VAHSA Board of Directors Meeting

Meeting Minutes (Draft)

Monday, June 16, 2014

Sheraton Oceanfront Virginia Beach

# Opening

The regular meeting of the Virginia Head Start Association Board of Directors was called to order by Dawn Ault 5:06 PM

# Introductions

Present: Dawn Ault, Shelly McClintock, Jackie Wake, Nichole Cooper, Wyvonnie Harsley, Nijjia James, Tracy Bridgeforth, Duan Shankle, Laura McCall, Christy Whitaker, Shikee Franklin, Stephanie Gaignard, Julia Beglane

# Approval of March 2014 Minutes (Duan Shankle)

Shelly motions to accept minutes as presented; Jackie seconds; motion carries

# Collaboration Office Report (Aleta Lawson—unable to attend; will share updates with directors during Director’s Council)

# TA System Report (Pam Blackburn)

* Summer trainings; programs should have received information via email
  + Trainings are free
* Regional approach to CLASS certification
  + TA system reaching out to grantees regarding their need
* Overview of TA System
  + Three tier system
    - National Centers
    - Grantee specialists (ERSEA, Fiscal, HR; also assigned to programs with new directors)
    - ECE specialists (Education, Health, PFCE, Disabilities)
      * Three ECE Specialists: Laurie Rothwell, Tammi Petrowicz, Pam Blackburn
* Looking for directors to serve as mentor/coach to new directors
* Discussed leadership academy and mentoring/practice-based coaching initiative

# Elmore Scholarship Committee Report (Shelly McClintock, Laura McCall, Duan Shankle)

* $500 for higher education; one staff recipient and one parent recipient
* Only received one staff application and no parent applications;
* Staff applicant was highly deserving, so will receive the scholarship;
* How can we get the word out about the scholarships?
  + Flyer that can be emailed out to programs
  + Email to TTA coordinators so they can distribute to education coordinators
  + Having a table at the state conference that announces that VAHSA scholarships are available
    - Promote past winners, “congratulations” to past winners and ask past recipients to “work” the table
* Shelly suggests establishing a timeframe that the scholarship is open
* Collaboration office (Aleta) would like to offer hotel and registration for Infant/Toddler conference in August
  + Collaboration office has offered conference scholarships in the past (i.e., Creating Connections to Shining Stars conference)

# Health Advisory Committee Report (Laura McCall)

See attached document

* Need to find a chair and secretary for HAC by September because Laura and Dorothea are coming to end of term
* Discuss using a meeting location that has teleconferencing or satellite location, so more could attend without having to take time away from their program and pay for travel

# Dinner

# Reports from the Regions

Northwest (emailed by Dorothy Holmes, shared by Dawn Ault)

* 10/16 meeting in Lynchburg

Northeast (Anne Taggart)

* Elected new community rep and parent rep
* At March meeting, brainstormed training needs
  + Domestic violence and substance abuse
  + Keeping staff motivated
  + Immigration
  + Partnering with other programs
    - Grant writing
  + Chronic health conditions
  + CLASS training
  + Serving infants and toddlers
* Will be working on a training schedule while at director’s council

Southwest (Shelly McClintock)

* Elected new parent rep
* In midst of planning for VAHSA Annual Conference in Abingdon for April 2015

Southeast (Shikee Franklin)

* ERSEA training in February hosted at Shikee’s program; over 60 attendees
* Have yet to schedule meeting to plan for next year’s trainings

# VAHSA Annual Report (Dawn Ault)

* Covers 2012-2013 PY
* Directors will receive 20 copies to take back to programs; if additional copies needed, please let Dawn or Julia know and they will ship them to your program
* Page 12 [Child Outcomes data]; discussion regarding data reflects only 28 programs out of over 50 in the state
  + Discussed how system of reporting data could change
  + Dawn shared that VAHSA website will have a new look, and programs will be able to report data through the website
  + Discussed changing timeline of Annual Report
* Discussed what we want to report
  + Dawn has asked Laura Hunt-Trull to review about 25 state association’s annual reports and see what they are reporting
  + PFCE data

# Executive Director’s Report (Dawn Ault)

See attached document

* Dawn shared she is receiving some calls from Spanish speakers, so is looking for resources on translation services
  + Anne shared CTS Language Link
  + Jackie shared IRC
* Reviewed budget report from VAHSA 2014 Annual Conference

# Recess

Called at 7:31 PM by Dawn Ault; meeting to resume tomorrow morning at 8:00 AM

# Meeting resumes

Meeting called to order June 17, 2014 at 8:10 AM by Dawn Ault

# Infant Toddler Institute (Dawn Ault)

* Review draft scholarship application created by Dawn and Julia
  + Scholarship to be sent electronically to education managers to distribute to staff
* Dawn will email electronic copy to Duan; Duan will convert to fillable PDF
* Solicited any additional questions from group
  + Anne suggests question regarding how they will apply what they learn to their every day work/how are you going to use the information?
  + Edit application to include Head Start and Early Head Start staff

