

**NIHSDA
Board of Directors Face-to-Face Meeting
February 23 & 24, 2007**

Friday, February 23, 2007

Call to Order: Theo Bayou, President, called the meeting to order at 8:32 a.m. MST.

Roll Call: Roll call was taken by the Secretary, Ann Belleau. A quorum of the Board of Directors was established.

PRESENT	NOTIFIED	NOT NOTIFIED
President – Theo Bayou President Elect – Dorothy McCloud Secretary – Ann Belleau Treasurer – Joyce McClellan Region 2 – John Pavek Region 3 – Sara Young Bird, Alt. Region 4 – Sue Sampler, Alt. Region 5 – Suellen Hixon Region 6 – Mary Bendle (Sat. only) Region 7 – Mavany Verdugo Gil Gonzales, Alt. Region 8 – Susan Carlson Vikki Bishop, Alt. Region 9 – Kay Wynecoop Region 10 – Ralph Booth, Alt. (Sat. only)	Region 1 – Frances Maney, Alt. Region 2 – Kevin Hedstrom, Alt. Region 3 – Hilda Marshall Region 4 – Danny Wells Region 5 – LouAnn Tenequer, Alt. Region 10 – Christina Keenan	Region 1 – Rick Getchell Region 6 - Faye Smith, Alt.

Others Present: Kathryn Helsel from the MCS was also present.

Agenda Review and Approval: The agenda was reviewed. Agenda items were added – presentation and Suellen Hixon’s e-mail. John Pavek moved to approve with additions. Dorothy McCloud seconded. Motion carried.

Approval of the Minutes of January 11, 2007: The minutes of January 11, 2007, were reviewed. Dorothy moved to approve the minutes. Mavany Verdugo seconded. Motion carried.

Treasurer’s Report: Joyce McClellan reviewed the Check Register, Expense Report, and Revenue Report for January. Suellen moved to accept the Treasurer’s Report, Sarah Young Bird seconded. The motion passed.

2006 Audit: Jim Northcutt, CPA, joined the meeting by phone to review the 2006 Audit and the financial statements ending December 31, 2006. The Board thanked Kathryn Helsel for keeping accurate records that resulted in such a good audit. John moved to approve audit report. Mavany seconded. Motion carried.

Regional and Program Advocacy Funds/ Presentation by Susan Carlson: Kathryn discussed the methods some programs used to raise funds for the \$3.00 per child advocacy fund. Susan Carlson presented the Board with a check in the amount of \$ 1,329.00 that was raised locally by her program by holding a crawling, running, and Trike-a-thon. Each

Region is working toward raising \$2,000.00 toward the \$3.00 per child campaign. The Board will discuss ways for the Regions to raise the funds. The funds are used to support the advocacy efforts.

Legislative Update: Greg Smith joined via speaker phone to inform the Board with a current advocacy update. There is a high degree of activity going on with reauthorization. The Senate Bill is complete and has several of our items included while some are not. The Senate is open to changes being made before it goes to the floor for markup anticipated for sometime in April. The Senate has requested information that will be included in the report that will accompany the Bill. NIHSDA and Greg will prepare an analysis/recommendations for the Senate in preparation for the markup. The House draft Bill will be released during early next week and will have the opportunity to respond. The markup is tentatively scheduled for early March. A hearing may be set up for February 28th - Greg has requested that NIHSDA testify. The 3.5% language in the House Bill is unchanged. Both bills are different, which will result in the Bills going to conference. It is possible that a Bill will be passed before Congress' summer break.

Membership Report: Kathryn Helsel provided an overview of the Membership Report. No new members have joined during the past month. Kathryn will mail out membership invoices.

Suellen Email: Suellen shared an email from her Program Specialist. The email was regarding grant requirements, TA Plan requirements, and PRISM Review information pertaining to documentation for Review findings. The Board will ask Georgey about the requirements from this Program Specialist.

Attendance Record: Kathryn provided the Board with a copy of the most recent Attendance Report. The By-Laws Committee will propose revised language with regard to the consequences of non-attendance.

MOA with NIEA: Theo spoke with Lillian Sparks. Lillian apologized for the delay and explained that the MOA has been misplaced. Lillian requested that Theo resend the MOA for the new NIEA President to sign. Theo also asked Lillian for the photographs. Lillian will send the MOA and photos to Theo.

Committee Meetings: Committee Assignments were reviewed and revised as appropriate based on the Executive Committee assignments that were previously made. Sue Sampler and Vikki Bishop were added to the Membership Committee. Gil Gonzales was added to the By-Laws Committee. Kay Wynecoop was added to the Budget Committee. The updated strategic direction for each committee was provided. The committees broke into separate meetings for committee work.

