

Indiana Head Start Association Board Meeting Minutes



December 14, 2021

Regular Session (In Person and Zoom)

- I. **Call to Order:** Mary Lee Freeze called the meeting to order at 10:02am.
- II. **Roll Call:** Bailley Maxwell called roll with the following Board Members answering present:
 - a. Tara Meachum (President), Robyn Duffy (Treasurer), Bailley Maxwell (Secretary), Tiffany Stigers, Stephanie Malchow, Thomas Walker, Sharon Tankersley, Mary Lee Freeze (Vice President), Lisa Kipker, David McGee and Kristen Lopshire (left at 12:05).
 - b. Advisors in attendance were Rhett Cecil, IHSA Executive Director, and Tonia Carriger, Indiana Head Start Collaboration Director.
 - c. Board members not in attendance: Courtney New, Everett Hicks and Sarah Haisley.
 - d. Tara shared that Mary Graff has abdicated her position on the board.
- III. **Approve Board Meeting Minutes:**
 - a. David made a motion to approve the November Board Meeting Minutes. Kristen seconded. Motion carried unanimously.
- IV. **Action Items**
 - a. Mary Lee listed items from the November action items.
 - i. Advocacy is still working on their committee tasks and it is currently tabled.
 - ii. Bylaws committee is not going to complete a standardized document. Robyn asked where to end the form. Tara requested that the forms be sent to Bailley for filing.
- V. **Agenda**
 - a. **Executive Director Report:**
 - i. Rhett met with an audit firm to discuss the 990 form. They are not suggesting that we not have an audit at this time in order to give three years of current processes before implementing a full audit. Otherwise, the focus would be on the past few years instead of the new processes.
 1. Robyn confirmed that she also felt that this would not be beneficial. Robyn pointed out that our program received the not-for-profit status. Rhett recognized this achievement, and mentioned that the program is moving in the right direction and should continue conversations with the tax firms to find a partner to utilize in the near future. Rhett will present a course of action to the Board of Directors for approval.

2. Tara asked if the program can do an internal audit. Rhett shared that it can be completed by matching month-to-month financials in collaboration with the finance committee. Tara requested that potentially an ad hoc committee outside of the party involved with the finances to complete this task. Tara shared that it will show the accountability of the organization to the supporting programs.
 3. Robyn asked if we had made any headway on obtaining someone with fiscal experience working on the finance committee. She shared that this might be a good task for that individual. Robyn asked if they would need access to the financials to meet this task. Tara shared that we have not and providing information to someone openly could be a challenge.
 4. Mary Lee asked about creating the ad hoc committee. Robyn asked if anyone knows of someone with fiscal experience participate in the ad hoc. She asked if the program should put out a request to programs for a short term project. Tara confirmed it would be an internal audit for one or two meetings. Bailey recommended that it be brought up during the 12/16 Director's meeting. Lisa volunteered to give the Board update during the Director's meeting.
- ii. Tiffany shared that she noticed that both of the IHSA logos are being used. Rhett and Thomas are working with the team to create a new logo. Rhett shared that the older version has no white background and it looked better than the other.
 - iii. Tiffany shared that the report had TBA for the Help the Helper dates. Tara shared that it was put on the wrong document. Tara explained that it is on the letter with the Region V update. Tara mentioned that she will get those sent out to members.
 - iv. Rhett shared that in the couple of weeks information about the March annual conference will be sent to programs. He shared that it is still TBD if in person.
 - v. Rhett shared that the dues were sent out to programs. He asked if anyone knows Carey Riley. Robyn shared that the Director at Carey Services does. Rhett shared that he was unaware that Jill Moser retired and the association was not aware.
 - vi. David motioned to approve the Executive Report. Robyn seconded. Motion passed unanimously.
- b. **Collab Office Report:**
- i. Tonia shared that the annual self-assessment was sent to Directors for completion. A second reminder was sent for completion.
 - ii. OECOSL has switched as of December 12th from Maximus to Children's Bureau.
 1. Marion county will be utilizing 211 to support this transition. The counties affected are listed on her report sent to Board Members. Robyn asked who is contacting programs about this change. Tonia has a letter that can be shared if needed. She stated that she will check into it and get back with the Board.

