

Indiana Head Start Association Board Meeting Minutes



October 12, 2021

Regular Session (In Person and Zoom)

- I. **Call to Order:** Tara Meachum called the meeting to order at 10:05am.

- II. **Roll Call:** Bailey Maxwell called roll with the following Board Members answering present:
 - a. Tara Meachum (President) (left at 1:05pm), Mary Lee Freeze (Vice President), Robyn Duffy (Treasurer), Bailey Maxwell (Secretary), Lisa Kipker, Tiffany Stigers, Courtney New, Thomas Walker (left at 11:29am), and Sarah Haisley (left at 11:10am).
 - b. Advisors in attendance were Rhett Cecil, IHSA Executive Director, and Tonia Carriger (left at 1:05pm), Indiana Head Start Collaboration Director.
 - c. Board members not in attendance: Stephanie Malchow, David McGee, Everett Hicks, Sharon Tankersley, Kristen Lopshire, and Mary Graff.

- III. **Approve August 2021 Board Meeting Minutes:** Robyn made a motion to approve the August and September Board Meeting Minutes. Lisa seconded. Motion carried unanimously.

- IV. **Agenda**
 - a. **Executive Director Report:**
 - i. Rhett shared that the new date for the original Fall conference is February 2nd and 3rd of 2023 in person.
 - ii. Rhett shared that he was thankful for the help from Tonia to get the symposium for the vaccine together. Two physicians were secured to speak about women's health regarding the vaccine. Rhett estimates approximately 500 participants will attend the online event. Tara asked if our Zoom account is big enough for this event. Rhett said that our account may need to be upgraded to accommodate the amount of attendees.
 - iii. Rhett said that the training and conference committee met to discuss 2022 events.
 1. November 12th Help the Helpers event will include safety at home visits and enrollment during the pandemic. Rhett plans to send out the information to programs later this week. It was recommended to send the flyer twice (once this week and once next week) due to Fall break.
 - iv. Dues for 2022 and upcoming years were discussed during the fiscal committee and will be shared with the Board later in the meeting during the fiscal discussion.

- v. Rhett shared that all of the Region V Associations will be participating in a group offer for a program called PayScale. Rhett believes that this option will provide another benefit for programs to participate in IHSA. PayScale will attend an upcoming conference this Fall to share how to use the data provided to programs to compare and analyze wages. This will assist all programs with meeting the wage study that is required annually. A group rate will cost us \$10,000 per year for a commitment of three years. The collaboration office will split this cost with IHSA, resulting in \$5,000 total for IHSA per year.
 - 1. Mary Lee made a motion to approve this purchase of PayScale with no cost to Indiana programs. Robyn seconded. Motion passed unanimously.
- vi. Tara and Rhett met with John Tschoe and Karen McNamara about the CDI grant that is currently available for proposals. The total is approximately 2.6 million dollars for a total of 269 slots in three counties. This is third and final time that the grant will be offered before being dissolved. A meeting is being held on October 26th to discuss this grant opportunity.
- vii. Robyn made a motion to approve the Executive Director Report. Courtney seconded. Motion passes unanimously.
- b. **Collab Office Report:**
 - i. Tonia will resend the invitation to the Transition to Kindergarten summit to Directors. There are multiple speakers, panels for information and idea sharing. The day will start with researched based information about transitions and will progress to speakers in specific counties regarding meeting needs of all children including those with disabilities.
 - ii. Lisa asked about the training that was available regarding Practice Based Coaching and Education Outcomes trainings. Tonia will find the information and share.
 - iii. Mary Lee made a motion to approve the Collab Office Report. Seconded by Courtney. Motion carried unanimously.
- c. **EHS Cluster Report:** Not Available
- d. **Northern Cluster Report:** Not Available.
- e. **Central Cluster Report:** Not Available
- f. **Southern Cluster Report:** Not Available
- g. **Region V Report:**
 - i. The Region V assets currently total \$197,542 and \$110,000 is restricted. The Region V Leadership conference will be October 3rd through the 7th in Chicago in 2022. It was noted that this needs to be discussed with the Training and Conference Committee for 2022 planning. A Thriving in a New Now online will be November 5, 2021 by Region V.
 - ii. Karen McNamara spoke with Region V representatives and the information was similar to what was shared during the IHSA Director's meeting.

