VAHSA Board of Directors Meeting

Meeting Minutes

Monday, June 15, 2015

Sheraton Virginia Beach Oceanfront Hotel; 3501 Atlantic Avenue, Virginia Beach, VA 23451

# Opening

The regular meeting of the Virginia Head Start Association Board of Directors was called to order by Nancy Null at 5:11 PM

# Introductions

Present: Dawn Ault, Shelly McClintock, Wyvonnie (Bonnie) Harsley, Nijjia James, Duan Shankle, Stephanie Gaignard, Julia Beglane, Becky Sitnik, Jane Gray, Nancy Null, Gail Summer, Rashanda Jenkins, Anne Taggart, Jackie Wake, Shikee Franklin, Tracy Bridgeforth

# Approval of March 2015 Meeting Minutes (Duan Shankle)

Anne motions to approve minutes as presented, Shelly seconds; motion carries; minutes approved

# Treasurer’s Report (Dawn Ault; Christy Whitaker unable to attend)

* Review of finances to date; printed copies of budget per Board request
* Wilkes codes refer to accountant codes
* Have additional sponsorships/corporate partners
* Annual conference brought in more than projected
* At 100% with dues; the amount looks down because some programs have lowered enrollment numbers and dues are based on per child enrollment
* Discussion regarding Elmore Scholarship money and that it’s kept in a separate account; group discusses moving those funds into the main account;
  + Anne motions to close account and transfer scholarship funds into main Association account, Becky seconds
    - Discussion: due to Dawn’s record-keeping, scholarship money will be moved to main account and be earmarked for Elmore Scholarships in the budget; motion carries

# Finance Committee (Jane Gray)

Members: \*Jane Gray, Christy Whitaker, Gail Summer, and Bonnie Harsley

# Finance committee met today; had a call with rep from BB&T regarding investment options

* + Preferred stocks (earning about 8% over the past five years, but this is not guaranteed) appears to be best option
  + Have option to reinvest interest and leave principal as is, as a safety net
  + Discussed fees associated with investment
    - Fees associated with investment options are set by bank, there is little flexibility;
    - However, there is flexibility with fees when selling stocks
  + Board would need to determine investment procedures; make a statement in the investment philosophy of what the money is for—statement would refer to “keeping Board financially sound”
    - Dawn updated philosophy statement to include the purpose of the investments as a “safeguard” for contingency funds
* Anne makes motion to support Finance Committee’s recommendation for investing, Jackie seconds; motion carries
  + Further discussion: Proceeds will go into a money market, and be re-evaluated annually; after looking at trends over three years, will have a baseline to evaluate investment options
* Becky motions that investment be reviewed annually and Board review at each meeting (investment cycle runs July to June) so annual review would occur at June Board Meeting; Anne seconds; motion carries

# Governance Committee (Dawn Ault)

Members: \*Dawn Ault, Duan Shankle, Nichole Cooper, and Shikee Franklin

* Overview of potential Human Resources policy for new employees (e.g., probation period, retirement)
  + Reviewed draft personnel procedures, employee benefits and personnel manual
  + Dawn shared that she discussed the policies with an HR specialist Rashanda put her in touch with
  + Discuss COLA increases, and merit increases
    - Anne suggests looking at federal government COLA rates and possibly adding 1%
    - Suggestion that Board review the personnel manual overnight and discuss/approve tomorrow
    - Need to determine COLA and merit procedures
      * Discussion on making a policy that if funds allow, the Board will consider a COLA and merit increase
        + Gail suggests adding to personnel procedure #10, stating that “annually, Board will consider COLA and merit increases”
        + Suggestion that increases occur with performance review
      * Governance committee will meet to discuss procedures to present to Board for approval

# Conference Committee (Dawn Ault)

Members: \*Dawn Ault, Jane Gray, Shelly McClintock, and Julia Beglane

* 2015-2016 dates/locations: Director’s Conference scheduled for June 21-23, 2016 at Sheraton Oceanfront VA Beach
* Roanoke in 2017 contract: the per diem is extremely high and conference will be expensive
  + The contract has a day rate that costs approximately $190/person and the registration fee is $300
  + Recommend reducing room block
* Infant Toddler Institute titled Right From the Start: Providing Quality Services for Infants and Toddlers – August 12-13, 2015 in Staunton, VA
* Health Institute titled Health, Mental Health, and Beyond – The Family Connection: Oct 27-29, 2015 in Charlottesville, VA
* Annual Conference – potential title: Building on Our Heritage, April 5-7, 2016 in Fredericksburg

# Recess

Recess called at 7:00 PM, meeting to resume at 8:00 AM on 6/16/15; meeting reconvened at 8:15 AM

