

**NIHSDA
Board of Directors Meeting
March 21-22, 2004
Albuquerque, New Mexico**

The meeting was called to order by Mavany Verdugo, President. Roll was taken and a quorum was established at 8:00 a.m. MST.

PRESENT	NOTIFIED	NOT NOTIFIED
President – Mavany Verdugo President Elect – Lee Turney Secretary – Connie Guillory Treasurer – Suellen Hixon Region 2 – Amy Waukau Region 4 – Denise Keene Region 5 – Kathleen Sando Region 6 – Caroline Alcaida Region 7 – Helen Carson Dorothy McCloud, Alt. Region 8 – Jane Metcalf Susan Carlson, Alt. Region 9 – Verna Henderson Region 10 – Johnnie Cain, Alt.	Region 1 – Tina Saunooke Region 3 – Joyce Thomas Region 10 – Theo Bayou	

Others present: Mary Ellen Hayes, representative to NHSA; Kathryn Helsel and Toni Dobrec, MCS Consultants.

Agenda Review. The agenda was reviewed and adopted. Mavany stated that we will follow the agenda but when Gregg Smith, Attorney calls in, we will defer to speak to him and then return to the agenda.

Minutes Approved. The February 12, 2004 minutes were presented for review. Helen Carson moved for approval; Caroline Alcaida seconded. Motion passed.

Treasurer’s Report. Suellen Hixon presented the Treasurer’s Report and the 2004 NIHSDA Operational/Income Budget (January – December). Lee Turney moved to table the Treasurer’s report; Helen Carson seconded. Motion passed.

Membership Report. Kathryn Helsel presented the membership report for the months of June 2003 to May 2004. Twenty-five (25) programs still have not joined.

After the Board studied the newly created Board Member and Alternate Attendance Record, Connie Guillory moved to adopt the Attendance Record format; Helen Carson seconded. Motion passed.

Connie Guillory moved that a fee increase be considered under the Membership Committee and to bring back a recommendation for Board approval. Denise Keene seconded; motion carried.

Lee Turney moved to accept the Membership Report. Helen Carson seconded, motion carried.

Regional Reports. Concerns from Regional Representatives were expressed and they were listed on a flipchart to be discussed with the AI/ANPB Chief or other appropriate individuals.

Region 1. No representative was available. The Board was notified.

Region 2. Amy Waukau. There are concerns regarding “disconnect” with AI/ANPB in D.C.

Region 3. No representative was available. The Board was notified.

Region 4. Denise Keene. A meeting was held on March 9th. By-laws are currently being updated; a name change is being considered.

Update on Head Start Reauthorization. Gregg Smith called in at 9:00 a.m. Gregg reviewed the history of Senate and House versions. It is predicted that the House is not going to move; the House is waiting for the Senate. Due to the differences between the House and Senate bill, they will have to conference out and come up with one bill. He capsulated provisions in the Senate bill, e.g., Re-competition, educational degrees, outcomes and National Reporting System. Gregg highlighted accomplishments the Board had a part of, specifically, a 4% increase from 2.9% of the total Head Start funds, support for tribal colleges and universities, consultation with Tribes and Centers for Excellence, language and immersion. Kathryn and Gregg were on a NHSA call held on March 18th and again there has been no movement on the bill. Gregg reported President Bush’s proposed budget for \$43.3 million, a decrease from the proposed \$49.2 million. Gregg signed off.

Continuation of Regional Reports.

Region 5. Kathleen Sando. Quarterly meetings are being held. Discussion has occurred around the NRS. Majority of Tribes in Region V are Pueblo and literacy issues surround “English only”.

Region 6. Caroline Alcaida. Arizona Indian Head Start Association and Navajo are separate. Quarterly meetings are being held. The Association has just passed the By-laws governing their Association.

Region 7. Helen Carson. Helen inquired who AED is and their role. Outcomes training is requested. Discussion surrounded differences between regions and are services delivered differently if you are on a QIP? These questions were placed on the flipchart.

Region 8. Susan Carlson, Alternate. Jane Metcalf will be present on the 21st. Susan spoke of being new to the Board and excited. She presented a proposed MOA from the Northwest Indian Head Start Coalition.

Region 9. Verna Henderson. She has contacted Tribes within the State of Washington to see who is interested in holding the position of Representative and Alternate. Two tribes responded, Kay Wynecoop from the Spokane Tribe of Indians and Jessie Deardorf from Lummi Tribe. An election will occur.

Region 10. Johnnie Cain, Alternate. Technical assistance is not being serviced by AI/ANPB or AED. Georgey Sparks, Chief, AI/AN Program Branch came to Alaska and explained the rationale for the State of Alaska to be serviced by Region X.

“War Chest Report”. Suellen Hixon stated the “war chest” has increased to \$12,500.00.

NHSA Representative. Mary Ellen Hayes submitted a report of the meeting she recently attended. She said anyone can attend. She is a member of the Finance Committee for Training. She reported that the Heads Up Network is losing money and may be shut down. She stated that she would not serve as the NHSA Representative. Her last meeting will be 9/05. She gave out a handout titled, Coalition on Human Needs.

Lunch break.

Committee Meetings. Mavany reviewed the Standing Committee representation. Each committee met individually throughout the afternoon with reports to be submitted at the end of the day.

Membership, Finance and Budget: Suellen Hixon, Helen Carson, Johnnie Cain, Dorothy McCloud, Amy Waukau.

Information and Education: Lee Turney, Kathleen Sando, Susan Carlson, Mavany Verdugo.