Committee Reports:

- Budget, Finance, Development Committee report was given by John. The Committee discussed the RFP for MCS, investments – committee recommends staying with the 6 month CD at 4.5%, fundraising/grant writing and possible corporate fundraising, John and Toni are working on drafting a fund development plan, draft budget for conference by April, the committee will continue working on the by-law changes. Dorothy moved to approve the committee report with recommendations. Sarah seconded. Motion carried.

- Membership and Membership Services Committee report was given by Mavany. The committee is working on current contact information for programs on the website, suggestion to list the different area managers on the website so that they can contact each other, increasing membership by possibly doing a 30-day trial membership with full benefits, explain the different associations and the benefits of each to help programs prioritize which association will meet their needs, membership attendance issues, request made regarding advocacy funds for specific ideas on how to raise the funds. Toni Dobrec is working on a ANA grant for Director Mentoring in partnership with the Board and MCS in the area of securing funding due March 26th, associate member benefits, and it was decided not to change the membership fee structure at this time and encourage members to raise advocacy funds. Dorothy moved to approve the committee report. Suellen seconded. Motion carried.
- By-Law Committee Report was given by Ann Belleau. The committee has presented the proposed revisions to clarify the role of the Alternate, is working on a survey that will go out to the Board for training topics, requesting that any by-law changes be submitted to the committee during March 2007 in order to prepare for a vote at the annual meeting, and discussion regarding changing the vote needed to amend the by-laws. Mavany moved to approve the by-law revisions as outlined on the handout. Susan second. Motion carried. John moved to approve the suggested revisions, excluding the proposed revisions on pages 56-75 (will do those later with budget committee) and adding orientation within 30 days after being seated. Sue seconded. Motion carried. (Refer to chart of revisions.) The Board has referred the proposed changes on pages 56-75 to Toni to ensure the intent is maintained and the appropriate term is used in these pages with regard to the terms "Association" and/or "Board of Directors".

2007 Conference Planning:

- Still working with Alaska Airlines.
- Guest Keynotes - Channell Wilkins-confirmed, Ann Linehan-confirmed and Camille Loya who is attorney for OHS will come with her, Mayor Mark-confirmed (doing welcome), Georgey-confirmed. Have not heard from the rest of the invited guests yet.
- Goal is 300 participants.
- 40 participants per pre-intensive (approximately).
- Working on Tour arrangements.
- Conference Committee will finalize menu selections.
- Pre-intensives - Southcentral Foundation Family Wellness Warriors Training 2-day session. Pre-intensive with Ann Linehan, Georgey and Camille Loya for managers/teams 2-day session. One-day session with Father Olexa/cultural language & dialect emphasis.
- Workshop topics – Tour of local programs, GABI, Fiscal/In-Kind/Grants Policy Statement, Disaster Planning including Transportation Routes, Model Tribal Health Codes, time management, managing in the digital age, collaboration/partnerships – formal written agreements, competitive grant writing, incorporating language through games/hands-on workshop.

Recess at 5:00 p.m. until 8:30 a.m.

Saturday, February 24, 2007

Theo Bayou, President called the meeting to order at 8:35 a.m.

2007 Conference Planning Continued:

- Identify workshops for Tribal Leaders in program.
- Workshop topics continued – family partnerships, governance, ERSEA, team building, transportation, service plans (low priority), meth, reauthorization, obesity/diabetic/oral health, EHS Research, mental health, PIR, Access/Excel/Genius Earth. Genius Earth will provide internet café.
- Awards - Indian Child Advocate Award/Greg Smith, programs with 100% compliance, language preservation (self-nominated) acknowledgement, acknowledge Tribal leadership in attendance, outgoing Board members.
- Banners – Alaska programs, programs bring greeting banners in native languages.
- Bolo's w/clip and Barrette's – order 20 of each and then take orders if necessary.

Budget Committee Continued: The budget, finance, and development committee presented recommended changes in the By-Laws/Operations Manual. (See Kathryn's Ops manual for changes.) Joyce will submit the changes in writing. Sue moved to accept the changes. Ralph seconded. Motion carried.

Report on Research Grant: Ann, Mavany, and Theo provided an overview of the most recent meeting of the AIAN Head Start Research Center Steering Committee. Three Tribal Head Start/University Partnership Research Grants were awarded and two research trainees. The research center is looking for other research opportunities also.

Report on NHSA Board Meeting: Mavany provided overview/highlights from the recent NHSA Leadership Institute and Board Meeting on January 23-26, 2007. Refer to Toni's report, *January 2007 NHSA Leadership & Board Meeting Report*.

Joint Meeting with SWC and NWHSC: At 1:00 p.m. the Board joined the SWC Board Meeting and Northwest Coalition Board Members to network and to meet with Georgey Sparks via speaker phone.

