

# Virginia Head Start Association

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## VAHSA Board of Directors Meeting Minutes Sheraton, Virginia Beach, Virginia June 17, 2019

**Members present:** Pam Borders, Kim Hill, Joyce Jones, Angela Barnes, Jackie Wake, Kacey Dalton, Julie Greene, Jennifer Tonkin, Ramona Fisher, Donna Buckland, Robin Grossman, Wenda Singer, Tammy Petrowicz, Anne Taggart, Bonnie Harsley, Nichole Cooper, Shikee Franklin and Alison Noble

**Staff present:** Dawn Ault, Julia Beglane

**Call to Order:** Shikee Franklin, President, called the meeting to order at 12:30 p.m.

**Introductions** – The members introduced themselves. Wenda Singer joined the members as the interim representative from the Head Start Collaboration Office.

### **Approval of the minutes:**

- Approval of minutes from April 2, 2019, meeting – prepared by Donna Buckland, Secretary

No corrections. Pam Borders makes the motion to approve the minutes as presented, Anne Taggart seconds, motion carries for approval of the minutes.

### **Approval of the budget:**

Donna Buckland reminded members that a motion is needed to approve the budget. Anne Taggart made a motion to approve the proposed budget as presented at the April 2, 2019, meeting; Kim Hill seconds, motion carries; the budget is approved.

### **School Readiness Committee update:** Shikee Franklin

Shikee provided an update of the activities of the School Readiness Committee and the Impact Work Group created to advise the Preschool Development Grant – Birth to Five (PDG-B5) process. She reviewed the process that was followed to develop guiding principles that will help us speak the same language when we talk about ECE in Virginia and five main goals. The five goals were around 1) expanding access and availability of preschool; 2) supporting parent engagement and helping parents navigate through the ECE system; 3) quality in ECE and supporting the education workforce, creating incentives for higher levels of quality.

Goals 4 and 5 were not goals that were worked on in the impact workgroup, but rather were brought to the retreat by the conveners:

4) State accountability, aligning oversight and unified state accountability to increase efficiency, maximize public resources, better support local efforts and improve school readiness outcomes for young children. An objective for this goal included development state measures. Questions arose

within the SRC about how will the measures be designed, what will they be based on and what does oversight and accountability mean?

5) Local capacity and innovation. The SRC broke into small groups to discuss the goals in more detail. Shikee chose this goal because it was not one that had already been discussed in the workgroup. This goal appears to be in support of local level capacity and administration of Early Childhood Education.

Wenda Singer asked whether all goals were approved by the committee. Shikee explained there was no approval process for the goals. They were presented as the goals. The SRC was tasked with developing objectives and actions, the strategy around the goals, not the goals themselves.

The members discussed the Virginia Quality ratings and how they are working for Head Start programs.

The board discussed the progress of the PDG B-5 grant to date and questions that will be presented to Kathy Glazier later at the Director's Council. Kathleen Pathan from OHS will also be at the Director's Council just prior to VECF's presentation and will be staying through the VECF session.

### **Executive Director's Report, Dawn Ault**

Dawn gave a formal introduction of Wenda Singer and explained the roll of the Head Start Collaboration Office Director on the School Readiness Committee.

Dawn explained the new parent ambassador program plan. The ambassadors will focus on Virginia during the General Assembly in Richmond. This will be a shift based on the identified need for advocacy at the state level.

Dawn Ault informed the board that she is now a member of the National Head Start Association Board of Directors. Dawn shared how NHSA supported the communications with Virginia. Dawn explained that the National OHS staff is not allowed to come to state level conferences.

Dawn discussed NHSA Fall Parent Rally. It will be done virtually, not in person.

Dawn explained Region III Head Start Association plans to host a regional conference. Office of Head Start Training and Technical Assistance and National Centers will participate in the conference sessions. The conference will bring together attendees from across Region III and has the potential to generate revenue to support parent representation from Region III on the NHSA Board.

The Secretary asked for a break. Members break until 1:50 p.m.

Dawn informed the members that Donna Buckland and Jennifer Branch are new members on the Region III Head Start Association board.

Dawn reminded board that it is Annual Member dues review time – Dawn referenced the bylaws for the governance committee to discuss.

The meeting went into closed session 2:10 p.m. to coordinate support presentation to Dawn Ault.

