Community Center on Kimball Avenue. The focus of this year’s conference is “Family Wellbeing.”

The Kids Spooktacular will take place on October 28th, from 10 a.m. to 2 p.m. in the Riverside City Park in the south parking area. Many vendors from the community will be available with information. Vendor applications for the Spooktacular are being accepted.

ERSEA participated in the Tail Gate Food Giveaway in Corning and had a NCCDI recruitment booth at Shasta College Tehama Campus.

* Head Start/State Preschool Director Report – Rosie did not have a written report this month or anything to add at this time.

* Early Head Start Director Report –Tori did not have a written report this month. She noted that EHS Staff returned to work on Monday, August 21st, 2017. Staff is excited to be back to work.
* Nutrition Manager Report – Tina’s written report is included in this month’s packet. Tina submitted an application to the north state food bank in Oroville to offset the cost of food for our centers. The North State Food Bank will soon be partnering with Tehama County Gleaners which make it much more convenient to use the North State Food Bank products.

Tina noted that the Food Service Workers would return to work on August 24th, 2017.

* Parent and Father Engagement Coordinator Report –Mike noted all the classes at the Parent’s Choice Conference would be available in Spanish and English. The conference theme is “Family Wellbeing.” The keynote speaker for the conference is Amanda Blake, Early Head Start Mentor Teacher at NCCDI. It takes place on October 20th, 2017, from 8 a.m. to 2 p.m. at the Red Bluff Community Center on Kimble Road. A Fatherhood Conference is scheduled in January 2018. There is more information to come. Mike’s written report is included for your review.
* Human Resources Manager Report – Ashley gave an oral report this month. There were six new hires, four resignations, and two transfers during the past month. She made note that the Tehama County Probation Department assisted Ken Ball, NCCDI Maintenance, to turn the Softfall in the center playgrounds. An open enrollment meeting for employee benefits will take place on August 25th. The MaxWell software program will help staff in choosing their individual benefit coverage with much less confusion than with paper applications.
1. **CORRESPONDENCE**

There was no correspondence this month.

1. **POLICY COUNCIL REPORT**

Bethany Sherrick, Policy Council Chairperson, noted that the last Policy Council meeting for the current council members would be September 21st, 2017. Policy Council By-Laws were also approved.

1. **COMMUNITY AWARENESS ISSUES**

CHIP Housing Flyers were included in this month’s packet.

1. **UNFINISHED BUSINESS**

There was no Unfinished Business this month.

1. **NEW BUSINESS**

There was no New Business this month.

1. **ANNOUNCEMENTS**

\*Applications for vendor participation in the Kids Spooktacular are being accepted.

1. **CLOSED SESSION**

There was a Closed Session this month.

1. **ADJOURNMENT**

Linda J. Lucas, the Chairperson, adjourned the meeting at 1:45 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, September 27, 2017**