

Indiana Head Start Association Board Meeting Minutes



July 12, 2022

Regular Session (In Person and Zoom)

- I. **Call to Order:** Tara Meachum called the meeting to order at 10:04am.
- II. **Roll Call:** Bailey Maxwell called roll with the following Board Members answering present:
 - a. Tara Meachum (President), Mary Lee Freeze (Vice President), Robyn Duffy (Treasurer), Bailey Maxwell (Secretary), Lisa Kipker, Thomas Walker, Courtney New, Everett Hicks, and Sharon Tankersley (joined at 10:40am)
 - b. Advisors in attendance were Rhett Cecil, IHSA Executive Director, and Tonia Carriger, Indiana Head Start Collaboration Director.
 - c. Board members not in attendance: Kim Ryan, Sarah Haisley, Stephanie Malchow, David McGee, Tiffany Stigers, Sharon Tankersley, Kristen Lopshire, and Rhett Cecil.
 - d. Bailey shared that multiple members have missed up to three meetings since January, including Sharon, Sarah, and Kim. Tara mentioned that she will send letters to the individuals with low attendance. Bailey sent the attendance log to Tara.
- III. **Approve Board Meeting Minutes:**
 - a. No changes to minutes were noted. Courtney made a motion to approve the June minutes. Lisa seconded. Motion passed unanimously.
- IV. **Action Items**
 - a. Tara stated that she will schedule the Executive Committee monthly for the first Monday of every month or if not available the next business day.
 - b. Drop box still is having issues with set up due to email problems.
 - c. Bylaw additions have been completed. Tara is going to update it without all of the edits and send to the Board.
 - d. Fiscal Manual was updated and completed.
 - e. Credit card is being researched and Robyn will follow up with next steps.
- V. **Agenda**
 - a. **Executive Director Report:** *Not Available*
 - b. **Collab Office Report:**
 - i. Tonia shared some highlights from her report including:
 1. She submitted her continuation grant.
 2. Tonia will be at the ICC meeting and will give a report on the workforce crisis. She collected information from Rhett that he has received. Additional feedback was given from Board Members regarding their program's workforce concerns, including pay, all positions are difficult to hire – not just

teaching staff, and mental health being a priority of workers (but programs cannot change the workload to help).

3. Tonia shared information about the SNAP summit that is coming up in the next couple of weeks.

c. **Administrative Cluster Report:** *Not applicable*

d. **Family Cluster Report:**

- i. Courtney shared that 13 people attended and the training was from SPARK Learning Lab with the topic of Building Equal Partnerships with Families.

e. **Education Cluster Report:**

- i. Everett said ten individuals attended the meeting and discussed practice based coaching and the implementation of child care partners. There was an opportunity for discussion and questions.

f. **Health Cluster Report:** *Not applicable*

g. **Region V Report:**

- i. Robyn shared that there was discussion regarding workforce concerns. She shared that all officers have been elected. All positions were filled.
- ii. Robyn shared that there are some discrepancies and concerns brought up about the term limits and friend representative. Clarification was brought during discussion that it would be similar to a community representative. Robyn clarified that each state from the Region can have a friend representative. Bailey asked if this was a new position, because it has never been presented to the IHSA Board in at least three years. Robyn shared that this has been a position and the IHSA needs to make a decision on who and how this representative is elected to this position.
- iii. Robyn shared that Karen from Region V is encouraging programs to spend down CRRSA funds before the timeline and not wait until the last minute
- iv. Information was shared that programs that are choosing to use the non-credentialed staff that programs must adopt policies, procedures and follow them. This could result in an "area of concern".
- v. Every person that attends the Region V conference from Indiana, IHSA will get 14% of the fee.

h. **Executive Committee Updates:** *Not applicable*

i. **Training and Conference Committee:**

- i. There is a trauma informed and ACES platform is being created for the Help the Helpers trainings. Tara is working on flyers and needs to send them to programs.

j. **Advocacy Committee:**

- i. Thomas shared that his program has collaborated with a community program that is allowing them to do recruitment at their agency. She is a Head Start alumni, and Thomas feels she could be someone to highlight.

- ii. There is a pause with the launch of the new logo. Thomas shared that the delay with this is due to the misunderstanding of the IHSA program compared to programs. Robyn confirmed that the logo was purchased.
- iii. Thomas asked if programs are experiencing lack of staffing in positions other than teaching. Courtney confirmed that she was. Members discussed concerns with application process and attempting online applications.
- k. **Nomination and Election Committee:** *Not Applicable*
- l. **Finance Committee Updates:**
 - i. Robyn shared two forms that need approval from the Board- Prior Approval (Per Diem and unbudgeted items) and Authorization for Reimbursement
 - 1. Prior Approval will go to the Executive Team for approval and must have two signatures to move forward.

VI. Budget

- a. Robyn shared the fiscal documents in advance. She shared that we are 53% spent when we are half way through the year.
- b. Robyn shared that she wanted to send flowers for Rhett for a loss in the family and use miscellaneous funds to pay for the items. Bailey made a motion. Mary Lee seconded. All members voted in favor. Motion passed unanimously. Lisa said she would order the flowers. Robyn will send her the reimbursement form for the flowers.
- c. Thomas made a motion to approve the Treasurer's Report. Mary Lee seconded. All members voted in favor. Motion passed unanimously.

VII. Bylaws Changes

- a. Tara shared that members received the updated bylaws and were given 30 days to review the changes prior to this request of approval.
- b. Tara shared the changes that were proposed:
 - i. Section 2 Meetings – Non Board Member attendance
 - ii. Finance Committee – use of web-based service for storing documents
 - iii. Conference and Training – Reduced/Free attendance options for Training and Conference Committee members
 - iv. Records Retention and Destruction
- c. Lisa made a motion to approve the proposed change of Bylaws. Everett seconded the motion. All members voted in favor. Motion passed unanimously.

Meeting adjourned at 11:43am

Minutes are approved at the next IHSA Board of Directors scheduled meeting.