Return to open session at 2:20 p.m.

Shikee and board members gave a brief presentation of support for Dawn Ault.

Ramona Fisher joined the meeting.

**Wenda Singer, Acting HS Collaboration Office Report (Attached)**

Wenda presented her report explaining her assignment and her experiences to date.

**Shikee Franklin directed the members to break out into committee:**

**Finance Committee:**

Bonnie Harsley gave the report. No accounting firm change, and no hiring of a consultant to support this component at this time. Financial reports are good. The relationship with the accounting firm, communication and product is satisfactory. We have a smooth financial process.

**Treasurer's Report (attached):**

Bonnie reviewed the financial report prepared June 5, 2019, for the period ending 5/31/19. The Association is on budget. Revenue and expenses are on target for the year.

Reviewed the Treasurer's report executive summary balances as of 5/1/19 – 5/31/19.

**Conference/Scholarship Committee:**

Jackie Wake gave the report. The committee discussed the need for a theme and are considering, Bouncing Back, Overcoming Obstacles – could add "resiliency" to keep it positive.

For the Infant Toddler Conference:

Supporting resiliency of infants and toddlers – July 2020 – Portsmouth.

The Committee discussed the Education Conference. Hold the conference in the Richmond area, suggesting Friday afternoon and Saturday (like VAECE does it.) Fall would be the better time to have the conference. Julia explained the schedule for 2019, 2020, 2021. (attached)

There was discussion around multiple conferences in the Portsmouth Norfolk area in this schedule. Julia is working on a venue in Charlottesville so the schedule may change.

Scholarships – 10 Shining Stars, 1 high school, 1 parent and 1 staff (Elmore). The committee wants to make sure the board knows that they have had a lot of applications. This is wonderful!

Joyce Jones shared a success story from her program related to college scholarships.

**Governance Committee:**

Nichole gave the report.

Goal 3 in the strategic plan – no changes.

In October 2018 the Governance Committee presented role definitions. These recommendations were presented for a vote.

After much discussion the committee recommends that the director representative on the board must be filled by a director, not an assistant director.

**Board member role definition changes in the bylaws:**

Parent representative – Leadership development, community engagement in their regional meetings, provide parent perspective at the board meetings, and to participate in at least one board committee and the governance of the association.

Community representative – Provide expertise on the board, advocate in the community, engage in their regional meetings, participate in at least one board committee and the governance of the association.

Staff representative – Provide consistency, staff input and leadership development, engage in their regional meetings, and participate in at least one board committee and the governance of the association.

Director Representative – Provide administrative insights, leadership development, engage in their regional meetings, participate in at least one board committee and the governance of the association.

**Terms:**

Director and Staff – term immediately expires when you are no longer employed as staff or director in your region.

Community representative – move or work outside the region they may finish the term but would not be eligible for a second term since they no longer live or work in the region. However, if the new region has a community rep spot open, the current member may be elected to fill the new slot.

Parent representative – may finish their first term, and if they still have a child in the program, they may stay for a second term.

Board Role Definitions and Terms: Pam Borders motions to accept the terms and roles as presented above; Kacey Dalton seconds – motion carries.

Committee feels that there is a need for a nominating committee.  
Need to know if first term members are interested in a second term.

Dawn explained that the Finance Committee recommends Robin Grossman for Treasurer and she is considering it.

Nichole explained that the committee is recommending for the Treasurer – a very important person to the board - change the treasurer's term to be voted on by the board every two years with no limit to the number of terms, at the pleasure of the board.

Discussion tabled around nomination of officers and terms for the treasurer until the October meeting when the officer position nomination is scheduled.

Upcoming vacancies:

Northeast – Community, Parent and Director – need three members.

Dawn will send an official notice to the parent that she has missed three meetings and explaining that per the bylaws the position will be filled.

Ramona made a motion to keep the annual dues at \$5.00 per enrollment slot; Kacey Dalton seconds; – motion carries.

Shikee clarified budget line items for staff professional development. Conference registration is staff professional development and there is staff travel to support that.

### **Health Advisory Update (Report Attached)**

Julie Greene reviewed her written report.