- iii. Chicago grantee was split into six grantees due to DRS. There were 40+ delegates and has transitioned to 15.
 - iv. Rhett shared that there was an update on the final Interim Final Rule will most likely drop in November. Tiffany shared that Karen shared that it was final when it originally came.
 - v. Mary Lee stated that Karen shared that it would be a non-compliance. Bailey explained that Karen said it could be a non-compliance, but it has not been determined at this time. Bailey mentioned that Karen also explained that this requirement would be monitored during each program's Focus Area monitors.
 - vi. Discussion about liability of programs with child COVID illnesses and staff medical issues post vaccination ensued.
- h. Executive Committee Updates:**
- i. Tara shared that she would like to do in person meetings through December.
 - ii. Bailey requested that all board documents be sent to her by the Friday before the Board meeting, so items will be sent in one email to all members prior to the meeting. Robyn and Rhett discussed moving the Finance Committee meeting to the Thursday before the Board meeting to meet this deadline.
- i. Advocacy Committee Updates:**
- i. Lisa Kipker has resigned from the Advocacy Committee.
 - ii. Tara asked Thomas if he would be willing to fill the committee chair position. Thomas accepted the position.
 1. Tara will send all of the committee members emails to Thomas and determine upcoming meeting times/dates
- j. Training and Conference Committee:** Minutes from the October 12, 2021 meeting were sent to members via email.
- i. Tara shared that the representatives wants to move from location clusters to service area clusters.
 - ii. Topics for the Help the Helpers trainings in 2022 for direct care staff were determined. Conscious Discipline, Trauma Informed, Parent Engagement are the three primary topics that will be focused.
 1. For example, Tiffany is developing a training regarding managers that are supporting staff that are experiencing or have experienced trauma.
 2. Tara met with Mike Bachman from SPARK. He will be providing a list of trainings that they can offer for the Help the Helpers topics.
 3. Lisa asked if the committee is able to host trainings in the afternoon rather than the mornings to catch teachers. Tara shared that Fridays may be better. Discussion took place to determine how to survey programs about best times to offer a training for teachers and teacher assistants.
 - iii. Tara asked for a motion to change the clusters from location to service areas. Lisa mad a motion to accept the change. Robyn seconded. The motion passed unanimously.

- iv. Thomas made a motion to approve the Training and Conference Committee Meeting Minutes and the adjustment to the November Help the Helpers training. Kristen Seconded. Motion Carried.

Tara proposed a short recess starting at 11:29am. Meeting resumed at 11:50am.

- k. **Finance Committee Updates:** Minutes from the October 11, 2021 meeting were sent to members via email.
 - i. Robyn shared the Fiscal Manual with the Board of Directors. She shared changes that were made to ensure the manual is up to date.
 - 1. Robyn clarified that proposal notes are in blue. Items that moved in the manual that were in another location were moved to a more appropriate location in the manual.
 - 2. Robyn outlined each items that changed or was removed with the Board of Directors. Robyn and Rhett facilitated answering clarifying questions for Board members.
 - a. Questions regarding expenditures was discussed to move items about travel to a section regarding travel reimbursement.
 - b. Tiffany asked if there was information regarding cardholders. Robyn stated that there is not information about this area and needs to be added. This area will be added to expenditures.
 - c. Tiffany asked about deposits. Robyn updated the document to note that the ED will deposit payments and record it.
 - d. Tara asked for clarification about multiple steps for approvals regarding items not in the current budget. It was decided that anything not in the budget above \$100 must be approved by the full board before the executive team can sign for purchases.
 - i. An example regarding a need for emergency hotel room was discussed. The consensus was that an emergency approval could be sent to the Board via email.
 - ii. Information regarding tax exempt use will be added to expenditures and reimbursement sections.
 - 1. Expenditures – utilize tax exempt where applicable
 - 2. Reimbursement – designate what is reimbursed and how to claim reimbursement.
 - iii. Robyn made a change to the Travel section regarding “prior approval from Board” to “per” on letter E. Additional suggestion for letter D was added to include “unless it is the shortest distance”.

- iv. Board members proposed renaming to Tangible Personal Property Purchase Procedures for Tangible Property and combining the two sections of Purchase Procedures and Equipment.
 - v. An line item regarding required attendees for auditors will be added to the audit section. The change was suggested that the auditing company will report findings to the Board.
 - vi. Tara asked for additional verbiage regarding the insurance provided to the executive committee and board members.
 - e. Robyn will make changes to the fiscal manual and share with Board Members as suggested.
 - 3. Bailey made a motion to approve the changes to the Fiscal Manual with corrections requested by Board members. Tiffany seconded. Motion passed unanimously.
 - ii. Robyn shared the finance meeting committee minutes. Tara read the increase of dues for programs through 2025. The only additional funds that were applied are permanent dollars, including quality money provided in 2020. This information will be shared with programs upon approval.
 - 1. Mary Lee made a motion to approve the membership dues structure through 2025. Bailey seconded. Motion passed unanimously.
 - iii. Robyn shared the 2022 program budget. Board was given the opportunity to review and provide suggestions for the budget.
 - 1. An area mentioned to be added would be Dollar per Child. Robyn shared that \$14,000 would be the amount that our agency would be recommended to collect based on the number of children in Indiana. Board members recommended that this area become a line item via advocacy committee.
 - 2. Rhett mentioned that the budget for rent would need to be adjusted.
 - a. Lisa is going to confirm if rent will be required for 2022.
 - 3. Lisa shared that she could provide approximate numbers for the Training budget.
 - 4. Rhett is confirming the Region V fees for the year.
 - 5. Rhett shared that the website fees is actually \$360 to add in the website email monthly charges.
 - 6. The contract for Rhett needs to be reviewed by the Executive Committee.
 - 7. Tiffany asked if the updated program dues structure has been built into the budget. Robyn stated that this will be added now that it has been approved during this day's Board meeting.
 - 8. Robyn will make revisions and share prior to the November meeting for Board approval.
 - iv. Robyn shared information regarding the Treasurer's report for September.
 - 1. Tara made a motion to approve September's financial report. Lisa seconded. Motion carried.

V. Advocacy Grant

a. This item will be added to the November meeting.

VI. Strategic Plan

a. This item will be added to the November meeting.

VII. Adjourn – Robyn made a motion to adjourn the meeting. Courtnet seconded. Mary Lee adjourned the meeting at 1:27pm.

Minutes approved unanimously at the IHSA Board of Director's meeting on November 9, 2021.