

**NIHSDA
Annual Board Meeting
October 19-21, 2007
Corporate Offices – Norman, OK**

Friday, October 19, 2007

Call to order: Ann Belleau, Secretary, called the meeting to order on Friday, October 19 at 8:27 a.m. Central Time.

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 – Vacant President Elect – Vacant Treasurer – Joyce McClellan Secretary – Ann Belleau Region 1 – Frances Maney Region 2 – John Pavek Region 3 – Sara Young Bird, Alt. Region 4 – Danny Wells Region 5 – Kathleen Sando – William Maes, Alt Region 7 – Mavany Verdugo Region 8 – Vikki Bishop, Alt. Region 9 – Kay Wynecoop | Region 2 – Kevin Hedstrom, Alt. Region 3 – Hilda Marshall Region 4 – Michael Williamson, Alt. Region 6 – Pat Foster Region 7 – Gilbert Gonzales, Alt. Region 8 – Susan Carlson Region 9 – Jacki Haight, Alt. Region 10 – Ralph Booth | Region 6 – Faye Smith, Alt. |

Others Present: Three Feathers Associates: Kathryn Helsel, Toni Dobrec, Kristi Bentkowski, Carol Wedel, and Teri Stringer. Also, Greg Smith, NIHSDA Attorney, Tom Tregear, AI/ANPB Expert Advisor; and Nila Rinehart, AI/ANPB Expert Advisor.

Agenda Review and Approval: The agenda was reviewed. Kathryn requested that the Paul Spicer letter and review of monitoring changes be added to the agenda. Danny moved to accept agenda with additions. John seconded. The motion carried.

Discussion on filling the Presidency: Kathryn provided information regarding the President vacancy. The President and President Elect left their Head Start director positions; there is one year remaining on the President’s term. The By-laws do not address this issue. Roberts Rules of Order discusses a President Pro Tem. Ann was approached and asked to fill the President Pro-Tem position. Ann agreed to serve as the President Pro-Tem. Mavany moved to select Ann as Pro Tem. Kay seconded. The motion carried.

Approval of the Minutes of September 12, 2007: The minutes of the September 12, 2007, Board meeting were reviewed. Kay moved to accept the September 12, 2007, minutes. Danny seconded. The motion carried.

Treasurer’s Report: Joyce reviewed the Check Register, Revenue Report, Expense Report (as of September 28, 2007) and the \$3 Per Child Fund Report (as of September 18, 2007). A letter was sent out discussing how the \$3 per child funds are used. John moved to accept the report. Danny seconded. The motion carried.

Membership Report: Kathryn gave an overview of the Regional Membership Report. Progress has been made, but we still need to pick up a few more members. The programs that need to join were reviewed. There is a new grantee in California, Smith River Rancheria.

Attendance Report: A copy of the most recent Attendance Report was provided to the Board for their information.

AI/ANPB Update: Tom Tregear, Nila Rinhart and Angie Godfrey joined the call to give an AI/ANPB update.

National Reporting System: NRS for fall is canceled. The Spring Assessment will move forward unless the Head Start Bill is reauthorized.

Enrollment Report: End of the month enrollment reports are due October 1, February 1, and March 1. Some Program Specialists are calling programs to get enrollment updates more often. Tom stated that it could be part of the risk assessment cycle for refunding. Tom said he would clarify the issue and get back with the Board.

Wage Comparability Study: Tom stated there is a requirement for conducting a wage comparability study in the Head Start Act, however there is nothing in writing regarding how often a wage comparability study must be conducted. The requirement of every 3 years was an administrative decision. Tom is pushing for something to be put in writing and for it to be sent to all grantees.

- Question from the Board: How can this requirement be in the Fiscal Protocol if it has not been communicated to grantees? Nila suggested that NIHSDA pose this question to the Early Childhood Learning and Knowledge Center for Policy Clarification.
- Nila discussed the updating of the Policy Clarification section on the ECLKC web-site for the questions that have direct ties to a regulation.