By-laws and Procedures: Connie Guillory, Caroline Alcaida, Denise Keene, Verna Henderson.

Committees reconvened at the end of the day; reports are pending because of unfinished work.

March 21, 2004.

Meeting reconvened. Mavany notified the group that Georgey Sparks missed her flight. She agreed to meet with us on 3/22 at 7:30 a.m.

Work groups reconvened.

Information and Education Committee. Lee gave a presentation with recommendations for the MCS to help with. Amy Waukau moved; Helen Carson seconded, motion carried. The tasks are:

1. Longevity survey
 - Director
 - Management team
 - Written comments are valuable; include in survey

2. Native Language Survey
 - Immersion in classrooms
 - What ages
 - Barriers
 - Is there a continuum from Head Start to public schools?
 - Parent/family involvement

3. AI/ANPB Service
 - Financial awards
 - Timelines
 - Communication

By-laws and Procedures. Connie Guillory reported the recommendations from this Committee. Recommendations were:

1. Comprehensive orientation for new members
2. Establish time lines
3. Upon notification of elections, the Representative and Alternate would be sent packets as soon as possible.
4. Review Operations Manual and revise sections to be clearer, i.e., Finance Committee not included on page 22.
5. The Operations Manual must be followed.

Membership, Finance and Budget. Suellen Hixon gave a handout, Fiscal Time Line on Financial Matters. Recommendations for membership fee increase for programs was presented for consideration:

- 0 to \$300,000 = \$100.00
- \$300,001 to \$500,000 = \$ 300.00
- \$500,001 to \$750,000 = \$ 400.00
- \$751,000 to \$1,000,000 = \$ 500.00
- \$1,000,001 to \$1,500,000 = \$ 600.00
- \$1,500,001 to \$2,000,000 = \$ 700.00

- \$2,000,001 + = \$ 800.00

Lee Turney moved to accept recommendations for an increase, Helen Carson seconded. Motion carried.

Recommendation to rescind Request for Proposal. Lee Turney moved to move to Unfinished Business, Amy Waukau seconded. Motion carried.

Reconvened at 1:10 p.m.

Unfinished Business.

Suellen Hixon presented the Income and Expense Report through March 12, 2004. Lee Turney moved to accept the Report; Helen Carson seconded. Motion carried.

Suellen Hixon presented the 2004 Operational Budget Projections. Lee Turney moved to approve; Verna Henderson seconded; motion carried.

Suellen Hixon recommended that the Board rescind the RFP for TFA, as the management consultant provider to the NIHSDA. She also recommended a RFP, RFI or sole source process be written into the Operations Manual. Connie Guillory moved to rescind the RFP at this time and develop a process for a Request for Proposal (RFP), Request for Information (RFI) or sole source as MCS and to conduct an annual evaluation of services. Helen Carson seconded; motion carried.

Lee Turney moved for negotiations with TFA and the Executive Committee to enter into a contract to include consulting services and the annual NIHSDA conference. Amy Waukau seconded; motion carried.

The NIHSDA Board members met with the Southwest Consortium of Indian Head Start Programs regarding continuing the partnership between each organization. Introductions and the history of relationships was discussed. Jackie Bird is the President.

Susan Carlson, President, Northwest Indian Head Start Coalition gave her presentation. Susan and Jackie plan to meet within 30 days to bring the MOA back. An official signing between the three organizations will occur at the National meeting held in Palm Springs, June 6 – 10, 2004.

The Southwest Consortium of Indian Head Start Programs, Inc. was excused.

Kathryn gave a presentation of the NIHSDA Conference budget and projections. Amy Waukau moved to accept; Verna Henderson seconded, motion carried.

Kathryn discussed the conference committee report and reviewed workshops and presenters.

Mavany reviewed the agenda. The Board will meet with Georgey Sparks, Chief, AI/ANPB at 7:30, March 22, 2004. The Board reviewed the questions on the flip chart.

Agreement was made for the Executive Committee members to meet with TFA at 12:00 noon on March 22, 2004 to discuss negotiations.

Recessed at 5:10 p.m.

March 22, 2004

Meeting with Georgey Sparks at 7:30 a.m. Discussion occurred around the perceived “disconnect” with AI/AN, lack of timeliness of grant awards, and financial support for the September conference in D.C. The meeting was well received and Georgey thanked everyone for attending. She was happy to be with us.

Executive Committee Report

Executive Committee Minutes of 3/22/04:

Attendance: Mavany Verdugo, Lee Turney, Connie Guillory, Suellen Hixon, Toni Dobrec and Kathryn Helsel

Discussion:

- The current management services contract with Three Feathers ends October 31, 2004. In order to coincide with the change in the corporate fiscal year to January through December, the contract will be extended two months, through December 31, 2004.
- At the May NIHSDA teleconference meeting, Three Feathers will present a proposed two month extension, including scope of work and budget, for Board review and approval.
- Three Feathers will submit a new application for management consultant services for review and approval at the annual fall meeting of the NIHSDA Board. This application will include proposed budget and scope for the 2005 conference.
- Prior to the annual fall Board meeting, the proposed application will be reviewed by the Membership, Finance and Budget Committee.
- Following review and approval by the Committee, the application will be e-mailed to Board members for review before the annual fall meeting.
- Review periods for each group will follow the new *Fiscal Timeline* procedures developed and approved during the March Board meeting.

submitted by: Suellen Hixon

/s/
Consuelo Guillory, Secretary

April 5, 2004