

**NIHSDA
Board of Directors Meeting
December 9, 2004**

Call to Order: Lee Turney, President, called the meeting to order at 1:00 p.m. CST.

Roll Call: Mavany Verdugo called roll and a quorum was established.

PRESENT	NOTIFIED	NOT NOTIFIED
President – Lee Turney Immed. Past President – Mavany Verdugo Region 2 – Amy Waukau John Pavek, Alt. Region 3 – Hilda Marshall Region 4 – Cindy Griffin, Alt. Region 5 – Suellen Hixon Region 6 – Caroline Alcaida, Alt. Region 7 – Elaine Bender Region 8 – Jane Metcalf Region 9 – Jessie Deardorff Region 10 – Theo Bayou MaryEllen Fritz, Alt.	Secretary – Connie Guillory Treasurer – Dorothy McCloud Region 1 – Ann Belleau Region 4 – Denise Keene Region 6 – Mary Bendle	

Others present: Angie Godfrey, Acting Project Manager, AED AI-TAN; Kathryn Helsel and Kristi Bentkowski, TFA/MCS.

Angie joined the meeting. She had prepared a document with highlights from the TA meeting conducted in Washington, D.C. in mid-November. Each Board member and alternate had a copy of this document.

A question and answer session followed:

Q – Is there an official position on serving undocumented aliens?

A – Staff must sign that they have seen a birth certificate only to verify age. Nothing currently addresses this and not sure if any language will be in the reauthorization.

Q – For eligibility requirements, do we need to have copies of pay stubs in the file?

A – You are only required to have a statement that a staff member has signed saying that they verified income eligibility and to indicate what document they used to verify the income.

Q – Due to the limitations of the field staff will there be any redirection of their time? Will QIPs be given priority?

A – The guidance is to work with every grantee to develop their training plans. They try to integrate initiatives when they work with the grantees. (As a side note – No national

consultant database will be developed. Once the learning center web site is up, people will be able to self-register as a consultant.)

Q – Will the Region come out with a formatted Training Plan?

A – Currently a general process is used to help grantees. Some want a template but they are afraid a template won't reflect the individual program needs.

Q – How are AI/AN Grantees doing in meeting the Teacher Qualification Requirement of having an AA degree by September 30, 2003?

A – Nationwide about 64% of all Head Start teachers have AA degrees in ECE. In Indian Country however, only about 19% have AA degrees.

Other Information:

- Grantees should be aware that the onsite review teams will be using the 2005 PRISM, which has several additional questions on the Fiscal Checklist.
- The Head Start Bureau is putting a new and major emphasis on the PIR. Craig Turner emphasized that from the PIR information is gathered on under-enrollment, erroneous payments, eligibility requirements, health care and teacher qualifications and are being used more by the regional offices and the national office in analyzing program's ability to meet the standards.
- The National Reporting System is here to stay and will be monitored more closely in the future.

Agenda Review. The Agenda was presented for approval. Kristi Bentkowski asked that "Web Link Request" be added to New Business. Theo Bayou moved to accept the agenda with changes. Caroline Alcaida seconded. Motion passed.

Minutes Approved. Jane Metcalf moved to accept the minutes of the November 10, 2004 meeting. Theo seconded. Motion passed

Treasurer's Report. Kathryn Helsel presented the Check Register and budget comparison. Suellen moved to approve the Treasurer's Report. Caroline seconded. Motion passed.

Membership Report. Kathryn updated the Board on the current NIHSDA membership. No new members have joined since the last meeting. One associate member, Sara Kuenzli, has joined. Representatives are still contacting directors and some are waiting until the new year to join.

Attendance Record. Lee Turney stated that everyone's attendance looked okay.

Unfinished Business

Seating of Region 5 Board Members. The New Mexico and Southern Colorado directors elected a new NIHSDA Representative and Alternate at their last meeting. The new Representative is Suellen Hixon, Southern Ute, CO. The new Alternate is

Jacqueline Bird, Five Sandoval, NM. Amy Waukau moved to accept and seat the new board members. Cindy Griffin seconded. Motion passed.

Response to J&J for the January AMI at UCLA. Mavany Verdugo reported that the panel has been selected and it is probably too late to “jump in.”

Head Start Program Update format for Regional Reps. The form will be updated, removing the phrase “and do not intend to ‘pry’ into the business of each program.” The form will be available on the NIHSDA web page for directors to print and send to their Representatives. A quarterly reminder will be sent out on the listserv reminding directors of its availability and use. The MCS will handle the roll-out of this service.

Conference Update:

Survey – Seventeen responses were received. The MCS and Conference committee will have a teleconference January 5, 2005 to decide on broad topics.

Fund-raising – John Pavek has made direct contact with ABC and Hatch and would like to know if we can offer them exclusive space (such as being the only computer vendor or only playground vendor). He is also working on Northwest Airlines, Georgia Pacific and Coke. John’s program will provide bus transportation in the evening to a local shopping mall and John is working with the mall to get coupons for the participants.

Request for T-shirts – The announcement has been sent out and so far Dorothy has received 2 shirts. Regional reps also need to contact their programs. In January the Board will examine the response and progress of the quilt and decide what should be done if the quilt is incomplete.

Canadian National Conference

Lee was not able to attend due to a change in leadership at his program and being advised that there was a 60 hold on all travel.

New Business

Strategic Roadmap. Mavany moved to accept the Strategic Roadmap. Caroline seconded. Motion passed.

The MCS will examine the current contract for any shortfalls concerning the strategic roadmap and the findings will be presented to the Board by January.

Action steps will be presented to the Board at the next face-to-face meeting in February.

Update from Greg Smith’s Conversation. During Christmas break Greg will visit with key House staffers to make contacts.

Mavany is willing to go to the NHSA leadership conference in January.

Review of the NIHSDA By-Laws. The board is struggling with committee work. The MCS will be utilized to help make the committees more efficient.

PI-04-03 Achieving and Maintaining Full Enrollment. There has been a good response on the listserv but responses need to be prompted from those who are not at full enrollment.

Next Face-to-Face Meeting. February 25 (5:00 p.m. – 8:00 p.m.), 26 and 27.

Web Page Link Request. Kristi will email the link to the Board for their review and the request will be on the January agenda.

Caroline moved to adjourn the meeting. Theo seconded. The meeting adjourned at **2:30 p.m. CST.**