Financial Assistance Award: Tom had a conversation with David Kaden regarding an information request being sent to grantees from the Fiscal Specialist prior to Program Specialists being informed about the information requested. The Fiscal Specialist will contact AI/ANPB prior to sending and requesting information from grantees.

AI/ANPB Director Turnover: Angie stated that AED is planning two regional trainings and a webinar training.

Management Training (not just for directors - succession planning)

- February 20-22, 2008
- Location to be determined
- No registration fees (grantee responsible for lodging and travel)

Fiscal Training

- Summer
- No registration fees (grantee responsible for lodging and travel)

Governance Webinar Training - Invite Tribal Leaders to be on panel

Tribal Monitoring Webcast: This webcast is still in the planning stages. AED developed a power point presentation on the new Monitoring System from the Regional Webcast for those grantees who are being reviewed prior to a Tribal Monitoring Webcast. For those grantees being monitored in the first quarter, Nila stated that the grantee could send her questions regarding monitoring.

Annual Audit: Tom stated that grantees only have to send an annual audit to AI/ANPB if there were monitoring findings.

Question: What if the Tribes fiscal department will not release fiscal records prior to the review? Tom said not to send them, follow your Tribal policies. If a grantee has issues during a review, Tom stated they could call him.

Consistent Approach to Refunding Cycle: OHS is piloting a case management or risk management process where the grantee, Program Specialist, Grants Management and the T/TA network will meet. This is being piloted in Region 7, a task force has been created to review the tool, and they have suggested changes. It will be later in the calendar year before this process will be implemented.

Status of Navajo: A follow-up monitoring review was conducted in 2007. A second follow-up monitoring review is scheduled for December 5-15, 2007. Tom has been asked to co-lead the team. Navajo is about 50-60% up and running. EHS is fully operational. They have a new director- Lamont Yazzie.

Universal Pre-K: OHS is working on releasing a position and philosophy statement in the next couple of months on collaboration with Pre-K. Collaboration with Pre-K is in both reauthorization bills. The bills contain a state council, which only requires one Tribal representative on the council.

I Am Moving, I Am Learning Training Phase One: The dates and locations have been finalized.

Location: Albuquerque, NM or Sante Fe, NM

Dates: April 14-17, 2008

Cost: 50% of cost will be reimbursed

29 AI/ANPB Grantees will be invited to participate in this training

- 4 staff from each invited grantee
- Cross section of population

2.5 days of training

- Requesting an additional day to work with IHS partners

Phase Two

- Train the Trainer

Monitoring: The request for fiscal records to be sent to a contractor or at hotel can become an issue during an on-site monitoring review, because some Tribes will not release this information. Tom said this is the first AI/ANPB has heard of this problem. Tom, Nila, and Renee will have a discussion with the monitoring contractor.

Funding Awards: AI/ANPB received their first allotment of money. The funding awards have been processed for 45/55 grantees. November and December 1 grantees will receive 35% of funding.

Transportation In-Kind: Regional offices are accepting in-kind waivers for transportation in-kind. The waiver needs to be sent to the grantee's Program Specialist prior to the end of their grant year with a copy sent to Tom.

Justification: need to state the amount received in the past for parents providing transportation and the expected amount needed to make that up this year.

AI/ANPB Staff Changes:

Georgey Sparks' assignment will continue another 120 days until February 15, 2008.

Walter Jourdain will be assigned to work with Channell Wilkins on the Native American Youth Initiative.

A new Program Specialist contractor has been hired but is still in training.

AI/ANPB Contact Information: Tom and Nila are open for emails and phone calls.

Tom Tregear

- **Email:** Thomas.Tregear@acf.hhs.gov
- **Cell Phone:** 856-981-8177

Nila Rinehart

- **Email:** Nila.Rinehart@acf.hhs.gov
- **Phone:** Office- 202-205-7751; Cell: 720-219-6299

Legislative Update: Greg Smith joined the call to give an update on Head Start Reauthorization. The Board received a copy of the Head Start Act Reauthorization Accomplishments letter for review. Kathryn will finalize the letter and will send it to the membership.

