**Indiana Head Start Association Board Minutes**

**June 8, 2021 -- Regular Session (Zoom)**

1. **Call to Order:** Tara Meachum, President, called the meeting to order at 10:05am.
2. **Roll Call**: Mary Lee Freeze, Secretary, called roll with the following members present: Debbie Beeler, Melody Minger, Lisa Kipker, Tiffany Stigers, Kris Mathews, Stephanie Malchow, Mary Lee Freeze, Tara Meachum David McGee, Everett Hicks, Sharon Tankersley, Courtney New and guest Tonia Carriger, State Collaboration Director and Rhett Cecil, IHSA ED. Mary Goedde and Christine Garza joined the meeting after roll call. Tara noted that this is the last meeting for members going off the board: Mary Goedde, Christine Garza and Debbie Beeler.
3. **Approve May 2021 IHSA Minutes:**  Mary Lee made a motion to approve the minutes. The motion was seconded by Debbie. The motion carried. Items F, H and N under Action Items will be continued to these June minutes.
4. **Agenda**

**a. Executive Director Report:** Rhett Cecil, Executive Director, shared highlights from his written report. Rhett shared that he wanted to brag for our organization that we have our 501C3 reinstated. He also shared that he was able to visit Carey Services.

**b. Indiana State Collaboration Report:** Tonia Carriger, Collab Director, shared highlights from her written report stating that Courtney Penn is the new Director of Licensing and that scholarships have been offered for both the IHSA June Conference and the First Steps Conference. Discussion ensued around licensing findings that have been corrected yet remain listed. Tonia will share this concern. Tiffany asked about PTQ and whether they are going to sites and Tonia responded that yes they are and she will find out who Tiffany should talk to and let her know. Christine shared that SPARK is who Tiffany should contact and she can do that online.

**c.** **EHS Cluster Report:** NA

**d.** **Northern Cluster Report:** Tiffany shared that there have been two meetings and the first one was for Health and Nutrition Managers and the second one was for Family Engagement Managers. 7 grantees were present each time. Two more meetings are scheduled: June 10th for Education Managers and July 8 for Mental Health Managers. Lisa asked for an attendance list and Tara sent it via email. Kris shared a piece of information that programs don’t need to count for income eligibility any unemployment due to job loss due to COVID.

**e. Central Cluster Report:** NA

**f.** **Southern Cluster Report:** NA

**g**. Region V Report: NA

**h.** **Treasurer Report:** Tara shared the reports: The Balance Sheet shows assets of $369,240.04; the May Profit/Loss sheet shows a profit of $8,203.19 and expenses of $1,405.26 for a balance of $6,796.93; calendar year 2021 shows a balance of $69,477.24.

Kris made a motion for a budget amendment to add the drop box account to the Platform and Data line item for $1400. Motion seconded by Mary. Motion carried.

The Treasurer Report approval motion was made by Mary and seconded by Everett. Motion carried.

**i. Finance Committee Updates:** The Finance Committee discussed how to better allocate funds. A Requisition Form was created for use by Rhett for the charge card.

Discussion ensued around the Dollar Per Child funds that had existed when Kris was treasurer. Kris made a suggestion to just hold these funds and send them in for the next NHSA Conference in April with the suggestion that they be actually sent in January.

Kris brought to the board’s attention that there are 3 Vendor Booths that need to be considered for free space since they had registered and then the last conference went virtual so they didn’t get to use the space they had paid for. Two of the vendors are Indiana Immunization Coalition and Anthem. Kris will search for who the third booth space should be granted to for the next in-person conference.

Lisa shared that there was discussion around the fact that we are carrying too much of our funds in the checking account versus the savings account. After much discussion, Melody made a motion to keep $50,000 in the checking at the end of each month and move the excess to the savings account. Motion seconded by David. Motion carried. Tara asked Rhett to email Robyn.

**j. Advocacy Committee Updates:** Lisa shared that there was a meeting on May 24th with Amanda and Thomas not in attendance. Discussion occurred around the Facts Sheet Rhett created based on a format shared by Michigan and Wisconsin. Some on the concerns discussed were around the title of the sheet, the purpose of the sheet, whether we should report cumulative enrollment, splitting the stats for homeless and foster, whether the term GED should be used or High School Equivalent (HSE) and the use of the term “children of color”. The consensus of discussion was that there should be a one pager created that is key facts for sharing with legislators, etc.

Rhett shared that the purpose of this piece was to give overall Indiana facts with a full breadth and scope to Head Start/EHS services in our state or to give as he shared a “deep look”.

LUNCH BREAK 12:10 – 1:00pm

Tara asked board members to send all further comments and suggestions for the Fact Sheet to the Advocacy Committee for them to sort thru and make decisions. She also stated that the group will work on a one pager.

Tara reminded members to complete the Child Outcomes Data piece that was sent out.

Lisa shared that David McGee has been instrumental in getting 3 community corporate members. She said that she and David met with Dianna Wallace and that she has a meeting set with SPARK. Dianna said that IAEYC would be interested in considering Rhett for their board.

**k. Training and Conference Committee Updates:** Kris shared that there were good comments about the Help the Helpers #5. Tiffany shared that while members didn’t think ChildPlus had things to give that they provided a $50 Amazon gift card. Lisa shared an idea about creating Head Start “poppers” for cell phones as a possible fundraiser.

**V. Policies/Procedures: Complaints:** Discussion ensued around a problem that a program experienced and how that concern was communicated as Rhett was implicated to have been involved when he had not been. The fact that IHSA should not and is not charged to be a part of individual program concerns was discussed. Tara shared that she felt Rhett was being targeted and that the parties sharing this information should have come to her. She felt like we, IHSA, didn’t appear to support Rhett and that as a board we need to be united in our support of Rhett and the board. She stated that the plan needs to be that IHSA doesn’t touch complaints about individual programs and that someone complaining needs to be directed back to their program to follow the chain of command or contact the Office of Head Start if they feel they need to. Tara suggested that this plan be considered by our Policies and Procedures Committee chaired by Mary Lee.

**VI. IHSA Director Updates:** NA

**VII. Strategic Plan**

**a. Steps/Progress:** NA

**VIII. New Business:** NA

**IX. Meeting adjourned** at 2:00pm.

Minutes respectfully submitted by Mary Lee Freeze, IHSA Secretary

**Action Items:**

* Rhett will contact Robyn about the $50,000 monthly balance in the checking account.
* A one page key fact sheet will be created.
* A policy on how to react to complaints by individual programs will be written.

**Items carried over:**

* Rhett and Robyn will work out uploading registrations for events to Quick Books.
* A decision will be made about when to do the parent boot camp as part of the Advocacy Grant – Waiting on Region V Response.
* Rhett is to talk with INCAA to see how they feel and what their plans are for letting groups meet onsite.