# Treasurer’s Report (Dawn Ault—in Jane Gray’s absence)

* Dawn reviewed
  + Conference registrations
  + Vendor fees
  + Raffle tickets
  + Expenses
  + Collaboration Office reimbursements
  + Annual Report expense
  + Website costs
  + Conferences and Institute costs
  + Scholarship costs
  + FY14 Budget
* Currently, Treasurer position is vacant
* Treasurer duties
  + Keep track of Excel spreadsheet
* Christie Whitaker volunteers to be Treasurer
  + Anne motions; Shelly seconds; motion carries
  + Dawn will meet with Christie at Abingdon conference
  + SW will need a new parent representative for the Board, as Christie vacates her position to become Treasurer

# 2016 National Conference Center Contract Analysis

See attached document

* Discussion regarding whether to walk away from contract and pay penalty
  + Center costs are extremely high
  + Attendees report difficulties with overnight facilities; more of a college dormitory feel, as opposed to hotel
    - Some attendees stayed in other, nearby hotels
  + Many programs did not have overnight attendees
* Reviewed costs/profits of 2012 conference versus 2014 conference
* Anne shares that Conference Center is not as “conference friendly” as other hotels in the Northern Virginia area
* Research other venues
* Board to make decision at November meeting
* Shelly motions to give Dawn ability to negotiate with Conference Center and ask Rebecca Gaither to research other venues; Laura seconds; motion carries

# Scholarships

* Shelly asks if unused Elmore Scholarship money could go toward more Infant/Toddler Institute scholarships
* Awaiting receipt of applications for Infant/Toddler; Aleta will determine how many scholarships Collaboration Office will offer based on number of applicants and CO budget

# Proposed Budget

Dawn to review with Finance committee in September and bring to Board meeting in November

# November 5-6, 2014

Next Board meeting in Roanoke, VA

# Strategic Plan

* Reviewed progress
* Discuss association assigning mentors or having a mentor geographically designated
  + Dawn will discuss further with Laurie Rothwell
  + Discussion regarding PMFO cohorts versus what help association could offer; maybe revise strategic plan to reflect the association supporting the PMFO system that is already in place
  + New directors have option of participating in PMFO and grantee specialists will continue to be assigned to new directors
    - Grantee specialists help to [informally] connect new directors to other program directors
  + Shelly suggest using VAHSA regional officers to reach out to new directors
  + New manager/director session offered at health institute by T/TA
* Advocacy
  + Depending on the organization you work for, some agencies prohibit employees from participating in advocacy activities during work hours, so some people would have to take a day off of work; this restriction does not apply to parents, who are not employed by these kinds of agencies
  + NHSA is keeping Head Start in the forefront
* Association dues structure
  + Group agrees to keep cost per child at $5

# VAECE Conference

* Shelly asks why we don’t partner with them and do a joint conference
* Have done this in the past, but there were difficulties
* Discussion about how attendees often serve different populations than Head Start
* We have contracts signed through 2017, so revisiting this idea is not necessarily on the radar right now

# By-Laws

* Page 1
  + Suggest putting By-Laws; clearer title on document
* Page 2
  + (i) Parents. . . change *shall* to *may*
* Page 3
  + Section 2a. . . update costs per child to $5 from $4.50
* Page 5
  + Section 3a. . . meetings of the Board
    - Change to at least three meetings and conferencing as needed
* Page 6
  + Section 1b
    - Reviewed term of office
* Page 7
  + Section 2 . . . treasurer
    - Change (iv) to state accountant audits records
* Page 12
  + Annual statements
    - Group agrees that these will be signed
* Shelly motions to accept changes to By-Laws as noted; Shikee seconds; motion carries

# Operations Manual

* Question regarding VAHSA Personnel Procedures #3; group discusses changing to at least monthly
* #4 need to change time sheet to only apply to Assistant, since ED is salary and does not complete a time sheet
* #8 discussed; system currently works well for ED and Assistant as they do not live close to each other
* VAHSA Association Insurance
  + Questions regarding Unemployment Insurance and Bonding Insurance
    - Shelly suggests having accounting firm come and speak to Board at November meeting to discuss the various insurances—what we have and what we may need
* Operations Manual tabled to November meeting; needs further discussion

Suggestion for committee meetings at November Board meeting

* Shelly motions that personnel committee discuss leave/benefits of ED; Anne seconds; motion carries
* Pam suggests having Laura Hunt-Troll research what other state associations offer their EDs

# Closing Comments

Shelly asks that Dawn send regional VAHSA groups the names of Board members that are rotating off, so they know what positions they need to fill

# Recess

At 10:15 AM by Dawn Ault; group reconvenes at 12:00 PM with Director’s Council

# Adjournment

Meeting adjourns after lunch, approximately 12:30 PM; next meeting in Roanoke, VA in November