

**NIHSDA
Board of Directors' Meeting
Sheraton Old Town Hotel
Albuquerque, NM
February 25-27, 2005**

Call to Order: Lee Turney, President, called the meeting to order at 5:00 p.m. MDT.

Roll Call – Roll call was taken by Kathryn Helsel. A quorum was established.

PRESENT	NOTIFIED	NOT NOTIFIED
President - Lee Turney Immed. Past President - Mavany Verdugo Secretary - Connie Guillory Treasurer - Dorothy McCloud Region 1 - Ann Belleau Region 2 - Amy Waukau Region 3 - Hilda Marshall Region 4 - Denise Keene Region 5 - Suellen Hixon Region 6- Mary Bendle Caroline Alcaida, Alter. Region 8 - Jane Metcalf Susan Carlson, Alter. Region 9 - Jessie Deardorf Region 10 - Theo Bayou	Region 7 - Elaine Bender	

Others present: Kathryn Helsel, Toni Dobrec, MCS/TFA and Mary Ellen Hayes, NHTSA Friend Representative.

Friday, February 25, 2005

Agenda Approval. Theo Bayou moved to accept the agenda as amended which changed the meeting time to start at 8:00 a.m. and conclude at 3:00 p.m. on Sunday and to include the joint meeting with SWC and NWIHSC at 1:15 p.m. Saturday. Hilda Marshall seconded. Motion passed.

Approval of Minutes. Amy Waukau moved to approve the January 2005 minutes. Hilda Marshall seconded. Motion passed with one abstention.

Amy Waukau moved to approve the February 2005 minutes. Theo Bayou seconded. Motion passed.

Treasurer's Report. Kathryn Helsel presented the Treasurer's report for January and February. Ann Belleau moved to accept the reports. Suellen Hixon seconded. Motion passed. She also reported that the NIHSDA books would be sent to the auditor covering the corporate year January 1, thru December 31, 2004, and that the IRS 990 would be filed within the required time frame.

Membership Report. There has been no new membership since the last meeting.

Attendance Report. The Attendance Report was reviewed. Informational only.

Survey on FY 2005 and 2006 Flat Funding. Kathryn Helsel reported that of the 30 surveys that had been returned to date, programs were planning on reducing transportation services, not filling staff positions, collapsing job responsibilities into other positions, perhaps reducing classroom hours, less travel, reducing field trips, fewer parent services and reduced classroom supplies. The survey will be sent

one more time and the MCS will tabulate the information. Once tabulated, the results will be e-mailed to the membership.

Unfinished Business

NIHSDA By-laws, Update. A copy of the current NIHSDA By-Laws was distributed to all Board Members and Alternates by e-mail with a request that the comments for change be sent to Connie Guillory and the MCS. With the possibility of 22 responses from the Members and Alternates, only 1 response was received. A copy of the By-Laws with comments from Lee Turney was distributed to the Board Members. All of his comments were noted in red type. With some discussion from the Board, it was decided that since the By-Laws are a part of the Strategic Roadmap, that the By-Laws would become a part of the overall Strategic Roadmap work.

Policy of Placing Links on Website. It was suggested that while this was a good idea, the Board was not ready to make a final decision and that this policy would become a part of the Operations Manual and would be included as the Manual is updated.

Region 1 and 7 Alternate Vacancies. Elaine Bender was not present to give a Region 7 report. Mavany Verdugo discussed the possibility of meeting with the California and Nevada directors the first week in May to see if anyone would consider being the Alternate. Region 7 is up for elections for both the Member and Alternate this year, which will also be discussed with the California and Nevada directors.

Ann Belleau, Region 1, said that she would be in touch with the directors in her Region to see who might be interested in becoming the Alternate.

Lee Turney informed the Board that the Alternate for Region 1 has been vacant for 120 days and that the Alternate position in Region 7 has been vacant for 6 months or 180 days. The By-Laws say that once a position is vacant for 45 days the Board reserves the right to appoint a member from that Region. He believes that if these vacancies are not taken care of soon that the Board should exercise their right to appoint.