Greg said we should have a final bill in the next couple of weeks. It will be fast moving and he will need the Board to be available for guidance.

Seating of Board Members: Elected Board Members in Region 1, 3, 5, 7, and 9 were seated.
Region 1- Member: Frances Maney/Alternate: Vacant
Region 3 – Member: Hilda Marshall/Alternate: Sara Young Bird
Region 5- Member: Kathleen Sando/Alternate: William Maes
Region 7- Member: Mavany Verdugo/Alternate: Gilbert Gonzales
Region 9 – Member: Kay Wynecoop/Alternate: Jacki Haight

John moved to accept the election of members. Danny seconded. Motion carried.

Realign Standing Committee Membership: The NIHSDA Committee Assignments and Functions handout was reviewed. William Maes was added to the Budget/Finance Committee and the By-Laws Committee, Kathleen Sando was added to the Membership Committee, Kay Wynecoop was added to the By-Laws Committee and Joyce McClellan was removed from the Education Committee.

Committee Meetings and Reports: The Executive, Budget/Finance/Development, Membership Management and the By-Laws Committees met to review committee workplans and reported 2007 accomplishments to the Board.

Board of Directors and Membership Meeting Schedule: The Board of Directors and Membership Meeting Schedule was reviewed and updated. The March face-to-face meeting will be held in Albuquerque, NM, February 28-March 1, 2008, the June face-to-face will be held in Portland, OR, June 20-21, 2008 and the October face-to-face will be held in Norman, OK, dates to be determined. Danny moved to accept the 2008 meeting schedule, Mavany seconded. Motion carried. Toni and Kathryn will review and provide recommendations to the Operations Calendar for 2008-2009 at the next meeting.

NHSA Board Meeting Report: Toni and Mavany gave an update from the NHSA October Board Meeting in Washington, DC. A list of NHSA members was provided to the Board. A review of NHSA members versus NIHSDA members revealed that there are 4 AI/ANPB grantees that are members of NHSA and not NIHSDA. The regional reps will contact these grantees.

Review Strategic Plan: Toni provided an overview and update of the January 2005 – December 2007 Strategic Plan. During the March Face-to-Face Board Meeting, the Board determined the need to participate in strategic planning. The dates were set for February 28-29, 2008, in Albuquerque, NM. Toni suggested that the Board use Dennis Cheesebrow, the trainer who worked with the Board on the last strategic plan. Kathryn will check what Dennis Cheesebrow and Diane Hartley charge and report back to the Board.

Operations Manual: The Operations Manual was reviewed and revised. A revised copy will be sent to the Board members. The sections to be developed will be presented to the Board in June.

Saturday, October 20, 2007

The meeting resumed at 8:40 a.m.

Support Letter from Paul Spicer: Paul Spicer approached the Board regarding support for an Oral Health Project. Kathryn will contact Mr. Spicer regarding this request to ensure it doesn't conflict with IHS. Kay moved to accept supporting Paul Spicer once Kathryn calls, Danny seconded. Motion carried.

Board Training: Diane Hartley, from Norman, OK, gave the Board training on the Basic Responsibilities of Nonprofit Boards, Hallmarks of an Effective Board, Principles that Power Exceptional Boards, Financial Oversight, Legal Landscape and Good Governance Practices.

NIEA MOP: The Memorandum of Agreement was reviewed. The Executive Committee will be responsible for revising the agreement.

Monitoring Protocol Update: Teri provided the Board with an update on the 2008 monitoring system.

Conference Planning: The Board reviewed the 2007 Final Conference Report and began planning for the 2008 Conference in Portland, OR.

