

# VAHSA BOARD OF DIRECTORS MEETING

*Conference Call and I-meet*

MEETING MINUTES

TUESDAY – JANUARY 22, 2019

## WELCOME AND INTRODUCTIONS (SHIKEE FRANKLIN, PRESIDENT)

A called meeting of the Virginia Head Start Association Board of Directors was called to order by Shikee Franklin at 10:01 a.m.

- Members Present – Dawn Ault, Julia Beglane, Angela Barnes, Pam Borders, Donna Buckland, Shikee Franklin, Julie Greene, Robin Grossman, Wyvonnice (Bonnie) Harsley, Rashanda Jenkins, Joyce Jones, Alison Noble, Anne Taggart, Jennifer Tonkin.
- Ramona Fisher and Aleta Lawson joined the call in progress.

## APPROVAL OF OCTOBER 2018 MINUTES – DONNA BUCKLAND

- The following edits were made to the minutes:
  - Add Rashanda Jenkins to the Members Present at the October meeting.
  - Bonnie Harsley – page 2, last paragraph, 4<sup>th</sup> bullet, please add October 26, 2018.
- Anne motions to accept minutes as corrected; Angela seconds; motion carries.

Shikee shared that there is a lot going on in Virginia around Early Childhood Education – Early Childhood Success Act (ECSA) is in the process of approval with the Virginia legislature. ECE will move under the Dept. of Education and additional resources will be available through funds to support this Act. Dawn, Aleta and Shikee have been in conversations about how Head Start programs in Virginia will be impacted and what advocacy role should be taken by the Association and what needs to be communicated to members. They will continue to follow this Act and communicate an official email to programs and other stakeholders soon.

Dawn added that Aleta is researching information regarding the status of the actions for the Act to support additional calls that will take place today.

Julia pulled up the FAQ's for the Act. Dawn will send after this call. This is a very good summary of the ECSA.

Shikee is also working on this through her role on the School Readiness Committee to advocate that all programs that do not fall under Va. Dept. of Education are included.

## TREASURERS REPORT (BONNIE HARSLEY)

- Bonnie reviewed the report as of December 31, 2018. (copy attached)
  - Dawn noted the date at the top of the report should be stricken.
- Bonnie also shared the Finance Committee report as presented (copy attached)
  - Form 990 reviewed and submitted on time.

- Proposed changes to the operating manual regarding leave – referred members to the notes included. Dawn reviewed the 80 hours vs. 70 hours clarification (two weeks based on employee weekly hours) as previously noted in the October 2018 minutes.
- Joyce Jones motions to approve the recommendations, Julie Greene seconds, motion carries.

## EXECUTIVE DIRECTOR REPORT (DAWN AULT)

- Reminds members that a conversation still needs to happen at the April meeting or before to decide the issue of a financial consultant.
- Virginia received a Preschool Development Grant in the amount of \$9.9 million.
  - 1 year grant – working in combination with ECSA to attain more in-depth needs assessments 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. We may be able to have Student ID #'s as early as EHS.
  - 10 localities will be working with the funding.
- Filed the 990, the annual (auditing) review was successful.
- The Health and Family Institute was a great success, great venue, wonderful speakers and workshops – will be held at the Doubletree Midlothian again next year. The Association made a \$17,000 profit.
- Giving Tuesday – made \$115. May want to have further discussion with the Finance Committee.
- Corporate Sponsors – Magellan (new partner) Healthcare provider – Medicaid/Medicare. Sponsors are renewing their annual sponsorship.
- CreateAThon project – VAHSA won a grant opportunity – college marketing students will work with the Association to create new branding – also strategy and targeting using social media.
  - The Association was chosen one of 12 from over 30 non-profit applicants.
  - Dawn will mentor students who will learn about Head Start and the Association to create a profile and learn what the Association needs and wants.
  - Results in a competition for students – March 8 they present to VAHSA and we have 8 weeks to tweak.
  - Dawn is thrilled that the Association was chosen.
- Parent Ambassador Program – two new parent ambassadors, Hopewell and People Inc. Still have 4 altogether. Staying in an AirBnB in DC – 3 blocks from the conference - to save money. Thank you Julia for coordination. NHSA representative is supporting the parent ambassadors' training. Parent Ambassadors will attend the Directors Council to report out.
- April 2019 conference registration is now online. The workshops are a wide variety and the staff is very pleased. Don't forget the Maxine McKinney award.
- June Director's Council is in the works.
- 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.

- Shikee added that she and Dawn met with VACAP (Virginia Community Action Partnership.) VACAP will be reconvening the Head Start Subcommittee.

Shikee asked to amend the agenda to move the Ad-Hoc Committee report regarding Job Description and Evaluation to this time.

Dawn reminded the Governance Committee regarding board member definitions asked that the Governance Committee have something ready to present at the April meeting. Also, Dawn asked for the Finance Committee to consider the fiscal consultant before the April meeting.