New Business

NHSA Leadership Institute and Board of Directors Report and Legislative Update. Mary Ellen Hayes reported that the NHSA Leadership Institute and Board meeting took place January 25, thru 29, 2005, in Washington, DC. Mary Ellen reviewed her written report, which was submitted to the Board members, highlighting that Reauthorization of the Head Start Act is consuming much of NHSA's time. She also handed out the NHSA 2005 Policy Agenda with the following policy as it relates to NIHSDA.

8. *Support of the Policy Agendas of the National Migrant and Seasonal Head Start Association and National Indian Directors Head Start Association. NHSA works in a close partnership with the National Migrant and Seasonal Head Start Association and the National Indian Head Start Directors Association and we support their legislative priorities for 2005. As we move forward, NHSA will defer and support the respective agendas of the leadership of these two unique communities and work to see their priorities, such as increased set-asides, enacted into law.*

There were some questions from the Board that Mary Ellen answered.

Mavany Verdugo reported that she and Greg Smith worked together most of the time that she was in DC. Mavany handed out an itinerary of 10 Congressional offices and NCAI which they visited while she was also taking part in the NHSA Leadership and Board meeting. She brought the Board up to date on key information that she and Greg led from each of the Congressional offices.

Lee thanked both Mavany and Mary Ellen for their hard work on behalf of NIHSDA.

Saturday, February 26, 2005

NIHSDA Strategic Road Map.

The Strategic Road Map was reviewed, page by page, by the entire Board. A special meeting was held in Oklahoma with Lee Turney, Mavany Verdugo, Ann Belleau, Dorothy McCloud and Toni Dobrec, Kathryn Helsel and Terri Stringer from Three Feathers Associates MCS, on February 11, 12 and 13. Terri assisted in the process to document the changes, corrections and clarification to the Road Map. The Strategic Road Map, as revised, will be a working document.

Joint Meeting with SWC and NWHSC. At 1:15 p.m. members of the SWC Board of Directors and NWHSC joined the meeting for a joint Board Meeting and to be a part of the calls with Amanda and Greg. Representing the SWC was Myrna Dingman, Lolinda Lee, Linda Ferguson, Mary Bendle, Phyllis Antone, and Rema Spitty. Representing the NWHSC was Susan Carlson. Lee welcomed everyone and highlighted some of the work that NIHSDA has been involved with. It was agreed that since the Memorandum of Partnership is valid for 2 years and signed on October 10, 2004, that it would be another year before the Partnership Agreement would be re-reviewed. The Board members stayed for the calls with Amanda and Greg. SWC Board members left the meeting to continue their own meeting.

Telephone Meeting with Amanda Bryans.

- There was about 2 million in one-time money down from about 5 million last year. The one-time grants are being made and your program specialist should be in contact with you as to whether or not you will receive the one-time funding. If you had in to the Branch a one-time request and have not heard it might be a good idea to give your program specialist a call.
- Underenrollment is a very big accountability item and AIANPB is being asked to really track a program's enrollment. The program specialists are being asked to report regularly on their programs' enrollment levels.
- One activity which AIANPB will institute this year is a "pre-grant application" submission conference call. Amanda thinks this will help to clarify questions and could eliminate calls after the application is submitted. The plan is to offer the opportunity for a conference call with all grantees six months in advance of their refunding date. So for example, AIANPB would talk to all the November 1 grantees in May. The AI TAN is developing guidance on grantsmanship.
- Top on AIANPB's priorities is getting the FAA and funding out on time and on-site PRISM monitoring reports back to the grantee within 45 days. AIANPB is setting up an internal tracking system to stay on top of these deadlines.
- Amanda has worked with the Grants Management director, Delores Dickenson, and has resolved the request from their office for a quarterly Program Progress Report. As far as she knows now, this report is not a requirement for Head Start grantees and only the annual Program Information Report (PIR) is required. The other reports that are required are the semi-annual and final SF269s and the quarterly PMC 272s.
- She advised the Board that she welcomed calls from all AIANPB grantees when there are concerns. Her phone number is 202-205-9380, and her email is abryans@acf.hhs.gov

It should be noted that Amanda joined the Board meeting on a Saturday afternoon.

Telephone Meeting with Greg Smith.

