

**VAHSA Board of Directors**  
**Tuesday, October 20, 2020 at 9:00 am – 1:00 pm**  
**ZOOM Meeting Minutes**

- Shikee Franklin called the meeting called to order at 9:03am
- **Members In attendance:** Shikee Franklin, Kathy Channell, Kim Hill, Jennifer Tonkin, Isha Barrie, Brandi Miller, Donna Buckland, Alison Noble, Kimberly Austin, Dawn Ault, Julie Greene, Joyce Jones, Joe Lacey, Taundwa Jeffries, Ramona Fisher, Fay Butcher, Mariela Gonzalez, Julia Beglane and Kacey Dalton. Angela Barnes joined after roll call.
  - Thank you to parting member and Board Secretary, Donna Buckland.
  - Condolences to Jackie Wake, absent due to a death in the family.
  - Welcome to new members, Brandi Miller (T/TA) and Mariela Gonzalez (NE parent).
- **Approval of Minutes** from June 22, 2020 – Kathy Channell made the motion to accept minutes, second by Ramona Fisher. Motion carried unanimously.
- **President’s Report-** Shikee Franklin
  - Shikee shared thanks for opportunity to serve as President of the Board. Will continue to serve as a member for another year.
- **Treasurer’s Report** – Joe Lacey
  - Review of finances to date, information and financial statements are available online- <https://vahsa.memberclicks.net/board-of-directors-documents>
  - FY 20 Financial Audit Report reviewed. Reminder that Paycheck Protection Program (COVID) grant received in the amount of \$26,000. Some payments will come thru FY 21 (payment on July 15, 2020 payroll). Investments did fairly well for the economic climate.
  - Treasures report reviewed, Joyce Jones made the motion to accept the report, second by Isha Barrie. Motion carried unanimously.
  - Investment plan is conservative, per prior Board decisions. Long Term Investment Broker recommended to add Asset Management Company, Ocean Park, to help prevent possible losses and invest with a “stop-loss” safeguard (conservative program with lower risk). Trading fees are included in the 2.4% management fee. In the future, the Board can decide to change the plan if needed. Dawn, Shikee, and Joe participated in the meeting with the Long Term Investment Broker. Motion made by Joyce Jones to add Asset Management Company by November 2020, second by Fay Butcher. Motion carried.
- **Executive Director Report** - Dawn Ault
  - Annual Conflict of Interest Policy for Board Members – completed by PDF sign
  - Weekly Director calls with Dawn and Taundwa continue (each Friday at 10am), meetings are recorded. Great opportunity to support programs and discuss challenges due to COVID.
  - Office of Head Start had a CAMP series during the summer for Directors to review COVID changes and planning. OHS is being flexible (program’s need to document).
  - National Head Start Association is advocating for additional funding (1.7 billion). VAHSA and NHTSA participated in a Legislative Day in September. A bill is in the Senate and has support for increased funding.
  - Parent Ambassador Program applications are online, no applications completed at this time. Due date is November 1, 2020. (link to application online under families tab)
  - Dues were raised, programs continue to participate (only 2 programs outstanding at this time).
  - VAHSA Strategic Plan will be reviewed by groups, later in the meeting.
- **Nominations for President, Vice President, and Secretary** - Nominating Chairperson – Kathy Channell
  - Nominations for President and Secretary entered a different ZOOM room: Alison Noble: President (Community Rep SE); Jennifer Tonkin: Secretary (Staff Rep, NE).