AIANPB/OHS Update with Georgey: Georgey joined the meeting via speaker phone at 1:15 p.m. Board members asked about the following topics:

- **TAN approving T/TA Plans – is it required?** – TAN's function is to help grantees develop plans. It is expected to be a joint process between the grantee and a local specialist but not required.
- **Grant Format/Template – is there one and is it OMB approved?** – The last mandate is IM-00-12. A sample grant template was sent to grantees as an example and is expected to be used. It is an aid to avoid revisions but not required.
- **Program Specialists – inconsistencies/what is their role/how many are contracted?** – questions that were not asked in the past are now being asked. Program Specialists are not expected to ask fiscal questions. If a Program Specialist asks a fiscal question, it is coming from the Grants Specialist. Additional clarification is being asked for at all points now. Georgey will ask if job descriptions can be

shared. Job descriptions for Program Specialists are being looked at nationally and they should be the same across the regions. Program Specialists are federal stewards. They feel like they are our advocates. They do case management/Early Alert meetings about each grantee where Program Specialists are asked specific questions about grantees (PIR information). Georgey asked that emails with specific issues be sent to her. Contractual staff support each region. There has not been an opportunity to hire federal staff. Georgey has no control of grants management staff. Daphne Weeden is the Grants Officer. If Program Specialists don't visit our programs how can they understand program needs? Reasonableness, allowability, of expenses is considered. If Program Specialists ask for information it is so they can understand the reasonableness, etc. Are programs suppose to be connecting more with their TAN person? Relationships should be with both and Grant Specialists. Program Specialists have to look at everything from a federal stewardship role.

- **2007 OHS Appraisal Goals?** – Background – every year President Bush issues management goals so then the department has to develop goals and objectives down to departmental management objectives, therefore OHS developed management objectives. It is more of an internal document for the OHS but is being shared because the OHS wants to be transparent. How does this affect each local program? They will use them as performance goals for the region and for each program. They will look at national data to look for increases/decreases.
- **When funds are taken from a program where do they go?** – The funds do not go to another grantee. Enrollment reductions funds stay in the Branch because they are allocated a certain amount of dollars. May through September grantees are deferred funding grantees (received some funds in 2006 and some funds in 2007). Unspent funds (i.e. COB) from the Branch result in one-time funds. A handful of AIAN grantees have been reduced due to enrollment. If expansions did not fill the slots, they took it back because they didn't implement the expansion resulting in an overall decrease in the Branch budget.
- **Program Specialist/Grant Specialist meetings to expedite grant approval process – are they happening?** - The meetings occur on a monthly basis. They jointly craft an email to the grantee to request additional information.
- **2006 Reviews** – had two programs 100% compliance: Kickapoo, OK, and Oneida, WI (nationally 2 out of 40).
- **Regional Leaders** – Georgey is now treated equally to the other regional directors.
- **Sympathy Plant** – Georgey thanked the Board for thinking of her and sending a plant to her office in sympathy on the death of her mother.

Next face-to-face meeting: Next face-to-face meeting will be in Anchorage in June. Friday, June 15th and Saturday, 16th (travel day 14th). The Board will meet each day immediately after the conference/last workshop. The Board will meet immediately after the conference on June 21st for approximately one hour. Additional meetings during the conference week may be scheduled. Next teleconference is March 8, 2007 at the same time.

With no further business, John moved to adjourn at 3:35 p.m. MST. Susan seconded. Motion passed.

By-Law, Governance, Board Development Committee
Review of By-Laws and Operations Manual
Clarify the role of the Alternate

By-Law Review

Page #	Section	Suggested Revision
5	Add new	Add a new section: <u>Section 7. Duties of Board Alternates.</u> Alternates shall be responsible for working in partnership with the elected Regional Representative, attend all Board meetings (only voting when Regional Rep. is absent), and serving on committees. Alternates are strongly encouraged to attend and participate in all Board Meetings to ensure they are knowledgeable and able to act in the absence of the Regional Representative.
9	2/4	Replace Directors with Board Member and Alternates
12	8/9	Replace Directors with Board Member and Alternates

Operations Manual

Page #	Section	Suggested Revision
All	All	Replace Directors with Board Member and Alternates (not Board of Directors just Directors)
28	Code of Conduct	Replace Directors with Board Member and Alternates
29	Code of Conduct	Give sufficient notice to alternate and MCS if unable to attend
29	Meeting Attend.	Board Member and Alternates
29	Meeting Attend.	Add a new # 3. Alternates are requested to notify the MCS if unable to attend.
32	Certification	Change Signature of Board Member/add /Alternate
32	Certification	Change – As a Board Member or Alternate.....
39	Orientation	Board Member/add and alternate (1 st line)
39	Orientation	2. Board Members add and Alternate
41	General Resp.	1. and 6. Board Member add and Alternate
43Responsibility	Change title – to add and Alternates
49	Regional Alternate Board Members	Add – alternates are strongly encouraged to serve in the Association in the following ways.....
56-75	All on these pages	Clarify “The Association” or change to BOD
56	Procedures	Add an “s” to Board Representatives
58	Travel	Change Association to Board Members, Alternate or other approved association members.