

VAHSA BOARD OF DIRECTORS MEETING

Stonewall Jackson Inn, Staunton, Virginia

MEETING MINUTES

TUESDAY, OCTOBER 22, 2019 – WEDNESDAY, OCTOBER 23, 2019

WELCOME AND INTRODUCTIONS (SHIKEE FRANKLIN, PRESIDENT)

The regular meeting of the Virginia Head Start Association Board of Directors was called to order by Shikee Franklin at 1:00 p.m.

- Welcome all new members. Welcome Joe Lacey – not currently an official member.
- All members introduced themselves.
- Members Present – Isha Barrie, Julia Beglane, Pam Borders, Donna Buckland, Fay Butcher, Kathy Channell, Nichole Cooper, Kacey Dalton, Ramona Fisher, Shikee Franklin, Jennifer Tonkin, Robin Grossman, Kim Hill, Joyce Jones, Joe Lacey, Jackie Wake, Alison Noble, Anne Taggart, Angela Barnes and Renita Strange. Dawn Ault arrived at 4:15 pm.
- Shikee referred all members to their binders and asked members to read the conflict of interest policy on page 11 of the bylaws and sign the Conflict of Interest form and return them to Julia.

APPROVAL OF JUNE 2019 MINUTES (DONNA BUCKLAND)

- The following edits were made to the minutes: - fix header which reads People Inc. – change to Sheraton Virginia Beach
- Kacey Dalton motioned to accept minutes as corrected; Angela Barnes seconded; motion carried.

PRESIDENTS REPORT (SHIKEE FRANKLIN)

- Dawn has been invited by the governor's office to attend a seminar with superintendents, policy makers, and advocates today for a conversation about the status and future vision for Early Childhood Education in the Commonwealth. She will be joining us around 4:00 pm.
- Updates from the Early Childhood Development and School Readiness Workgroups- The group has been very busy doing work around the strategic plan for the early childhood system under the Preschool Development Grant Birth to Five Group that will fit all early childhood programs and be inclusive of all children ages zero to five. The group reviewed data from the 11 pilot communities.
- Governor's Executive Directive 4 was released expanding access for three and four-year-old children in Virginia and presenting the unification of the early childhood system in Virginia. Public document and can be found on Virginia Early Childhood Foundation (VECF) website. Shikee encouraged all to go back to their program and encourage your administration and team to review the document. Bookmark the VECF website to keep up with work or the workgroups. Workgroup is developing the strategies to implement the goals. Shikee pointed out that this movement is not just around four-year old's but three- and four-year old's and ultimately 0 – 5. She reminded programs to maintain good relationships with their school system and keep abreast of what is happening at the state level. Monitor our programs for quality and set examples for our local community. Head Start has an opportunity to model quality programming.

- Listening sessions were well attended by Head Start and private child care and the input was reflected in the updates to the strategic plan. For example, there is now more language about retaining and supporting systems that are already in place. Shikee reminded the members that the school readiness meetings are open to the public.
- Alison Noble noted that the state is focused on expanding VPI. Mixed delivery will be the model. Communities need support to write and manage those grants. They are looking for other options for mixed delivery and reviewing infrastructure. They may be contracting back with Department of Social Services to do some of the work.
- Kathy Channell added that the Governor's budget will tell us more about the direction.
- New Preschool Development Grant may expand pilot to new areas.
- Head Start Collaboration grant is proposed to move to VDOE. The Child Care Block Grant is also proposed to move to VDOE. The Licensing Department and background checks will remain with DSS.

TREASURER'S REPORT (BONNIE HARSLEY – NOT IN ATTENDANCE)

Julia noted that Bonnie Harsley will not be attending the meeting. Julia referenced the financial statements that are in the packet. She stated that Dawn has been working tirelessly with the auditors.

EXECUTIVE ASSISTANT REPORT (JULIA BEGLANE)

Everybody should be registered on the website. Julia planned to share a power point to show new website access, however, there were technical difficulties. She reported the following:

- Google committees – Julia created committees on a VAHSA google drive for each committee.
- Social Media – the Association staff is asking for help with this and Kacey Dalton has agreed to help. We would also welcome other volunteers from the board. Giving Tuesday - if we are doing this, Julia would like to have help from the board doing this. Julia asked the board members if they would like to continue this effort. Julia said that last year Giving Tuesday raised \$150.
- Julia reviewed the upcoming events document from the packet. Julia reviewed the conferences. There are not as many people registering for the Health and Family Institute – went from 150 last year to 96. Julia explained that the board meetings will be combined with conferences in the future.

