



# Central California Child Development Services, Inc.

2250 Rockefeller Dr., Ste. 1, P.O. Box 2540, Ceres, CA 95307 (209)581-9000 Fax (209) 581-9009

## REGULAR BOARD MEETING AGENDA

**Tuesday  
4:00 p.m.  
April 12, 2016**

**CCCDs – Conference Room  
2250 Rockefeller Dr., Ste. 1  
Ceres, CA 95307**

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1. **CALL TO ORDER**
  2. **ROLL CALL**
  3. **INTRODUCTION OF GUESTS**
  4. **HEARING OF THE PUBLIC**

Members of the public may be heard on any items. A person addressing the Board will be limited to five minutes unless the President of the Board grants a longer period of time. The Board will only allow comments by members of the public on any items on the agenda during the consideration of the item.
  5. **CONSENT CALENDAR**
    - A. Approval of Agenda
      1. Approval of Minutes – March 8, 2016
    - B. Financial.
      1. Financial Report for Period Ending February 29, 2016
    - C. Correspondence
  6. **BOARD ACTION ITEMS**
    - A. **2015-2016 Agreement for Delegation of Activities Under All State Programs, Amendment #4**

*Enclosed for your review and action is the amendment #4 to the 2015-2016 Agreement for Delegation of Activities Under All State Programs.*
    - B. **2015-2016 Budget Revision for State Programs**

*Enclosed for your review and action is the revision to the State Programs Budget 2015-2016. The revision is due to the allocation of costs from the wish list and increase of funding in the CCTR and CSPP.*
    - C. **2015-2016 Budget Revision for Regional Head Start Program**

*Enclosed for your review and action is the revision to the RHS Program Budget 2015-2016. The revision is due to the allocation of costs from wish list and increase of funding in the CSPP Blended Budget.*
    - D. **Revision to Job Descriptions**

*Enclosed for your review and action are the following job descriptions:*

      - Program Coordinator,
      - Program Support Coordinator,
      - Program Specialist – Family & Community Services,
      - Program Specialist – Health,
      - Program Specialist – Child Development,
      - Program Assistant – ERSEA/Family & Community Engagement, and
      - Program Assistant – Family & Community Services.

*Changes are highlighted.*

E. **Revision to Organizational Chart**

*The revision to CCCDS' Organizational Chart reflects is due to the revision of job descriptions.*

F. **Revision to Personnel Policy #504 – Personal & Paid Sick Leave**

*Enclosed is the revised policy.*

G. **Salary Increase**

*Enclosed you will find the summary of the cost of a salary increase to all employees. This is result of the analyzed Wage Comparability Study data.*

7. **BOARD INFORMATIONAL ITEMS**

A. **Recruitment/Enrollment Report** – *Enclosed is the Recruitment/Enrollment Report as of March 22, 2016.*

B. **Enrollment of Children with Disabilities** – *Current enrollment of children with disabilities is 13.75% for Regional Head Start Program and 0.9% for the Migrant Head Start Program. The percentage is based on the contracted enrollment.*

C. **Communication from the Office of Head Start** – *None available.*

D. **Policy Committee Meeting Minutes** – *Enclosed are the RHS PC Meeting Minutes.*

E. **Administrative Staff Monthly Narratives** – *Enclosed are the Administrative Staff Monthly Narratives for the Month of March 2016.*

F. **Letters from the Administration for Children and Families** – *Enclosed are the letters from the Administration for Children and Families regarding the Overview of Findings for the Fiscal/ERSEA Audit conducted for the MHS and RHS program during the month of January 2016.*

8. **BOARD COMMENTS**

9. **EXECUTIVE SESSION**

The Board of Directors will meet in closed session to consider matters appropriate for closed session in accordance with Government Code 54954.2 and as otherwise provided by law. Any required action on these matters to be taken when the Board reconvenes in open session. Items to be discussed:

A. Personnel

10. **ADJOURN**

Any writings or documents that are public records and are provided to the Board of Directors regarding open session items on this agenda will be made available for public inspection at the Central Office located at 2250 Rockefeller Dr., Ste. 1, Ceres, CA during normal business hours of 8:00 a.m.-5:00 p.m.