# Revisit Personnel Procedures

* Governance Committee convened yesterday evening and made additions/edits to procedures
* Shelly motions to accepts changes, Becky seconds
  + Discussion
    - Shelly suggests adding to number 9 that the review occur on the employee’s hire anniversary
    - Jackie reminds group that it was discussed the performance review and increases would happen in the fall after the budget is reviewed
    - Number 9 will read “annually,”
  + Motion carries
* Group discusses COLA increases for both employees and having a Board conference call to approve possible merit increases, after performance reviews are completed in the fall
  + Group discusses this year’s COLA increase take effect on July 1, and this year’s possible merit increases take effect November 1, when the new fiscal year begins
* For number 10, suggestion to change “current” to “most recently posted”
* For number 11, suggestion to add “based on performance evaluation that exceeds standards”
* Becky motions to amend numbers 9, 10, 11
  + Discussion: Add 12 “Annually the Board will determine when COLA and merit increases take effect”
  + Anne, proposes that July 1, 2015 a 1.7% COLA increase be given to both employees, Shikee seconds; motion carries
* Shelly suggests that Governance Committee revisit page 2 regarding leave

# By-Laws Regarding New Officers (Dawn Ault)

* Nomination Process for new President & Vice President
  + Nominations will be made online through the association website; look for nomination “button” coming soon
  + Both Nancy and Jane are cycling off the Board, so need to elect both a president and vice president in November
* Review of terms of office, who cycles off when
  + Need NE director rep because Anne retiring
  + Need SE parent rep
  + Need NW parent rep
  + Need SW parent because Christy is Treasurer
  + Need NW staff rep, Jane cycling off Board

# Scholarship Committee (Shelly McClintock)

Members: \*Shelly McClintock, Duan Shankle, and Dorothy Holmes

* Discussion on application process and expectations
* Elmore Scholarship – two staff this year, no parent applications

# HSSCO (Aleta Lawson)

* Aleta appointed to Commonwealth Council for Childhood Success
  + Sits on Governance and Data work group
    - Have been in contact with other states to determine how other state offices are organized/structured
    - Group did not make a recommendation to the Council because more research is needed
* Attended town hall meeting to hear from public on how they would like early childhood offices to be structured
* VPI looking to Head Start for ideas on how to recruit children
  + Aleta invited VPI reps to a meeting
  + Will be collecting data on who is applying for the program
  + Will be getting feedback from VPI/HS directors on how programs can work collectively to serve the most needy children and families
* Aleta to remind programs that she needs information from programs regarding how many four year olds were served in March
* She attended EHS-CCP meeting in Chicago, about 28 people from Virginia
  + Aleta’s supervisor, Barbara, is putting together a collaborative for the 8 Virginia EHS-CCP grantees; meeting set for July 28 in Richmond, and will continue to follow up with conference calls
* Trained over 600 staff in Bridges Out of Poverty over the past year
  + SW to receive training August 4-5, 2015
  + Next steps is a parent piece on “Building Resources for Your Future”

# Health Advisory *(Rashanda Jenkins)*

* See handout (attached)

# Reports from the Regions

Southeast (Shikee Franklin)

* Planned at conference; no meeting since

Northeast (Anne Taggart)

* Planned at conference
* Working on developing plan for next year
* Meeting in July to work on plan for April VAHSA conference

Southwest (Shelly McClintock)

* Have not met since conference

Northwest (Jane Gray)

* Planning for next year; one topic is speaker to discuss VPI+

# TA System (T/A representative unable to attend)

* Unable to attend; their contract does not allow travel in June

# Executive Director Report (Dawn Ault)

* Overview of Strategic Plan/Updates - Revisit progress of our 5 main goals
  + Reflect on goals, do they need to be updated
  + Review objectives
    - Dawn will review clarity of objectives
  + Shelly suggests possibly adding objectives on health/mental health of staff; maybe providing sessions at health institute
    - Find ways to keep staff wellness on programs’ minds; maybe through quarterly updates
    - Suggestion that HAC partner with Association on keeping staff wellness in the forefront
* Feedback re: quarterly reports, as group has done away with printed annual report
  + For July issue, looking to highlight what programs did for 50th anniversary of HS and articles
  + For fall issue, program data (PIR, CLASS, health data, disabilities, VQRIS)
* New corporate partner: T-Mobile
  + If programs are interested in talking to rep regarding government/non-profit organization rate plans, Dawn can put you in touch with him

# Closing Comments

* The organization that Jackie works for is reaching out to various communities and providing grants regarding oral health
  + Grass roots program; Jackie can link programs with contacts where programs are taking place (currently four areas)
* Topics to consider for trainings/resources shared with programs at either conference or regional meetings: abuse/domestic violence, growing into brain injuries, trauma

# Adjournment

Meeting adjourns at 10:47 AM (called by Nancy Null)

Next Board meeting is November 4-5, 2015 in Roanoke