- Discussion and vote for approval of President and Secretary: Motion made by Fay Butcher and second by Joyce Jones, motion carried unanimously.
  - Nominee for Vice President entered a different ZOOM room: Kim Hill (Staff Rep, SW).
  - Discussion and vote for approval of Vice President: Motion made by Fay Butcher and second by Joyce Jones, motion carried unanimously.
  - Vacant positions: SE Community Representative (Alison's position); SW Director; and SE Parent.
- **Strategic Plan - Small Group Activity**
    - Dawn reviewed the Strategic Plan and 5 Year Plan (approved in June 2017).
    - Groups discussed the following changes:
    - **Goal 1: Training**
      - 1.2 Conferences continue virtually during COVID.
      - 1.3 Infant-Toddler Conference changed to Education Summit.
      - 1.4 Continued work with Collaboration Director (Taundwa); No VPI+ programs in VA; Addition of VA Early Childhood Initiative
      - 1.5 Support provided to regions thru virtual meetings (each week during COVID); Regional meetings have subsided.
    - **Goal 2: Support HS Programs and Community**
      - 2.1 Add Parent Ambassador program
      - 2.2 Add Early Childhood Foundation
      - 2.3 Changes in Parent Ambassador program (application, review and selection process).
      - 2.3 Advocacy efforts in DC or Richmond
      - 2.4 Add Scholarships for High School Students.
      - 2.5 Add virtual platforms
    - **Goal 3: Sustainability and Growth**
      - 3.1 Progress: Dues were increased, and participation continues. Board is providing extensive support to programs during COVID.
      - 3.4 Add Monitor investment structure and adjust as necessary depended on the financial climate to safeguard investments.
      - 3.5 Change Board Committees to "Work Groups" to foster involvement
      - 3.5 Add to Operating Manual to include Policy & Procedures (step by step guide) to help with succession planning. Procedure Guide to be created. Will be reviewed in January.
- **Committee Reports**
    - **Finance & Governance**
      - Financial report: will be reviewed monthly
      - Conference call before January meeting to review changes to Operations Manual, Strategic Plan, Bi-Laws. Term limits for officers will also be reviewed.
    - **Conference & Scholarship:**
      - Parent Ambassador program applications open. Deadline November 1, 2020.
      - Health and Family Institute will be in two sessions (December 9-10: Self Care and January 13-14: Healthy Goals). Call for proposals being reviewed.
      - Health & Family Institute Conference (March 2021), hotel cancelled, did not lose deposit. Transferred deposit to 2022 as scheduled.
      - Teaching Tuesday (November – December). Will include tips for teachers thru on-demand, 20 mins videos. Total of 7 sessions.
      - Website addition for teachers to share resources.
      - Director's Council (June 2021), suggested to keep in-person meeting. Theme "healthy goals" or "looking forward".
      - Annual Conference (November 2021) will be checking in with location in January to review (Hotel Madison).

- **HSSCO Report-** Taundwa Jeffries
  - 2019-20 Needs Assessment has been distributed, due October 30, 2020. Will review level of participation and extend if necessary.
  - VA was chosen by OHS to participate in “100 School Reach Project”, a collaborative transition to public school program. Will collaborate with PDG workgroup from VDOE on goals. Working on putting together a transition summit. Goals will be submitted to OHS by end of October 2020.
  - Community of Practice Grant with Project Hope Program. Will develop strategies to support homeless families.
  - Completed Head Start Listening Session with VDOE to discuss timelines for unification of Early childhood systems and coordinated efforts taking place.
  
- **TTA –** Brandi Miller
  - New contract Aug 1<sup>st</sup> – added new positions Family Engagement Specialist, Grantee Specialist, and Early Childhood Specialist. Rashanda Jenkins is now Grantee Specialist. New Health Specialist in place.
  - T/TA is reaching out to programs to discuss needs. Reach out to program specialist if there are things needed (by programs).
  - Dawn requested a staff listing (was shared thru the enterprise system).
  
- **HAC –** Julie Greene
  - Met September 3, 2020 to address COVID updates and how to meet needs of students/families within virtual learning.
  - Oral health needs, working to connect dental hygienist to centers/programs.
  - Immunizations, lag March-June where children were not getting well-checks. Doctors are setting up well-checks separately. Physical and immunization requirements for school entry have not been waived. This caused some issues with parents/children. Pharmacies are also able to provide immunizations. Working with VISS to count/report immunizations from pharmacies, there were some issues with the information not being recorded by the state.
  
- **Regional Reports:**
  - NW: Angela Barnes- no official report. Oct 15 meeting was not able to happen due to COVID focus. Question about responsibilities and how to communicate
  - NE: Isha Barrie, not able to meet; working on building a structure for communication
  - SW: Kim Hill, not able to meet
  - SE: Joyce Jones, no report
  - Recommended for VAHSA to put together regional zoom sessions to help organize regions.
  
- **Farewell to Board Members**  
We thank you for your dedicated service: Shikee Franklin and Donna Buckland
  
- **Closing remarks & Adjourn**  
Motion made to adjourn the meeting by Ramona Fisher, second by Julie Greene. Motion carried unanimously. Meeting adjourned at 1:00pm

Jennifer Tonkin

Jennifer Tonkin, VAHSA Secretary

January 26, 2021

Date