The technical difficulties were resolved so that Julia's presentation could continue.

- Julia reviewed the association website and login process. She shared the board of director's page which is only visible to board and contains all board related documents.
- She also reviewed the association Facebook (FB) page and Twitter and asked for assistance maintaining them and direction regarding what should be on the page. There was discussion around the topic:
 - What does the association want this to look like?
 - Shikee Franklin suggested sharing other FB pages such as VECF, NHSA, etc.
 - Anne Taggart asks what is the purpose of Social Media for the Association?
 - Shikee Franklin heard that the legislators look at Twitter.
 - Office of Head Start is encouraging Head Start programs to have social media accounts.
 - Joe Lacey suggested that there was an app that posts on all social media.
 - Jackie Wake suggested that the FB page could fall under advocacy.
 - Should we develop a social media policy – mirror the National Head Start Association?
 - Make a point to introduce the association social media at the annual conference.

- Anne asked about the policy. Shikee reminded the members that the board had previously decided to mirror the NHSA policy.
- Shikee introduces her programs Facebook page to all parents at orientation.
- Kacey asked how often VAHSA would like her to post on the page?
- Shikee stated that VAHSA Facebook page should be highlighted at the April 2020 conference so that all attendees have an opportunity to “pull out their phone and “Like” the VAHSA Facebook page.
- Consider a hashtag for the VAHSA social media.
- Come up with a plan for VAHSA to use Giving Tuesday in the future.
 - Not worth it last year. Not something to consider this year.
- Shikee suggested having the advocacy committee brainstorm suggestions for sources – added to the work of the advocacy committee today.

Shikee asked the members to consider whether they would be interested in serving as Vice President. We would like to fill that position because Nichole Cooper is now finished with her second term on the board.

Shikee asked for a motion to go into closed session prior to the break. Anne made a motion, second by Kacey. Motion carried. The board went into closed session at 2:08 p.m. Julia and Joe stepped out. The board went into closed session to consider approval of the new treasurer because Bonnie Harsley is now finished with her second term.

Motion was made by Kacey and Ramona seconded to move into open session. The board went back into open session 2:18 p.m.

Alison Noble nominated for Vice President with a motion from Jackie Wake, Angela Barnes seconded, motion carried.

Shikee announced that Joe Lacey has been voted in as the Treasurer.

Shikee asked the board members to review the committee list and ask if the new members would like to sign up for a committee.

2:30 the board took a 10-minute break.

Guest presentation: Tom Vlahakis, President, Vlahakis Wealth Management. Review of long-term investment portfolio.

- Invested \$184,000 now right at \$190,000 (6.23%)
- 70% Bonds 30% Stocks
- Anne Taggart asked about whether percent ever changes. Tom said yes, determined by stock market activity. Anne suggested that the board considers future investments based on balance of funding in the checking account. There is information in the operations manual regarding investment strategy.

The members broke into committees at 3:00 p.m.

At 4:15 p.m. Dawn Ault arrived and gave a report of the Early Childhood Summit. She reviewed the content of the meeting and Executive Directive Four. The state will be applying for PDG B5 again. Application is due November 1.

5:00 p.m. recess.

The meeting resumed the following morning.

10/23/19 – 8:10 a.m. Shikee called the meeting to order.

[EXECUTIVE DIRECTOR'S REPORT \(DAWN AULT\)](#) attached

[TREASURER'S REPORT \(DAWN AULT\)](#)

- Review of finances to date, refer to RCG Sept 30 Financial Statement for most recent update
- Review FY19 Financial Review Draft – Received from the Auditor
- Board review Treasurer Responsibilities in Operations Manual and discuss nominations for Treasurer

Dawn stated that the Association needs parent ambassadors. She asked for feedback about past parents – if they represent as past parents, how far back should they go? She stated that she is extending the deadline for parent ambassador applications to November 15, 2019.

Dawn presented information from the Head Start Needs Assessment. The response rate was less than 50%. Dawn will work with the new Collaboration Office Director to make sure there is more participation in the future. The Collaboration Office uses this information to set goals in their 5-year strategic plan and provide information within her grant application. Anne Taggart asked how this report influences the Collaboration Office's work. Jackie Wake explained how she and Wenda Singer worked together on dental information. In the current report, Jackie noted that the % of dental homes are higher, but the parent follow-up is not so good. Shikee suggested that there could be a conference call for directors so that they understand the importance of participating in the survey and to make sure they understand the questions. There was discussion about the Head Start Advisory Council and how it could work in the future.