Health and Family institute – a quest for healthier families and communities. BMI's are on the rise across the nation. Virginia is number 1 in the nation for highest BMI's. The HAC is considering ways to support this. Julie will attend Healthy Kids, Healthy Communities conference – concentrated from around the country will present what's working and what's not working. Our children, we're setting the standards for their life. So, it is important that we address these issues while they are young. Referenced attachments to the report.

### **Training and Technical Assistance Updates: (Report attached)**

Tammy Petrowicz presented.

Professional Development (PD) plan is in the works right now. Plan is the official request for National Centers submitted 5/15/19. Dates should be confirmed by the end of June 2019.

We are planning for the first week of November in the Philadelphia area, a Family Engagement Conference. Consider an approach/philosophy for supporting families.

Planning a Home –Based Institute 2 to 2.5 days.

Planning a TTA/PD Hub – website to streamline PD conference registration.

Filling one vacancy – fully staffed.

**Reports from the Regions –**

Dawn updated the members on regional structure. NW Region will stay together as is and meet for PD. Dorothy Holmes is facilitating.

All other regions – prefer conference call for different groups. VAHSA will continue to list regions on website. The regions have two responsibilities: elect board members, continue support when the conference is held in their region. It is okay to change the focus within the regions and not really have a regional training focus. Face to face meetings will be replaced by conference calls instead.

Dawn opened the floor for comments.

Julie asked for clarification about conference support in regions. Dawn confirmed VAHSA staff will reach out to region.

For election of board members, it will fall to the current board members from the region.

There is a concern about director participation from the Northeast region. Dawn confirmed that directors are participating on the calls she convenes for the region.

Shikee referenced the board member participation survey and asked everyone to reflect.

Everyone agreed that the new time for this board meeting was a success.

Shikee adjourned the meeting at 4:34 p.m.

**Next 2019 Meetings:**

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 Buckland, Secretary

10-22-19

Date

## Board of Directors, June 17, 2019

- Aleta, protocol
- I am in a temporary, “hold down the fort” Acting Director position. I held the position in 2010 and 2011, just prior to my retirement. My short-term assignments are to: perform HS Collaboration Director tasks required by OHS and Region III **and** participate in ongoing collaboration as time permits
  - HSCO required tasks incl. Region III State Partners Meeting (HSCO, HS training/TA, & Region III; OHS Head Start Collab. Directors Conference; monthly Region III calls; submission of Mid-Year Report; preparation of documents and forms for Year Four Continuation Grant Application
  - Ongoing collaboration as time permits includes
    - “train orientation” with Dawn and ongoing communication;
    - contact with HS Advisory Council members and some VDSS staff for current information to use in required reports (This was amazing – I had access to the annual needs assessment report on Friday morning and began writing the required Mid-Year report. I needed lots of updated information and emailed people who were members of the HS Advisory Council, as well as Dept. of Social Services staff, wrote a “hi” and asked for quick turn-around answers to questions. That very afternoon I had two gracious responses and several more by the requested Tuesday deadline. Other responses came in later because I said I’d try to incorporate additional information during the document review period. I’d be amazed, except that is just how Head Start is, and I am grateful);
    - My contact and limited participation has been with:
    - Developmental Screening Stakeholders Group (VDH)
    - VA Cross-sector Professional Development Governance Group
    - Early Childhood Mental Health Virginia Advisory Board
    - Will be attending next Sister Agency PDG Update Meeting

- Dawn brought a question about working relationship between Part C – Early Intervention (birth to 3) and Early Head Start to the last Head Start Council phone call
  - Unable to attend last VAHSA Health Advisory Group meeting; depending on my tenure, I'll attend the next one
- I'll end with a bit of information from OHS and Region III:
  - **OHS Priorities:** Full Enrollment, School Readiness, Opioid and Other Substance Misuse
    - **Additional Region III Priority:** Homelessness
    - (I keep a list of those priorities tacked to my bulletin board
  - **OHS – Preschool Development Grants.** A speaker at the OHS Collaboration Directors Conference was Richard Gonzales of the federal Office of Child Care and the “point person” at the federal level for the PDG. (Can't get much higher than that!) He stressed that the needs assessment, this first year, comes first, and the strategic plans follows from that. He said that the PDG has to think of, in the state effort, how to include direct funding of a # of HS grantees. HS is expected to be at the table; he encouraged state collaboration directors to invite themselves, if not otherwise invited. In VA the Collab. Director, as well as your VAHSA President, are members of the “School Readiness Council.” As you know, in VA 11 pilot communities have been named. Mr. Gonzales said that each state is expected to include HS in any pilots; going forward the PDG is supposed to build on what happens in these communities), So, my thought is that maybe one of the best ways to influence the future of HS with the PDG is for Head Start programs in these pilot communities to be at the table and be fully involved. At the state level, that's the job of Shikee Franklin, the Collab. Director, and all of our collaboration partners.
  - **Little Bit of Region III News** – There has been, or will be this week, a meeting of HS Training staff and staff from the Head Start National Centers. The hope to have the schedule of training available by the end of June so Regions and states can continue their planning. It's possible that Tammy Petrowicz will have an update for us during her workshop tomorrow afternoon.
- In closing, it is an honor to be a part of the Head Start family for this short time.



