

## Indiana Head Start Association Board Meeting

February 11, 2020

**I. Call to Order:** Tara called the meeting to order at 10:04am.

Prior to roll call, Megan Smith from First Steps shared a copy of a draft agreement between First Steps and the State Collab Office. The draft was left for review and discussion for the March IHSA Board Meeting.

**II. Roll Call:** Mary Lee called roll and the following representatives were present: Debbie Beeler, Robyn Culley, Melody Minger, Bailey Maxwell, Kris Mathews, Mary Goedde, Aaron Longanecker, David McGee, Mary Lee Freeze, Tara Meachum and State Collab Director Tonia Carriger and invited guest Meghan Smith from First Steps.

**III. Approve January 2020 IHSA Minutes:** Several corrections were noted and Debbie made the motion to approve the minutes with the corrections, seconded by Melody Minger. Motion carried.

**IV. Agenda:**

**1. Indiana State Collaboration Report:**

- Tonia shared that the needs assessment needs to be completed.
- She shared that ELAC will meet on Feb. 24<sup>th</sup> and that she sent out information on Title Con. She and Tara are presenting at Title Con.
- From Tonia's report some discussion surrounded OMW PreK.
- Tara brought up having Director's Meeting with topics for conversation and Tonia shared that Kerri Grey wants to come up with a form that would allow easy transition for Head Start/EHS as she doesn't want families to not receive services.
- There was also discussion around Infancy Onward and the Infant Mental Health Certification. Kris requested that Tonia get a timeline for this.
- Tonia had asked for training suggestions in her report and something on data was shared -- what program's track, how they track and how they analyze.

**2. Southern Cluster Report:** Kris shared that 7 of 11 programs attended with a total of 37 people present. One thing they did was watch the movie Resilience. She shared that the most trusted font is Baskerville O and the worst is Comic Sans.

Mary Goedde shared that 3 programs came to the EHS Cluster and that they are going thru the Zero to Three competencies and that those who attend will get a complete binder.

Bailey reported that the Northern Cluster met on January 9<sup>th</sup> and had 10 programs represented with 15 participants and that it was an open forum for questions.

**3. Treasurer's Report:** Kris reported that IHSA has \$136,445.54 in the bank with another \$6,000 from dues to be deposited. She shared a concern for projected revenue due to the

number of programs that haven't submitted dues yet. Various IHSA Board Members volunteered to contact a program or two in regards to submitting dues.

Melody Minger made a motion to approve the Indiana State Collaboration Report as presented, seconded by Robyn. Motion carried.

**4. Ex. Director Applicants:** Tara shared that she has sorted them and has 8 candidates to suggest for interviews. Tara will send out a poll to see when Executive Committee members will be available for interviews. Aaron shared that he had seen some applicants who submitted via Facebook and he needed a way to get them to Tara.

**5. Strategic Plan:** Tara discussed her draft. She will send it out for review for approval in March. Tara shared that the PR Advocacy Committee will need an interim lead since Lisa Kipker is currently off work. Tonia said that she would temporarily assume that lead and Robyn agreed to help.

Tara asked for discussion on Leadership & Culture in regards to the plan and what that implied and it was shared that increasing the positivity, positive image, and increasing the unification of IHSA Board fit under this area.

Tara asked if we should assign a time for committees to meet in conjunction with the IHSA Board Meeting and the group agreed that would be a good idea.

Debbie shared that she had talked to Barb Haxton and that Barb shared that once IHSA has an ED in place and a strategic plan the \$40,000 is still a possibility to come to IHSA.

Tara said that she will create interview questions for the ED interviews and send them out for additions.

**6. IHSA Code of Ethics:** Tara shared that she had emailed the pieces out to be signed and returned.

**7. Director Meetings:** Through group discussion it was agreed that Director Meetings are needed and it was decided to have the first one in conjunction with the IHSA Board Meeting. The Board Meeting will be March 10 will the Director Meeting on March 11<sup>th</sup>.

## **V. Action Items:**

1. INCAA update: Tara shared that we have a signed agreement.
2. Christine will survey the Central Cluster Directors to learn barriers to attendance. Christine was not able to be present to address this.
3. Tara gave the paperwork for completing the application for liability insurance to Debbie and Kris: No new information
4. Board of Directors are to work on job descriptions: This is on-going.
5. Tonia will send the previous scope of work to the Executive Team for first review: This is in process.

6. Kris will share information from the Indiana Immunization Coalition with the PR Committee: Kris emailed Danielle on Jan. 10<sup>th</sup>.

**VI. New Business:**

Debbie asked about things that could be shared at the Region V Meeting about Indiana, i.e. concerns for the State of Indiana. Staffing for programs and wages were the two concerns shared.

Debbie shared information from the Winter Conference in Washington about the Quality Funding that will be coming to programs. She said that the dollars will be very specifically related to working on trauma within programs and that these dollars will be a permanent increase to a program's grant funding. She shared that there will be \$250 for each Head Start program slot and \$350 for each EHS program slot.

Kris shared a tentative agenda for the July 7 and 8 Director and Program Manager Conference. Ideas were tossed around for a closing session presenter. Kris stated that she needed some help and Bailey agreed to help with vendors, Melody agreed to help with goody bags and several ideas were shared for the \$1/Child Campaign. Kris also shared that she is working on prizes. David and Aaron agreed to each provide 50 bags for goodies. David also asked about and will provide table center pieces.

Tonia shared that she sent an email about a conference to Tara to share - The ACS National Research Conference on Early Childhood.

Meeting adjourned at 12:20pm

Minutes respectfully submitted,

Mary Lee Freeze

IHSA Board Secretary