- iii. Transition to Kindergarten Summit was last week. There were 500 registrants, but with over 200 that attended. The director from PACE shared her experiences. Tonia praised Head Start transitions. Robyn asked if Paths to Quality has added transitions to kindergarten as a Level 3 standard since this is a Level 4 requirement with accreditation.
- iv. Robyn made a motion to approve the Collaboration Report. Thomas seconded. Motion passed 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:** Not Available
- h. **Executive Committee Updates:**
 - i. Robyn shared that the meeting minutes from October and November. She shared that the meeting was not long. She shared that Rhett's evaluation was completed. She also shared that the board orientation was discussed and recruitment of parent members.
 - ii. Kimberly Ryan will expected to be joining the Board in January after orientation.
- i. **Advocacy Committee Updates:** Not Available
- j. **Finance Committee Updates:**
 - i. Robyn shared that the meeting minutes, monthly profit and loss, and budget were sent in advance. Robyn noticed that in the dues amount was from the migrant and seasonal program that was allocated to the budget that should not have been. New 2022 will be lower by that amount. The error was due to information sent to IHSA from the Regional office.
 - ii. Robyn shared that our profit and loss statement are balanced. Robyn shared that the percent of budget spent was added to the budget document. This will clarify the money spent. Robyn shared that IHSA is underspent at 87% at this time. Robyn shared that we will not have an accurate projection until COVID restrictions are lifted, such as in person conferences.
 - iii. Robyn shared that the Fall conference is a significant reason for being underspent at this time. Tiffany asked about the money spent on liability insurance. She asked if this needs to be spent annually. Rhett confirmed that we have not paid into this budget item. Robyn shared that we could not obtain until the 501C-3 was achieved and this is a work in progress and will be spent in 2022.
 - iv. Tiffany made a motion to approve the Treasurer Report. Kristen seconded. Motion passed unanimously.
 - v. Stephanie made a motion to approve the amended budget. David seconded. Motion passed unanimously.
- k. **Training and Conference Committee**

- i. Tiffany shared that the first meeting for admin is on January 20th, replacing the scheduled Director's meeting. She is speaking with the STGI to see if they are willing to do a training for decision-making or stress management.
- ii. Tiffany shared that they are discussing who is preparing items for the March training.
- iii. Tiffany mentioned that Tonia shared information about the Conscious Discipline training. Tiffany asked if this like the e-course training that he program purchased. Tonia confirmed that it does look similar and will need to dig deeper. Tiffany explained that she is not sure if it will be different enough to peak the interest of enough staff. Tonia agreed that she was not expecting it to be that similar.

l. Advocacy Committee

- i. Thomas shared that the we are working to contract with someone to create the new logo. He continued that they are can design websites, training, and other supporting documents. Thomas mentioned that the committee determined that the focus right now is to work on the logo. Thomas shared that there was scheduling issues with meeting last week, and is not scheduled for January. Thomas shared that there was a contract drawn up for just the logo.
- ii. Thomas mentioned the membership flyer was presented to the committee. This was sent to a graphic designer for feedback pro bono. Rhett confirmed that Thomas will follow up with Susan about the progress of this feedback. Rhett is going to send this flyer sent electronically to members. Tara requested that a hard copy be mailed to programs with a personalized letter as well.

m. Nomination and Election Committee:

- i. Bailey shared that the committee met to discuss their role and responsibilities.
- ii. Bailey shared that the bylaws will be discussed later in the meeting.
- iii. Bailey explained that there were two nominations for the open positions. She recommended that with the new open position be offered to the two applicants, in lieu of turning down one of them. Multiple members agreed. Bailey shared that this will be sent to the other two members of the committee to execute, since one of the applicants is on her Bona Vista team. She stated this was to ensure that there is no bias.

n. Bylaws Adhock

- i. Robyn shared that the bylaws version that was sent is the proposed changes. She pointed out the nominations section was changed to eliminate the specific dates and make it more flexible with a deadline provided by each circumstance.
 - 1. Tiffany asked if the nominations and elections should include that the plan is to fill term limits in January. Tara shared that it should be included somewhere. Tiffany suggested that it be listed in the term limits on page 11.
- ii. Robyn shared that the elections was also changed accordingly. Robyn pointed out that elections happen at any time with the current environment.