**Treasurer's Report  
May 31, 2019**

|   |                             |
|---|-----------------------------|
| Business Operating Account Balance 5/1/2019     | \$ 154,717.47               |
| Revenue   | <u>6,129.00</u>             |
| Total Operating Revenue                         | \$ 160,846.47               |
| Expenditures                                    | \$ (35,007.00)              |
| Reconciled Operating Account Balance 5/31/2019  | <u>\$ 125,839.47</u>        |
| Reconciled Investment Account Balance 5/31/2019 | <u>\$ 185,061.44</u>        |
| <b>Consolidated Funds Balance 5/31/2019</b>     | <b>\$ 310,900.91</b>        |
| Prepaid Expenses                                | 21,905.93                   |
| <b>Total Assets 5/31/2019</b>                   | <b><u>\$ 332,806.84</u></b> |

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**Submitted By:**

*Wyvonne V. Harsley*  
**6/17/2019**

# Updated list of Conference Dates, Locations and Themes

We will have now be combing all board meeting with conference.

Conferences in bold have contracts booked.

- Annual Conference (AC)
- Director's Council (DC)
- Health & Family Institute (HFI)
- Education Conference (EC)
- *Infant/Toddler will be Fiscal/Governance Summit (FG) for 2020, we will re-evaluate this change for the future based on attendance & feedback*

## 2019

**October 22 -Board Retreat –Staunton -**

**November 13-15 – HFI –Richmond** – A Quest for Healthier Children and Families

## 2020

**March 31-April 2 –AC –Fredericksburg** – Resiliency: Bouncing Back and Overcoming Obstacles will focus on health/wellness of staff (Keynotes –Kenneth Ward and Bob Wicks already set as keynote speakers)

Board meeting will be March 31.

**June 22-25– DC & BOD –Virginia Beach**

**July 29-30 – FG –Portsmouth** – we are going to replace IT with a Fiscal/Governance conference. See note above.

EC & BOD– November – Location TBD *BOD meeting will be Thursday before the conference from 10-3 pm. (lunch provided)*. EC on a Friday and Saturday. Supporting Resiliency. Check into getting Kimberly Johnson.

## 2021

Spring – HFI & BOD–Location TBD- Resiliency theme. Working to potentially secure DoubleTree in Charlottesville

**June 21-24 – DC & BOD –Virginia Beach**

**November 9-11–AC & BOD–Harrisonburg** – We are waiting to come up with a theme. Will decide once we see where the state is going and what the needs are.

## 2022

Spring – HFI & BOD–Location TBD - Working to potentially secure DoubleTree in Charlottesville

**June 20-23– DC & BOD –Sheraton Virginia Beach**

**October 25-27 – AC & BOD –Portsmouth**

## 2023

Spring – HFI & BOD–Location TBD

**June 19-22–DC & BOD –Sheraton VA Beach**

**October 24-27- AC & BOD– Abingdon** – penciled in



**Health Advisory Committee Report**  
Virginia Head Start Association Board of Directors Meeting  
June 17, 2019  
Sheraton Ocean Front Hotel, Virginia Beach

