

*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

September 26, 2018

12:15 p.m. – 1:45 p.m.

Chairperson, Linda J. Lucas, called the September 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, Tara Loucks-Shepherd, Drew Chevere

*Members that were missed:* Alejandra Beltran

*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**

Brian shared that NCCDI was selected as the 2018 Nonprofit Champions for Youth recipient at the Breakfast of Champions sponsored by the United Way of Northern California. United Way of Northern California covers nine north state counties from which they received nominations. Brian, Linda J. Lucas, and Jennifer Torres were in attendance to accept the award for NCCDI.

Jennifer shared the effectiveness of our social media. Jennifer recently posted to our Facebook page an update on the NCCDI van that had its wheels and tires stolen over a recent weekend. That post has had over16,000 views. Brian is working with Dignity Health, the property owner, to have a fence installed to thwart the ongoing vandalism in our parking lot.

1. **ADDITIONS TO AGENDA**

There were no additions to the agenda this month.

1. **PROGRAM GOVERNANCE REPORT SCHEDULE**

 The regular monthly Consent Agenda items have been updated. Based on a suggestion from the Training & Technical Assistance Office, the description of the Monthly Enrollment/Attendance Report has been updated to include chronic absenteeism and ERSEA eligibility training. These items have been in practice but are now included on the schedule.

1. **ACTION ITEMS**

\*Approval of Minutes

Linda J. Lucas requested a motion for approval of the August 2018 Governing Board Minutes*.* *Tara Loucks-Shepherd made a motion to approve the August 2018 meeting minutes; Drew Chevere seconded; motion carried.*

\*Consent Agenda

\*Eligibility, Recruitment, Selection, Enrollment, Attendance Report-Jennifer Torres

\*File Monitoring Report – Tori Prest for Early Head Start, Rosie Flores-Wilfong for Head Start

\*CACFP Meal Counts Report – Tina Robertson - available in October.

\*Chief Fiscal Officer Report – Kelly May

*Drew Chevere made a motion to approve the Consent Agenda as presented; Tara Loucks-Shepherd seconded; motion carried.*

**\*NCCDI’s Natural Disaster Leave Policy – Ashley Williams**

This agenda item was tabled at the August meeting. The revisions and clarifications suggested by the Governing Board have been made to the NCCDI Natural Disaster Leave Policy. Ashley reviewed the updated leave policy for employees affected by natural disasters. Policy Council was presented with and approved the updates to the NCCDI’s Natural Disaster Leave Policy at the September meeting. *Tara Loucks-Shepherd made a motion to approve the NCCDI Natural Disaster Leave Policy; Drew Chevere seconded; motion carried.*

**\*2017-2018 Program Information Report – Brian Heese**

Brian reviewed the 2018-2019 Program Information Report for the board. The Program Information Report contains information only the Office of Head Start uses to report out to government officials. The three report summaries submitted are a three-year comparison of NCCDI data from our Head Start Program, three-year comparison of NCCDI data from our Early Head Start program, and a comparison of NCCDI 2017/2018 data for both Head Start and Early Head Start to national and the state numbers. *Drew Chevere made a motion to approve the 2017-2018 Program Information Report; Tara Loucks-Shepherd seconded: motion carried.*

1. **EXECUTIVE DIRECTOR’S REPORT** – Brian spoke with Lynn Farrar, the training and technical assistance provider for governance training. She reviewed all our board documents and made recommendations to update the Program Governance Report Schedule to include required training for Board Members on ERSEA Eligibility and the ERSEA report include information on chronic absenteeism. This information is part of our procedures and reporting but was not specified on the Program Governance Report Schedule. It has been updated to include these items.

Management had a conference call with Robyn, the Region IX Program Specialist. Topics discussed were regulations pertaining to equipment disposal for some older vehicles we have, implementation requirement for Background checks on staff every five years per the new performance standards has been suspended until 9/30/2019.

The North State Giving Tuesday sponsored by the McConnell & Shasta Community Foundation will be held November 27th, 2018. Tehama County has been invited to participate this year, and we have submitted our application and participation fee to the sponsors. This event is facilitated through a website, and the participation fee pays for the cost of the website and other operating expenses. Last year the average award to participating agencies was $8,000.00 to $10,00.00 thanks to the generous donors in north state communities.

Brian’s written report is included in the packet for your review.