- Theme - "Managing the Currents of Change"
- Colors - Scenic Colors: Light Blue, green, rose
- Logo/Artwork - Scenic (Vikki has an artist that will work on this)
- Agenda Flow - Same as last year (Provide participants with target audience for all workshops)
 - Pre-Intensives - Sunday/Monday
 - Suggested Topics
 - OHS Reauthorized Act with Tom/Nila (2 days)
 - Adult Health (Mavany) (1 day)
 - Child Health Physical Activity (diabetes prevention) (Danny) (1 day)
 - Managing Systems (Toni) (2 days)
 - Community Assessment (1 day)
 - Self-Assessment (1 day)
 - Reflective Supervision (Portland State - Chuck Smith, Mary?) (Kay)
 - Autism (John)
- General Sessions
 - Opening 8:30-10:00 a.m. on Tuesday, June 24, 2008
 - Bringing in the Flags, Drum Group, Invocation
 - Grand Ronde Tribal Council Welcome
 - Extend request to all Oregon Tribes
 - Closing 10:30 to 12:00 noon on Thursday, June 26, 2008
 - Grand Ronde Emerson class - singing
 - Speakers for Closing
 - Ryan Wilson
 - Howard Rainer
 - Greg Smith
- Annual Membership Meeting - Workshop session on Wednesday (provide directors with an invitation)
- Keynote speakers
 - Ron Herndon
 - Senator Bingaman, New Mexico
- Registration fee - Remains the same as last year
- Vendor fee - Remains the same as last year
- Luncheon/Dinner - Dinner provided by Grand Ronde??
- Cultural or Local Activities - Supply participants as they register with a "What to do in Portland" flyer
- Suggested Topic Areas
 - Disabilities Management
 - Autism
 - Preparing for the Monitoring Protocol
 - Ongoing monitoring for each service area (AED)
 - Collaboration with Pre-K (Verna)
 - Health-IHS
 - Program governance for both Tribal and Policy Council
 - Program Design Management
 - Fiscal (Grants Management Rules)

- Recognitions
 - Greg Smith
Congressman
- Banners/Flags – Picture Collage
 - Check with hotel regarding hanging items on the wall
- Video - Kristi will check prices and provide information to the Conference Committee for a decision
- Tote/Package - Backpack-type tote or a tote similar to last year (possibly rain gear)
- Raffle Item - Pendleton item
- Contribution - Contact Nike, Coke, Pepsi
- T-Shirts - Conference Committee will check cost and make decision
- Welcome Gifts - Pendleton, Moonstruck Chocolate, Oregon Tribal Programs
- Conference Committees
 - Conference Committee Chair
 - President Elect- Danny Wells
 - Vikki Bishop
 - Mavany Verdugo
 - Jacki Haight
 - Budget Chair
 - Joyce McClellan
 - Hospitality Chair
 - Jacki Haight
 - Local Arrangements Chair
 - Vikki Bishop
 - Vendors Chair
 - Kevin Hedstrom
 - Door Prizes Chair
 - Frances Maney
 - Silent Auction Chair
 - Ann Belleau
 - Raffle/Sales Chair
 - John Pavek
 - Give Aways Chair
 - William Maes

Sunday, October 21, 2007

The meeting resumed at 8:15 a.m.

2009 Conference: The Board decided on dates and possible locations for the 2009 Conference. The dates for the 2009 Conference will be June 26-July 2, 2009. (Board Meeting, June 26-27; Pre-Intensives, June 28-29; Conference, June 30-July 2). The top 3 locations chosen were Grand Traverse, MI (Joyce will check with the hotel regarding government rate); Oklahoma City, OK; and Las Vegas, NV.

Discussion/Election of Vacant President Elect Position: Kathryn said that the position would be a 4 year commitment: as President Elect, one term; then move to President for 2 terms; and finally Past President for one term. Mavany nominated Danny, John seconded. Danny accepted the nomination. John moved to close nominations. Motion carried. Danny was elected the President Elect. Mike Williamson, Region 4 Alternate, moves to Member and Region 4 will need to elect an Alternate.

Election of Secretary: Joyce nominated Mavany, Danny seconded. Mavany accepted the nomination. Kay moved to close nominations, Danny seconded. Motion carried. Mavany was elected Secretary. Gil Gonzales will move to Member of Region 7 and Region 7 will need to elect an Alternate.

Other New Business: No new business.

Meeting Adjourned: Danny moved to adjourn meeting at 10:05 a.m. John seconded. Motion carried.