**Reported by:** Julie Greene, HAC Chairperson

**Updates**

- The HAC Committee is continuing to move forward with the one state wide goal of reducing the BMI in our children. As stated at the last meeting Virginia is #1 in the Nation for early childhood obesity or overweight in lower income families. So this will continue to be a working goal. We've completed 1 year of Healthy Beverage Mini Grants for increasing water consumption in our children.
- Emily Keenum from VECF, conducted two different mini Healthy Beverages Initiative Grants". Part of this grant will be tracking for the next year. Through weighs and heights taken in the fall and the spring we hope to capture the benefits of healthy beverages and see the reduction of BMI. We should be able to see the results at the end of this school year.
- Health & Family Institute will be held Wednesday, November 13-15, 2019 in Richmond at the **Double Tree Midlothian. The theme this year is "A Quest for Healthier Children and Families"**
- Health Specialist, Mrs. Rashanda Jenkins, and the Office of Head Start continue to provide great resources. She briefly spoke to the HAC team at the Annual Conference (update below) and attended our HAC meeting in May. Steven Shuman, from the National Center on Child Health and Wellness provides a wealth of information as well. (attachment)

**Items from the last HAC Meetings:**

- **Smiles for Children-Jackie Wake**-Smiles for Children are the Medicaid dental program, (basically the insurance company). If you have questions regarding Medicaid dental providers, coverage etc. you can come to Jackie and she will help. Coverage for adults is very limited but coverage for pregnant women is comprehensive. Also, most people may not realize that transportation and translation are part of the coverage. Jackie shared with us the Worldwide Language Line telephone # 888.912.3456 people can utilize the translation services to set up dental appointments, transportation, locate a dentist or other questions. She also shared with us the website [www.dentaquest.com](http://www.dentaquest.com) a very beneficial tool. discussed the results of the recent PIR, the Oral health portion of the PIR should be filled out to include all children who have been to the dentist since July or August last year (whenever the last PIR was reported). After some conversation we found that some program's electronic databases (PROMIS, Child Plus etc) are not reporting these

numbers accurately. If a child visited the dentist they likely have a dental home. In some cases we saw lots of children with dentals but few with a dental home. They should be included in the dental home. There continues to be some confusion on this. Jackie and Chernise are working diligently with those that have questions or concerns on how and what to report.

- **Virginia Early Childhood Foundation-Emily Keenum-** Rev Your Bev April 2019
- **State Dental Director-Dr Jerry Caudill-** Spoke on the role of Opioid use and over use in the dental field.
- **Region 3 T/TA Health Specialist-** Rashanda shared with her focus will be on in the next few months and how she is able to assist Region 3. The role of the Health specialist used to e specifically to visit different grantee programs that were struggling with health and safety issues and monitoring reviews, to help them. That is still part of her role but her job, but her role is not focused on State level work. One of the things they are focusing on right now is the Substance Abuse and the Opioid Epidemic issues.

***Roundtable Discussion***

Some topics of discussion were:

- Mosquitoes, tic’s and mold are worse than ever due to the wet spring
- Oral Health
- Mental Health
- Physical
- Lead and Hemoglobin
- Hearing and Vision Screening
- Motion Sickness
- CACFP
- Measles Outbreak response communications toolkit attached
- Salmonella Infection Outbreak information attached

***Upcoming HAC Meetings 2018-2019 Program Year***

| <b>Meeting Date</b>            | <b>Time</b>     | <b>Place</b>   |
|--------------------------------|-----------------|--|
| October 2019<br>(date to come) | 11:00 am-3:00pm | <b>Richard S. Gillis/Ashland Branch Library</b><br>Address: 201 S. Railroad Avenue, Ashland, VA<br>23005 |
| November 13-15<br>2019         | TBD             | Health and Family Institute at Double Tree<br>Midlothian, Richmond VA                                    |
|                                |                 |  |
|                                |                 |  |



## **Region III Training and Technical Assistance Updates**

**June 2019**

The OHS Professional Development Plan was submitted on May 15<sup>th</sup>. A planning meeting with OHS and the Regional Office to discuss the dates and events on the PD plan was held on June 13<sup>th</sup>. We should receive confirmation of the dates by the end of June. Hoping to send information about the events to grantees no later than August. A PD Hub website is being developed so that grantees can find information about the events and register all in one place.

Travel will be on hold the first 2 weeks of July due to contract option year transition. This is the fifth year of our five-year contract.

We are filling one Early Childhood Specialist vacancy now and we will be fully staffed.

We will be submitting at least five proposals for the VAHSA Health and Family Institute.

Updates submitted by Tammy Petrowicz, Early Childhood Systems Specialist, Region III Head Start Training and Technical Assistance Network