1. **SERVICE AREA REPORTS**
* Enrollment & Recruitment Report – Jennifer had nothing further to add to her ERSEA report.
* Head Start Director Report – Rosie shared that Head Start Centers are preparing for the five-year renewal process with the National Association of the Education of Young Children. Staff is updating the Program Portfolios and the Education Boxes. There is lots of work that goes into preparing for this monumental task. Happy Trails and Tehama Center will be the first to be reaccredited. Both centers have received their initial notification and will be given 24-hour notice before the reviewer comes.

Rosie shared that the Community Counseling Program has welcomed new interns this year to provide counseling services to our families and community.

# Rosie shared that in August the Stepping Stones Family Visitation Center had a total of 182 total visits with 125 being fully supervised visits.

 Rosie’s written report is included for your review.

* Early Head Start Director Report – Tori shared that Fish Tales Center had their fire inspection and passed. Community Care Licensing came on Monday, September 24th for their visit. The missed days of attendance, due to delay in fire inspection and the licensing visit will be made up during the school year. Governing Board members are invited to arrive early for the October meeting to tour the new Fish Tales Early Head Start Center.

Room to Bloom, our newest center has opened at Salisbury High School and is serving nine children whose parents attend either Salisbury High School or Red Bluff High School.

* Nutrition Manager Report – Tina shared that the Food Service Workers Pre Service Training was a fun, friendly competition to make the best pasta sauce starting with a basic bechamel sauce. Central office staff were the taste testers. Although all the sauces were tasty, a couple really stood out. Tina praised her team for their hard work and dedication to preparing healthy yummy meals and snacks for our little ones. Tina has taken charge of most of the food shopping. Tina will be buying in bulk whenever possible to make the most of our food budget. She feels it will also take some of the stress off the food service workers. Meatless Mondays are also being implemented to save more of the food budget and share the recipes with the parents, so they too can save money in their food budget.
* Parent and Father Engagement Coordinator Report –Mike reviewed his written report. He reported that In-Kind for the 2017-2018 school year was almost double the amount required. He gave credit to the parents for their dedication to homework documentation, their children's attendance, and their attending meetings and events.

He also moved the Home Base staff’s desks and supplies from Central Office to the Cottages Center on Antelope Blvd. Elections of Policy Council members will take place at the October parent meetings. According to Head Start Standards, each program option is to be represented on the Policy Council. This includes the Lil’ Pups Child Care Home in Rancho Tehama and the Family Visitation Home Visiting Program.

The Parents Choice Conference will be held at the Vineyard Church in Red Bluff in February of 2019. Childcare will be provided for children with pre-registration. The Keynote Speaker will be broadcast on Facebook Live also.

* Human Resources Manager Report – Ashley’s written report is included for your review. Ashley shared that the 2018-2019 school year started off fully staffed and that open enrollment for staff benefits was completed online and went very smoothly.
1. **CORRESPONDENCE**

Brian reviewed the Office of Head Start correspondence about Supplemental Funds Available to Increase Program Hours in Head Start and Early Head Start programs. A copy of the written communication is included in this packet for your review.

1. **POLICY COUNCIL REPORT**

Drew Chevere, Policy Council Chairperson shared that Mike Lindsey and Brian Heese presented the 17-18 Policy Council Members with a framed certificate of appreciation for their dedication to the program, and a gift of books for their children The Policy Council Members spoke from their hearts to share what the Head Start and Early Head Start Programs have done for their children and their families.

**COMMUNITY AWARENESS and ANNOUNCEMENTS**

Linda J. Lucas shared that October is Domestic Violence Awareness Month and that the annual Candlelight Walk will be held on Wednesday, October 3rd at 7 p.m. starting at the Old Tehama County Courthouse on Washington Street in Red Bluff.

On October 13th, 2018, a drive-through flu shot clinic will be held at the Red Bluff Community Center on South Jackson Street from 10:00 a.m. to 2:00 p.m.

1. **UNFINISHED BUSINESS**

*There was no Unfinished Business this month.*

1. **NEW BUSINESS**

*There was no New Business this month.*

1. **CLOSED SESSION**

*A closed session was held this month. No action was taken.*

1. **ADJOURNMENT**

Linda J. Lucas, the Chairperson, adjourned the meeting at 2:20 p.m.

Submitted by,

Beth Janes

Admin Assistant

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

**THE NEXT MEETING IS SCHEDULED FOR Wednesday, October 24th, 2018.**