Greg highlighted the work that he and Mavany did on the Hill and felt that it was a very productive 3 days. He also discussed getting Indian Head Start into the FY 2006 Tribal Budget Request from NCAI. He represented NIHSDA at the NIEA Legislative Forum and prepared a discussion paper for attendees to take to the Hill with them. He confirmed that the Reauthorization activity would get started the last of March into early April and expected both a House and Senate bill sometime in May.

Advocacy Sub-committee Report

Lee Turney appointed Suellen Hixon to the Advocacy Sub-committee. Joseph Henry was previously appointed. The Advocacy Sub-committee members are made up of the Executive Board: Lee Turney, Mavany Verdugo, Connie Guillory and Dorothy McCloud. Ann Belleau was also requested to join.

NIHSDA's Conference Update and 2006 Conference Site. Kathryn Helsel reported that a memorandum officially announcing the Conference was sent on February 16, 2005, to over 500 addresses. A Call for Presentations was sent along with the memo. We need the proposal information back by April 8, 2005. A telephone conference was conducted between Lee, Mavany and Kathryn as they continued to work on details. A conference call will be conducted between John Pavek, Amy Waukau, Lee Turney and Kathryn Helsel to begin detailing local arrangements. Anyone knowing an excellent presenter should be in contact with Kathryn. The following were Conference suggestions:

- Develop a 25 year pin as the welcome gift.
- List programs that have been in business for 40 years (summer 1965).
- Solicit old pictures from all Head Start programs to be displayed during the Conference.
- Prepare a PowerPoint presentation on the Strategic Road Map for the Membership Meeting.
- Currently Dorothy McCloud has only 13 t-shirts for the quilt and needs 30. The "drop dead" date for whether the quilt is a go or no go is March 15.
- Conference flow as developed by the Board.

Saturday, June 18, 2005

2:00 p.m. – 8:00 p.m.

NIHSDA Board Meeting, Board members are expected to plan their schedule to be there in time for the start of the meeting.

Sunday, June 19, 2005

8:30 a.m. – 4:30 p.m.

Pre-Intensives

5:00 p.m. – 7:00 p.m.

NIHSDA Board Meeting

Monday, June 20, 2005

8:30 a.m. – 4:30 p.m.

Pre-Intensives

4:45 p.m. – 7:30 p.m.

NIHSDA Membership Meeting followed by a social gathering

Tuesday, June 21, 2005

9:00 a.m. – 11:30 a.m.

Opening Session

1:00 p.m. – 4:45 p.m.

Workshops

5:00 p.m. – 5:30 p.m.

NIHSDA Board Meeting

Wednesday, June 22, 2005

8:30 a.m. – 4:45 p.m.

Workshops

5:00 p.m. – 5:30 p.m.

NIHSDA Board Meeting

6:00 p.m. – 9:00 p.m.
Banquet Celebrating NIHSDA's 25th Anniversary

Thursday, June 23, 2005

8:30 a.m. – 10:00 a.m.
Workshops

10:30 a.m. – Noon
Closing Session Celebrating Head Start's 40th Anniversary

Noon – 2:00 p.m. or until the wrap is finished
NIHSDA Board Meeting

After much discussion, the Board decided that the training Conference would be in Washington, DC in 2006 and Portland, Oregon in 2007. Ann Belleau moved and Mavany Verdugo seconded. Motion passed.

Sunday, February 27, 2005

RFP Process.

Connie Guillory discussed the reasons for requesting the Management Consultant Service contract be considered a part of a RFP process. Lee Turney turned over the role of President to Mavany Verdugo. Connie moved to rescind the original motion, Lee seconded. Motion passed.

Lee Turney resumed the role of President.

Connie Guillory moved to include in the Operational Manual an evaluation process on the Management Consultant Service. Hilda Marshall seconded. Motion passed.

Discussion of the Strategic Roadmap.

Continuation of working on the Strategic Road Map with final changes to be incorporated by MCS and presented back to the Board for final approval was completed.

Adjournment.

Hilda Marshall moved to adjourn. Suellen Hixon seconded. Motion passed.

/s/
Consuelo Guillory, Secretary