

**NIHSDA
Board of Directors Meeting
September 12, 2007**

Call to Order: Dorothy McCloud, President, called the meeting to order at 2:00 p.m. EDST.

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 – Dorothy McCloud Secretary – Ann Belleau Treasurer – Joyce McClellan Region 2 – Kevin Hedstrom, Alt. Region 3 – Hilda Marshall – Sara Young Bird, Alt. Region 4 – Danny Wells Region 5 – Suellen Hixon Region 6 – Pat Foster Region 7 – Mavany Verdugo – Gil Gonzales, Alt. Region 8 – Vikki Bishop, Alt. Region 9 – Kay Wynecoop – Jacki Haight, Alt. Region 10 – Ralph Booth		Region 1 – Frances Maney Region 2 – John Pavek Region 5 – LouAnn Tenequer, Alt. Region 6 – Faye Smith, Alt. Region 8 – Susan Carlson

Others Present: Theo Bayou, Training Coordinator, Southcentral Foundation; Kathryn Helsel, Toni Dobrec, Kristi Bentkowski and Carol Wedel from the MCS were also present.

OHS and AIANPB Update: Renee Perthuis, Nila Rinehart and Tom Tregear joined the call to give an OHS and AIANPB update.

- Patricia Brown becomes the Acting Office of Head Start Director on September 17. She has been the Regional Program Manager for Region 7.
- Georgeline Sparks is still on her detail.
- The Training Initiatives are coming out. “I Am Moving, I Am Learning” April 14th in Albuquerque – 29 programs with 4 people from each grantee.
- Program Design and Management, Fiscal, and Program Governance trainings are being worked on to respond to review findings.
- A Governance Webinar and Leadership/Management Institute will be offered in the Spring of 2008.
- New Directors’ training is still being discussed and will probably be held in early Spring.
- Mavany asked if Renee could attend the NIHSDA conference in Portland. She said she would put it on her calendar.
- Renee asked the Board to convey the message to programs that the Branch’s template of questions is merely a tool. There is no prescribed format for a TA plan. It is expected that the TA plan address issues from review findings, etc.

- Tom clarified the fact that a wage comparability study must be done every three years. The three year requirement is an administrative requirement. Tom will find documentation of the requirement and get back with Kathryn.
- Kathryn reported that grantees have been receiving their award letters before the grant period has ended.
- All funding actions for FY07 have been completed and sent to the grants office by Friday September 14, 2007.
- Some programs did not apply for COLA, however, they can apply for COLA in FY08 and use the funds to increase salaries and fringe. It is unknown and not likely for one-time funding.
- Tom explained that an audit identified some programs whose grants had not been closed out, therefore, David Kaden sent those programs a letter requesting the missing information. Tom will get back to Kathryn about what the process will be to close out the grant period in the future.
- A question was asked as to how the systems are working since they have been on board. Tom stated they are in the process of implementing new internal policies and procedures. Renee said that a “business process” will be put into place to work with each grantee several months prior to refunding. In October the system will be piloted and implemented across the regions. The change for the grantee will be more one-on-one with 1) a Fiscal/Grants Specialist, 2) a Program Specialist, 3) a TAN Local Specialist and 4) key grantee staff. A name is still being considered for the process.

Agenda Approval: The agenda was reviewed. Because Hilda had the leave early, her report was moved up along with Theo’s resignation. Ralph moved to accept the agenda with those changes. Danny seconded. The motion carried.

Report on the National Family Literacy Meeting: Hilda reported on her attendance at the National Family Literacy Meeting. She conveyed the issues that Tribal programs face with regard to incorporating literacy in the program/community including a lack of resources and barriers. Hilda was given a CD that she wants to share with the Board at the Norman meeting. Hilda will submit a written report.

Theo’s Resignation: Theo joined the call. Theo has taken a new position as Training Coordinator at Southcentral Foundation and has resigned her position on the Board because she is no longer a Head Start Director. She said that she will miss everyone but that she will still be with Head Start. Theo also thanked everyone for the opportunity to be the NIHSDA President.

Approval of the Minutes of August 9, 2007: The minutes of the August 9, 2007, Board meeting were reviewed. A correction on page 2 – remove the extra word “make” in paragraph 6, last sentence. Danny moved to approve with the correction. Suellen seconded. The motion carried.

Treasurer’s Report: Joyce reviewed the Check Register, Revenue Report and Expense Report (an August 31, 2007, copy of Expense Report and Revenue Report was e-mailed to the Board) including investments for August. Kevin moved to accept the Treasurer’s Report, Danny seconded. The motion carried.

Membership Report: Kathryn gave an overview of the Regional Membership Report. While progress has been made, 42 grantees are not members. The programs that need to join were reviewed. Regional Representatives are working with those programs to join.

\$3 Per Child Campaign and Regional \$2,000 Commitment: Some funds came in during the past month – a total of \$10,272.00 for the year so far.

Attendance Record: Kathryn provided the Board with a copy of the most recent Attendance Report for their information.

Update on Regions 1,3,5,7,9 and 10 Elections: Region 1 – Frances Maney, Member and Ann Belleau, Alternate. Region 3 – election forthcoming. Region 5 – Kathleen Sando, Member and William Maes, Alternate. Region 7 – Mavany Verdugo, Member and Gil Gonzales, Alternate. Region 9 – Kay Wynecoop, Member and Jacki Haight, Alternate. Region 4 – selection of an Alternate will be held next week. Region 10 – will be meeting next week to identify someone interested in the Alternate position.

Change in October Meeting Dates: October 19, 20, 21 are the new Annual Board Meeting dates.

Negative Comments at 2007 Training Conference: Kristi provided a list of comments by position. Kathryn reviewed the comments and noted that the dissatisfaction had come from those who had stayed at the Days Inn. They were unhappy with their accommodations and brought that dissatisfaction with them to the conference.

Status of Grant Applications: Grant from ANA – a rejection letter was received. Notification of the \$50,000 training grant is pending.

Committee Meetings:

Budget Committee - The committee worked off the July bank statement since the August statement had not yet been received. Joyce continued with the Treasurer's Report. Kathryn and Joyce reported on expenditure projections that the committee worked on totaling \$56,750.00. The committee is looking to the Board for guidance with regard to generating more revenue. The committee also discussed those issues during the Treasurer's Report.

Education/Conference Committee - reviewed contract with Red Lion Inn in Portland, Committee recommended approval.

Membership – did not meet.

By-Laws – did not meet.

Executive Committee – did not meet.

Seating of Region 6 Board Member: Ralph moved to seat Pat Foster as the Region 6 Representative. Kay seconded. The motion carried.

Other New Business: None

With no further business, Danny moved to adjourn at 3:45 p.m. EDST. Kay seconded. The motion carried.