

Virginia Head Start Association

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VAHSA Board of Directors Meeting Minutes People Incorporated of Virginia, 1173 West Main Street, Abingdon, VA 24210 April 2, 2019

Members present: Pam Borders, Kim Hill, Joyce Jones, Angela Barnes, Jackie Wake, Kasey Dalton, Julie Greene, Jennifer Tonkin, Ramona Fisher, Donna Buckland, Robin Grossman

On the phone: Anne Taggart, Bonnie Harsley

Staff present: Dawn Ault, Julia Beglane

Call to Order: 6:20 p.m. by Dawn Ault – Dawn explained that the officers with the exception of the Secretary, Donna Buckland, are absent for various reasons. Because Donna is taking the minutes, Dawn will lead the meeting.

Dawn requested introductions by members.

- Approval of minutes from January 2019 conference call – prepared by Donna Buckland, Secretary

No corrections. Angela Barnes makes the motion to approve the minutes as presented, Joyce Jones seconds, motion carries.

- School Readiness Committee update- Dawn will discuss in the director's report.

Executive Director's Report, Dawn Ault

- Preschool Development Grant Birth to 5 (PDG B-5) Update
 - Virginia received a federal Preschool Development Grant in the amount of \$9.9 million. It is a one-year grant, looking at more in-depth needs assessment and research from all ECE providers in the state and streamline strategic plans through the needs assessment, and funds for infrastructure of Virginia Longitudinal Data System for data alignment. 11 pilot localities in the state have an opportunity to participate. The localities chosen previously received funding from VECF mixed-delivery grants. This is a one-year grant with "an aggressive timeline." Dawn has been participating in calls in Aleta's absence re: the needs assessment and longitudinal data system. Aleta's supervisor, Barb Newlin, is following up regarding the needs assessment. UVA Contractors are building a data platform. Sounds a lot like HS data systems used to create PIR.
- Virginia Community Action Partnership (VACAP)
 - Dawn is working more closely than ever with VACAP leaders. Virginia Community Action Partnership will be reconvening the Head Start Subcommittee based on all that is going on in early childhood in VA this year. The subcommittee is made up representation from CAP agency Head Start programs. Dawn will be attending the VACAP conference in June to meet with the Head Start subcommittee. VACAP and VAHSA will continue to work together to ensure that Head Start and

Community Action are at the table as plans move ahead on the state level for the reintroduction of the Early Childhood Success Act in the 2020 Virginia legislative session and during the development of the governor's budget for 2020. The goal is to make sure that all that Head Start does for families through comprehensive service provision is recognized and included. National Head Start Association was very supportive of Dawn as she developed a letter for the legislators. Dawn and Shikee also discussed the need to shift the Association's advocacy efforts and funding next year to the state level. Dawn explained that VACAP hires a lobbyist to support their advocacy efforts.

Dawn updated the members on the parent ambassador trip. The trip went very well. They visited 10 of 11 legislators, and parents actively participated. Dawn suggests that the Association shift the focus for future advocacy funding to the state level and the Virginia General Assembly. This will focus parents on the changes in Virginia and will allow for cost savings for the Association. Dawn explained that the DC trip is attached to the NHSA conference and costs \$2,000 in conference fees alone. Shifting to Virginia GA will be much more economical. Dawn asked members to consider how this should look in the future for discussion at the June meeting. Dawn also let the board members know that NHSA will be convening another parent rally at the fall leadership institute at the end of September in case programs are interested in attending. Look for additional information in May from NHSA.

- There was further discussion about how Aleta's position is being covered at DSS. Dawn has been working closely with Barb Newlin, and she put Barb in touch with Kathleen Pathan at OHS.
- Dawn updated the members on her input into the TA coordinated plan update. She mentioned to the TA team that they might consider training on video conferencing to support more access to virtual trainings for regional meetings within the VAHSA regional structure. Dawn will be attending the regional TA meeting and can provide input. She asked for anything specific. Donna asked about the lack of a fiscal specialist. Dawn will check to see what the status is for that vacant position.
- Dawn reviewed information about the Region III Head Start Association board of directors. Dawn will be rotating off a 3-year term as President as of July 1, 2019.
 - Donna Buckland will be nominated to participate on the board, Jennifer Branch (Fairfax) has served on R3HSA & NHSA for past 6 years, terms are from July 1 – June 30.
 - Dawn explained that the R3HSA does not have funding. Dues are used to stay current in NHSA membership. Programs need to support participation.
 - The members discussed the possibility of the VAHSA support for a parent/community member representative for the Region III Board. Jackie Wake expressed interest in serving. Dawn recommended that if this is considered, it be considered only for the Region III Board. Keep in mind for a longer meeting in June.
- Dawn updated the members on the success of the 2019 Annual conference.
 - The Association has added Gold Level corporate sponsors United Health Care, & Bluefield College. Teachstone is another Gold partner in the works. We thank our other Gold Partners; Anthem HealthKeepers Plus, DentaQuest/Smiles for Children, Discount School Supply, Kaplan Early Learning Company, & Lakeshore Learning
- Dawn shared her experience working with the group of students from Virginia College University, who worked together to create a new logo and branding for the Association. Dawn thanked Alison Noble for the recommendation to pursue this opportunity.
- Additional conference updates:

- The conference net profit is projected at \$75,000! Southwest always provides an excellent return.
- Hotel Madison at JMU will host the November 2021 Annual Conference – officially flipping the conference to the fall in 2021 - 2020 in Fredericksburg in the spring. There will be an 18-month spread between the 2020 and 2021 conference which will impact the Association budget. Further discussion could be held by the Conference Committee regarding an Education Summit in spring of 2020, but this would need to happen soon as conference booking requires a two-year lead.
- Renaissance Portsmouth – Norfolk Waterfront Hotel is now booked for our large annual conference for Oct 25-27, 2022.
- Need to start thinking about next year's theme for conferences. Hosted by the NE region.
- Director's Council for June 2019 is mostly finalized and online. Registration is open!
- No Infant Toddler conference in summer 2019 due to every other year model. July 2020 is booked at Renaissance Portsmouth – Norfolk Waterfront Hotel.
- We will start thinking about Call for Proposals for the Health & Family Institute 2019 in May. Will be held in Richmond.