Dawn informed the board that through the Department of Social Services, the Collaboration Office provided additional end of the year funds to the Association in the amount of \$13,813. This is in addition to the contractual amount of \$46,300. We were able to replace office computers and other office equipment, in addition to purchasing one of the keynote's hardcover book for each attendee at our upcoming annual conference.

Dawn explained that Early Impact Virginia is collecting information regarding the effectiveness of Home Visiting including Early Head Start and Head Start home visiting programs.

Guest presentation: Brenda Workman from Bluefield College presented relevant programs to the board members. Bluefield offers a 10% discount to all staff of Head Start. Pathfinders will continue to support through 4-year degree programs at Bluefield. Students can get help through Virginia tuition assistance. Several Early Childhood Education staff are attending college at no cost through the program. Brenda stated that she presents at pre-service trainings at some Head Start programs and she is happy to do so.

After Brenda's presentation, Shikee asked for a motion to go into closed session. Kacey Dalton motioned, Ramona Fisher seconded, motion carried. The board went into closed session. Julia and Dawn stepped out.

The board returned to open session on a motion made by Ramona Fisher and seconded by Joyce Jones.

Shikee informed Dawn and Julia that the board has voted to provide each of them with a one-time bonus to recognize the work that they have done this year to support the Association and the Collaboration Office. Shikee will make sure that the accountant knows how to assign that. Dawn and Julia will receive a letter from the Association President informing them of the details.

Committee reports –

Governance Committee - discussed the bylaws again. Recommendations were presented by the governance committee for changes. A motion to accept the changes was made by Fay Butcher, seconded by Isha Barrie – motion carried. Nichole Cooper provided the edited report to Julia who will ensure that the draft with tracked changes and the final edited version will both be posted on our Board Member access page on the website.

Conference Committee – discussed all conferences. They will be extending the registration date for the Health Institute conference. Gave 8 scholarships to the Health Institute. Need additional proposals for the annual conference to be held March 31-April 2, 2020. The Northeast Region is the host region. The Early Head Start Home-Based would benefit from workshops and therefore need proposals. The VAHSA Education Summit will be held August 13 – 14th in Portsmouth, VA – Kimberly Johnson will be the presenter.

Finance Committee – Dawn gave the report – Audit (Financial Review) needs to be approved. She presented the financial report for the period ending September 2019 prepared by Bonnie Harsley. Dawn presented the Financial Review – not as intense as an Audit. She asked the board to consider whether an audit is necessary next year. After discussion, Kathy Channell made a motion that the Association amend contract to do a review instead of an audit next year. Angela Barnes seconded – motion carried.

Donna Buckland made motion to accept the financial review as presented, Ramona Fischer seconded – motion carried.

Advocacy Committee - Kathy Channell gave the report– they discussed parent ambassadors visiting state legislature instead of federal, as has been done in the past. They revisited social media needs and may want to look at operating policies to make sure it covers what should and should not be posted. Kacey is willing to post, but she wants input on what should be posted. Also, is there a list of what agencies that the Association wants to follow? Julia and Dawn will make those recommendations.

Regional Reports:

NW Region – had meeting October 17 in Lynchburg. Invited Brenda Workman from Blue Ridge College – TTA specialist Carolyn Porter provided training on creating an effective policy council. OHS has a new reference book. Also presented the HS Management Wheel. Renita Strange added that the policy council presentation was very helpful. Angela Barnes shared that her TA specialist will do their board and policy council governance training. Discussed ERSEA training in December. Dawn and Dorothy Holmes from Lyn-Cag are working on that. Also doing training on Opioid crisis.

NE Region – Jennifer Tonkin presented that they voted on new reps for the region. Made an annual training plan. Will have a training in February 2020 on Immigration Rights. Will have a CLASS training in March. Will do more staff wellness training. Helped to plan for the April annual conference.

SE and SW regions are not operating a regional meeting. Dawn says if they would like to have a train the trainer Opioid meeting TTA can provide that in the region.

Dawn reminded all that there is \$1000 per region annually for room rent, etc. and \$300 for food from association. There was discussion about combining the amount and not breaking it out for food and space. Angela Barnes made a motion that the \$1300 be used at region discretion per fiscal year. Kim Hill seconded. Motion carried.

Dawn suggests we have a January call – board members agreed.

Dawn wants the group to consider this, are we meeting our commitment to members? The board feels that this is being done.

Dawn thanked those members who are coming off the board. Members expressed their appreciation for the experience.

Motion to adjourn at 11:44 a.m.

Next meeting will be held in April during the first night of the conference in Fredericksburg, VA, March 31, 2020.

Donna Buckland, Secretary

4/27/2020

Date