



# Central California Child Development Services, Inc.

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## REGULAR BOARD OF DIRECTORS' MEETING AGENDA

**Tuesday  
4:00 p.m.  
January 17, 2017**

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

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 – November 8, 2016
  - B. Financial.
    1. Financial Report for Period Ending October 31<sup>st</sup> and November 30<sup>th</sup>, 2016
  - C. Correspondence
6. **BOARD ACTION ITEMS**
  - A. **2016-2017 Agreement for Delegation of Activities Under All State Programs, Amendment #2**

*This amendment reflects a rate increase for the California State Preschool Program, General Child Care, and State Based Migrant Programs- Full and Part Year, and an increase in the days of enrollments for the State Based Migrant Program- Full Year.*
  - B. **Land Use Agreement for the Riverbank Center**

*For the Board's review and action, the agreement is enclosed.*
  - C. **2016-2017 Agreement for Delegation of Activities Under Head Start Grant No. 90-CM-9801/3, Amendment #4**

*This amendment reflects a one-time increase in funding for technology needs, a one-time conversion of MHS to SHS slots and approval of the revised Program Service Plan.*
  - D. **2016-2017 MHS/MEHS Budget Revision**

*The revisions to the MHS/MEHS budget 2016-2017 are enclosed for the review.*
  - E. **2017-2018 Duration and Start Up Budget**

*This budget is to extend the service days for six seasonal centers.*
  - F. **Revision to Personnel Policy #502 - Holidays**

*The revision to this policy is to add the two holidays: Good Friday and the Day After Thanksgiving as approved by the Board on October 11, 2016.*
  - G. **Revised Job Descriptions**

*The revisions made to the job descriptions are marked in red. The revised job descriptions are for the following positions:*

    - Executive Director,
    - Program Operations Coordinator,
    - Program Specialist – Family & Community Services,

*Central California Child Development Services was formerly Stanislaus County Child & Infant Care Association. The name better represents the locations served*

- Program Specialist – Disabilities/Mental Health,
- Program Specialist – Health,
- Program Specialist – Child Development,
- Assistant,
- Data Technician,
- Program Coordinator,
- Health and Social Service Worker,
- Family Advocate,
- Nutrition Services Coordinator, and
- Program Assistant – Nutrition Services.

**H. New Job Description for FCCH Coordinator**

*This is a job description for a new position for the program that serves children in the Family Child Care Homes option.*

**I. Revised Organizational Chart**

*The revision to the Organizational Chart is to reflect the revisions done to the job descriptions, and the new job description.*

**J. Active Supervision Policy**

*This policy is enclosed for your review and action.*

**K. Revision to Personnel Policy #619 - Standards of Ethical Conduct**

*For your review and action this policy is enclosed.*

**L. Board of Directors' Election and/or Renewal of Terms**

*The positions that are to be elected/renewed are for President, Vice-President, and Member-At-Large. The officers currently in these positions are Mike Perez, Maria Quintero and Mina Ramirez.*

**7. BOARD INFORMATIONAL ITEMS**

**A. Recruitment/Enrollment Report** – Report as of November 29, 2016 is enclosed.

**B. Enrollment of Children with Disabilities** – The cumulative enrollment of children with disabilities for the MHS is 5.3% and 10.8% for RHS.

**C. Communication from the Office of Head Start** – Enclosed you will find the following:

- ACF-IM-HS-10-01 – Re: Expulsion and Suspension Policy Statement
- ACF-PI-HS-16-05 – Re: Background Checks – Extension of Compliance Date and Questions
- ACF-PI-HS-17-01 – Re: Application of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards to For-Profit Head Start Grantees.

**D. Policy Committee Meeting Minutes** – Enclosed are the minutes for the MHS and RHS PC meetings.

**E. Administrative Staff Monthly Narratives** – Narratives for the month of November and December 2016 are enclosed.

**F. RHS PIR Summary** – The RHS PIR Summary for the month of October and November 2016 are enclosed.

**G. MHS/MEHS PIR Summary** – The MHS/MEHS PIR Summary for the month of October and November are enclosed.

**H. National MSHS Conference** – This conference will take place in Costa Mesa, California on March 4-8, 2017. If you are interested in attending, please let the Executive Director know.

**I. Letter from Danya International, LLC** – This letter is to inform SCOE of the date for the CLASS monitoring review.

**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.