Treasurer's Report: Bonnie turned the reporting over to Dawn due to being on the phone.

- Report provided: Reconciled checking & consolidated funds balances as of 2-28-19
- Report provided: February 2019 Financial Report for reference. Dawn noted that the printed copy has an incorrect date, but the actual report is correct 2-28-19.
- Fiscal consultant – Bonnie wrote a list of things the treasurer would do. Bonnie does not recommend that we need a consultant. Bonnie has done a great job getting the Association fiscal structure and systems in place.
- Report provided: Proposed FY20 Budget 7-1-19 to 6-30-20, intention to approve. Dawn prepared and shared with the Finance Committee – Dawn asked the members to review the report showing current budget vs. proposed. Dawn answered questions regarding Collaboration Office continued support. The Association has an agreement through 2021 for continued support. Addressed question regarding attendance for Health & Family Institute and Annual Conference. Dawn stated that they err on the side of caution for the attendance. Joyce Jones asked that the Association make sure to share future conferences with programs for planning purposes. Dawn will make sure that information gets out to programs.

DAWN – Here is where the motion for the budget approval should have been made.

Dawn reminded members that the board planned to go into closed session for salary increase decision. The staff left the meeting so that the board members could discuss salary increases in closed session. Donna Buckland presided over the discussion.

The board discussed options and motion was made, seconded and approved for an increase of 3% for each staff position effective July 1, 2019, made up of 1.77% COLA and 1.23% merit.

Jackie Wake makes a motion to come out of closed session, Jennifer Tonkin seconds, motion carries. The board comes out of closed session and immediately takes a 10 minute break.

The staff were invited back into the meeting and informed of the raise.

After discussion the members decided that due to the number of committee members missing from these meetings, there would not be a committee breakout at this meeting.

Dawn and Julia will set up conference calls for committee meetings.

Conference committee has success with conference calls and will convene prior to the June meeting.

Health Advisory Updates – Julie Greene

Julie reviewed the Health Advisory Committee report – attached and mentioned two additional items:

- Julie is sitting on the lead task force for the state of Virginia – committee gathering information right now. Has had one meeting. Aleta asked if Julie would sit in on it since she is not able to do so.
- Body Mass Index (BMI) is up in the State of Virginia – also up in the state. Number 1 – highest BMI for children on WIC in the nation. We need to work hard on figuring out what we can do to address this. Julie is continuing to discuss this at HAC meetings. She suggests that it be distributed in parent meetings. This is not just about what we are eating, it is also about what we are doing...exercise and activities. What are we doing as staff to set a positive example? Keep nutrition in the mind. Dawn will ask for a statewide goal at the HAC.

Reports from the Regions – Dawn provided a recap of regional surveys and regional conference calls. It does seem that people want face to face interactions. The question is who will plan and where will it be. NW has a facilitator (Dorothy Holmes) and a calendar. Dawn will inform Dorothy that we need to include the parents and community members at the meetings.

Joyce Jones SE – we had the conference call and will go forward from there.

Angela Barnes NW – conference call March 15 – Dorothy Holmes decided to be the chair for NW and do quarterly meetings. They will be held in Lynchburg. Calendar was developed. Angela gave a shout out to Pam and Nicole for all their hard work and dedication. Gave Pam a round of applause!

NE – Dawn informed that Jennifer Branch will take the lead in getting the region back to meetings.

SW – Dawn thanked the regional committee for their help in setting up this conference. Donna Buckland asked Robin Grossman to give an update for the May 23, 2019, United Way of Southwest Virginia Rural Summit for Childhood Success – it is a one day event support professionals learning about Trauma, Resiliency and Adverse Childhood Experiences (ACES.) For more information, please see the United Way of Southwest Virginia website.

Dawn asked for ideas for the June two day board meeting. Jackie suggests that we consider networking time like we had in Stanton. Jackie suggested building time for networking and relationship building. Julia suggested starting earlier and ending earlier.

After discussion, it was decided that we should convene a five hour meeting from 12 to 5 with box lunch and dinner at 5; and, we can take a walking break during the meeting.

Dawn asked is there anything left on the agenda.

The governance committee will have a conference call before the June meeting regarding the members who are rolling off in October. Jennifer Tonkin asks can an "assistant director" fill a director vacancy. The governance committee will discuss that and determine whether the bylaws may need to be changed.

Dawn adjourned the meeting at 8:26 p.m.

Next 2019 Meetings:

Mon. June 17, 2019, noon – 5 pm lunch and dinner meeting.

Sheraton Oceanfront | 3501 Atlantic Avenue | Virginia Beach, VA 23451

Tues, October 22, 2019, 2:00 pm through Wed. October 23, 2019, concluding by 12:00 noon
Stonewall Jackson Hotel & Conference Center | 24 S Market Street | Staunton, VA 24401

Donna Bush, Secretary 6-17-2019