Rashanda Jenkins reported out for the Ad-Hoc Committee reviewing the Job Descriptions and Evaluation. Recommendations and the proposed revisions were emailed to the Board prior to the conference call for review. Rashanda asked for feedback. Dawn stated that she is pleased with both items. Members thanked Rashanda the ad-hoc members for their work. Hearing no other comments or questions, Shikee asked for a motion. Pam made a motion to approve the documents as presented, Anne seconds, motion carries.

Dawn reminded the conference/scholarship committee that they will need to provide input on when to put the scholarship applications on line for application. Julia stated that all are online now and ready to go.

### **Regional Discussion – Dawn Ault**

Julia has crafted a survey based on director input. Dawn is not sure the survey will provide the input they were expecting. Training was not the purpose for this survey. Dawn asks do we want to send out the survey and then have phone call with regions to get a better feel from the region about the need? Southwest provided input at their last call – they are finding it harder to send people to regional PD meetings.

Dawn suggests a quarterly information call. Angela Barnes agrees that a quarterly phone call meeting might be better because of time constraints.

Dawn will send out the survey – ask for feedback – and schedule quarterly regional calls in February.

Dawn presented that this year, instead of breaking into regions at the annual conference, the VAHSA will have one general membership meeting as part of a scheduled lunch. This is partially due to the fact that two of the four regions do not have a leader at this time. Dawn will discuss the survey and the regional meetings at that time. Joyce Jones suggested that regional leaders or board members can follow up as appropriate. Dawn agreed that this would be good.

Dawn will also reach out to the board members about a week before the conference to remind them of this session.

Dawn asked if there were any regional updates.

- o Joyce Jones stated that the SE region is still waiting for the Governor's wife, NHTSA director and the Region III program manager to come to Woodlawn. They were previously scheduled twice this winter, but had to cancel due to weather.
- o Joyce also thanked Aleta for the December meeting. Aleta had recently joined the call.

Shirley asked Aleta if she wanted to report anything. She reiterated the information Dawn previously shared regarding the ECSA and added that it does have the support of the Governor and is moving through committees now. No significant changes to the Act have been made so far; the Act is slated for mid to late 2021 implementation.

Aleta is still working on the data integration discussed at the December meeting and the Trauma Informed Care training as well.

Next in-person meeting is **Tuesday, April 2, 2019 from 6:00-9:00 pm at People Inc. in Abingdon**. There will be a phone option.

Having no further business, the meet was adjourned at 11:11 a.m.

*Don Bush*, Secretary 4-2-2019



## Treasurer's Report

Business Operating Balance 12/1/2018	\$ 138,106.45
Revenue	\$ 12,634.00
Deferred Revenue	\$
Total Operating Revenue	<u>\$ 150,740.45</u>
Expenditures	<u>(\$33,561.61)</u>
Reconciled Checkbook Balance 12/31/2018	\$ 117,178.84
Investment Account	\$ 178,577.18
Long Term Deposits	\$ 5,798.56
Prepaid Expenses	\$ 1,999.00
Payroll Funding In Transit	\$
Total 12/31/2018	\$ 186,374.74
Consolidated Funds Balance 12/31/2018	\$ 303,553.58

Submitted: January 22, 2019

*Wyvonnie V. Harsley*

Wyvonnie V. Harsley, Treasurer



## **Finance Committee Report**

January 22, 2019

**Reported by:** Wyvonnice "Bonnie" Harsley

### **Financial Management Operations**

The Finance Committee met October 23, 2019 at the Stonewall Jackson Inn, Staunton, Virginia. Ann Taggart, Robin Grossman, Shikee Franklin, Dawn Ault, and Bonnie Harsley participated in the meeting. The discussions and recommendations were presented to the full Virginia Head Start Association Board of Directors during the regular board meeting on October 23, 2018. Details may be reviewed in the Board minutes.

The Virginia Head Start Association Form 990 was reviewed by the Executive Director and Treasurer before it was filed with the Internal Revenue Service. After some minor corrections, Dawn was able to sign and authorize the form for filing. The Form 990 was filed on time.

Information concerning a financial consultant will be presented at the April meeting.

### **Operations Manual – 2019 Proposed Changes**

#### **LEAVE TIME:**

Regular full-time salary exempt employees may carry over a maximum of two weeks of annual leave hours from one year to the next. A regular full-time salary exempt employee works 40 hours per week. Regular full-time hourly non-exempt employees may carry over a maximum of two weeks of annual leave from one year to the next. A regular full-time non-exempt hourly employee works 35 hours per week. A year shall be VAHSA's fiscal year, which is July 1 through June 30. If the accumulated leave exceeds the prescribed carry-over, the employee will lose the excess amount. Employees will be paid for any accrued but unused leave up to a maximum of 80 or 70 hours, per employee classification, at the time of separation from VAHSA.

#### **SICK LEAVE:**

Paragraph 2, Line 4: Accrued sick leave limits are 80 hours for regular full-time salary exempt employees and 70 hours for regular full-time hourly non-exempt employees, the same as annual leave.

### **VAHSA LONG-TERM INVESTMENT PROCEDURES:**

#### **Annual Monitoring Procedures**

##### **New bullet:**

- The Board shall conduct a comprehensive risk analysis and surveys every three years to determine if changes should be made to the long-term investment strategy.