- iii. Robyn shared that page 9 was altered to accommodate the Cluster updates that was previously agreed at a prior meeting,.
 - iv. Robyn shared that the committees section on page 16 was edited to include the standardized committee responsibilities.
 - v. Committee members is also given responsibility instead of the president.
 - vi. Article 9 was removed on page 18 to reflect the changes in the fiscal manual.
 - 1. Tonia asked if this is clearly Mary Lee suggested that more specific information be added in this area to clearly
 - vii. Kristen motioned to approve the bylaws as amended. David seconded. Motion carried unanimously.
- o. Rhett's Evaluation:**
- i. Tiffany asked if this is the same evaluation form. Tara shared that it is newer and used for his 90 day evaluation. She explained that the executive committee updated it.
 - ii. Tiffany shared that there were some items that were repetitive. Tara shared that she felt that it was, but did not have a better way of writing it. She asked for feedback on updating. No members provided feedback.
 - iii. Tiffany shared that during her site with Rhett was a positive experience, and should be a task in the upcoming year, if applicable. Tara agreed that this would support this mission to learn more about Head Start.
 - iv. Stephanie shared that she felt it would be beneficial for the Regional Office does something for Executive Directors. Mary Lee agreed with this sentiment, and pointed out that it was not until the past couple years that they began to give training to new directors. Tiffany shared that it might be beneficial for Rhett to attend the Director's trainings at Region V to empathize with Directors
 - v. Lisa shared that she felt that the document did not necessarily be sent to all of the Board for review. Tara explained that this expectation is in the bylaws. Robyn shared that as a new member she was concerned that the previous Board shared that there were issues with the previous ED; however, no one on the Board addressed the concerns. Lisa shared that this was a past issue, and did not feel that the full Board oversight is needed with the current Board. Robyn shared that she appreciated the historical information. Mary Lee and Stephanie shared that in years previous the Executive Team was the only individuals that wrote and viewed this document. Robyn shared that she appreciated that there is trust with the current Executive Committee, but must ensure that there is trust and accountability of any upcoming Executive committee members. Tiffany suggested that the Executive Committee put updates in their monthly meetings.
 - vi. Stephanie made a motion to approve the Executive Director's annual evaluation as written. Thomas seconded. Motion passed unanimously.

- vii. Lisa made a motion that the bylaws be amended to ensure that the Executive Committee writes and administers the Executive Director's evaluations with input from the Board at Large. Seconded by Tiffany. Motion passed unanimously.
- viii. Stephanie suggested that the blank evaluation be sent to the Board members for feedback prior to writing the formal document.
- p. **Survey Results from Program Enrollment/Staffing**
 - i. Mary Lee confirmed that the information was the raw data from the Survey Monkey sent to programs.
 - ii. Rhett pointed out the overall totals. Members discussed the concerns and questions related to this data. Rhett confirmed that he will be sending another
- q. **IHSA response to Final Rule**
 - i. Rhett just shared that Texas has filed a lawsuit against the Office of Head Start regarding the mask and immunization mandate.
 - ii. Rhett shared that he would like feedback on how IHSA would like to respond to this mandate. Rhett shared that there have been programs that have sent a letter to congressional representatives and other officials expressing their concerns with the mandate locally.
 - iii. Tiffany suggested that another survey be sent to Directors to ask questions be asked of the programs regarding children and staff that have left due to the new expectations. Lisa pointed out that this information would be great, but may be difficult to obtain the information accurately.
 - iv. Stephanie shared that she is frustrated that Office of Head Start did not provide specific forms for the exemptions due to the sensitivity of the topic.
 - v. Rhett shared that across the state of Indiana there are diverse feelings regarding the mandate and would like feedback on how IHSA will respond. Mary Lee pointed out that his comment may be the statement.
 - vi. Mary Lee and Tiffany confirmed that their programs will have challenges meeting the enrollment initiative. Robyn recommended that this be an official stance of IHSA – no enrollment requirement during a recognized pandemic.
 - vii. Robyn shared that our programs are always recommended that our specific items, such as curriculum and screenings used, must be researched based. She shared that currently masks and vaccinations are the current researched topics to combat the pandemic.
 - viii. Rhett shared that last year Head Start was the featured program as the best option for children during the pandemic, and masking was not required. Robyn shared that the data related to the variant that is spreading now is different than last year. Rhett shared that this information is still sitting in the CDC and not available for public knowledge.
 - ix. Tara shared that the grievances from programs is not to provide a health and safe environment, but rather how to implement programming when staff and children are leaving because of this mandate.

- x. Courtney shared that she felt the same as Tara and the focus of IHSA's statement is the effects of the mandate. Kristen agreed.
- xi. Rhett shared that Region V meeting is this week and will most likely discuss their intentions to add their state's public comment.
- xii. Robyn pointed out that legal and liability may be an issue with sick children or teachers in a classroom for programs in the future. She asked if this should be a point as well. Rhett shared that this is more of a program concern and should be on the forefront of the current action items internally in each agency.
- xiii. Mary Lee shared that she asked to write a change of scope. However, her specialist told her to wait. She explained that she was advised to follow the under enrollment process and create an action plan through that process, if needed. Stephanie shared that the Office of Head Start will not have enough staff to sustain this many enrollment plans.
- xiv. Members discussed multiple scenarios of why the under enrollment issue is at the forefront of programs concerns: Low staff, low waitlist, or combination of issues.
- xv. Bailey asked Rhett if he feels he has enough information for now to begin proposing a statement. He confirmed that he has a good start.

VI. Adjourn – Robyn made a motion to adjourn the meeting. David seconded. Tara adjourned the meeting at 12:20pm.

Minutes are scheduled to be approved at the IHSA Board of Directors meeting on January 11, 2022.