

# 2026 EXECUTIVE PLAN

**Committee Meeting:** Last Thursday of each month.

**Time:** 11:00 am Central Time

**Dates:** January 29, February 26, March 26, April 30, May 28, June 25, July 30, August 27, September 24, October 29, November 26, December 28

## PURPOSE

The Executive Committee oversees the operation of the Board and often acts on behalf of the Board on all matters that occur between meetings, except those specifically reserved to the Board by the Bylaws or State Law. Meetings of the Executive Committee may be called by the Board President or by a simple majority of the Executive Committee members. The Executive Committee attends to the evaluation of the Management Consultant Service, conducts business as directed by the Board and recommends recognition and awards, and engages in agreements with key stakeholders.

## ROLES AND RESPONSIBILITIES

1. To plan the work of the Board of Directors
2. To ensure on-going strategic planning of the Association
3. To coordinate and maintain the annual planning and budget process
4. To select items of action and discussion for Board consideration
5. To facilitate the decision making process of the Board at the policy-making level
6. To provide a Committee structure for working on issues and concerns and give Board members the opportunity for development
7. To maintain the flow of work between the Board and its committees
8. To maintain the flow of work between the Board and the Management Consultant Service
9. To take action in the name of the Board by telephone conference call between Board meetings when a quick decision is needed to respond to a crisis or opportunity
10. To manage the development of request for proposals supporting membership services
11. To maintain a communication system between the Association and its stakeholders through a marketing/communication plan and partnership agreements

## FUNCTIONAL RELATIONSHIPS WITH STAKEHOLDERS

### REGULAR COMMUNICATION

TODD LERTJUNTHARANGOOL, REGION XI PROGRAM DIRECTOR, OFFICE OF HEAD START      MONTHLY  
Goals: Share information, provide data, training support, connection to other partners, effective & timely communication to programs

DIRECTOR, OFFICE OF HEAD START      QUARTERLY  
The first month of each quarter (Jan, April, July, Oct)  
Goals: Communicate OHS initiatives, policy discussions, tribal consultation

MIKE RICHARDSON, AIAN COLLABORATION DIRECTOR      QUARTERLY  
The second month of each quarter (Mar, June, Sep, Dec)  
Goals: Facilitate partnerships, Region XI initiatives, training, Advisory Council

MELISSA HARRIS, REGION XI TTA COORDINATOR The third month of each quarter (Feb, May, Aug, Nov) Goals: Training support, TA needs, reports, timelines for submitted requests, timely feedback for programs	QUARTERLY
DAVID KADEN, OFFICE OF GRANTS MANAGEMENT Goals: Grant issues/clarification, training, Grant Specialist relationships with programs/directors/CFO	TWICE A YEAR
NATIONAL CENTERS Goals: Training & resource development (culturally relevant/AIAN specific)	QUARTERLY
EXECUTIVE DIRECTORS CALL, NHSA The MCS attends this call. Goals: Gather national information, share AIAN specific information, Congressional updates	MONTHLY
NIHSDA LOBBYIST, HOBBS STRAUS DEAN & WALKER (GREG SMITH, CLAIRE NEWFELD) Goals: Congressional updates, AIAN issues, partnership development, advocacy	
TRIBAL ECE PARTNSERHIPS (TTA, COLLABORATION OFFICE, NIEA, NICCA, TRC, TRIBAL CHILD CARE CAPACITY BUILDING CENTER, TELE) Goals: Facilitate partnerships and plan ECE sessions for upcoming conferences Set up quarterly work group meeting to discuss Tribal ECE	QUARTERLY

## PARTNERSHIPS

The Executive committee will have routine contact with each partner. Partners will be invited to join our board meeting at least two times per year.

REVIEW AND UPDATE MOU'S	JANUARY
ADMINISTRATION FOR NATIVE AMERICANS Commissioner Goals: Increasing access to grants for HS/EHS programs	BI-ANNUALLY
AMERICAN INDIAN HIGHER EDUCATION CONSORTIUM (AIHEC) Ahnivake Rose, President Goals: Access to ECE degrees, research partnerships, scholarship opportunities	QUARTERLY
INTRADEPARTMENTAL COUNCIL FOR NATIVE AMERICAN AFFAIRS AT HHS (ICNAA) Michelle Sauve, Executive Director Goals: Increasing access to grants for HS/EHS programs	QUARTERLY
NATIONAL CONGRESS OF AMERICAN INDIANS (NCAI) Larry Wright Jr, CEO Mark Macarro, President (Pechanga Band of Luiseno Indians) Goals: Share policy information, advocacy, training at their conference, increase their knowledge about importance of ECE.	QUARTERLY
NATIONAL HEAD START ASSOCIATION (NHSA) Yasmina Vinci, Executive Director; Thomas Sheridan, Deputy Director Goals: Share AIAN specific issues, participation on the NHSA board, policy development and advocacy	MONTHLY

NATIONAL INDIAN CHILD CARE ASSOCIATION (NICCA) Michelle Key, Chair (Chickasaw Nation, OK) Goals: Partnership and Collaboration training, advocacy	QUARTERLY
NATIONAL INDIAN EDUCATION ASSOCIATION (NIEA) Jason Dropik, Executive Director Goals: Share policy information, advocacy, training at their conference, increase their knowledge about importance of ECE.	QUARTERLY
NATIONAL MIGRANT AND SEASONAL HEAD START ASSOCIATION (NMSHSA) Cleo Rodriguez, Executive Director Goals: Policy development and advocacy, joint advocacy activities	MONTHLY
NORTHWEST INDIAN HEAD START COALITION (NWIHSC) Mary Ellen Fritz, Vice-President Goals: Policy development, joint training, advocacy	QUARTERLY
OKLAHOMA INDIAN HEAD START DIRECTORS' ASSOCIATION (OIHSDA) Jayme Trevino, President (Kickapoo, OK) Goals: Policy development	QUARTERLY
ACF TRIBAL ADVISORY COMMITTEE Loni Greninger, Chairperson, James Town S'Klallam Goals: Share policy information, advocacy	QUARTERLY
SOUTHWEST CONSORTIUM OF INDIAN HEAD START PROGRAMS (SWC) Lana Garcia, Chairperson (Jemez PuebloM Head Start) Goals: Policy development, joint training, advocacy	QUARTERLY
TRIBAL EARLY CHILDHOOD RESEARCH CENTER (TRC) Michelle Sarche, Project Manager Goals: Research partnerships, information sharing, training	MONTHLY
TRIBAL LEADERS Goals: Information sharing, sponsorship, advocacy, policy changes	BI-MONTHLY
STATE HEAD START ASSOCIATIONS Goals: Information sharing, advocacy, policy changes	BI-ANNUAL
BUREAU OF INDIAN AFFAIRS (WORKFORCE DEVELOPMENT - 477) Goals: Information sharing, advocacy, policy changes	MONTHLY

## BOARD AND MEMBERSHIP MEETINGS

Develop agendas for and facilitate monthly board meetings (review prior meeting evaluation) (Face to face agendas should be drafted 2 months prior)	MONTHLY
Compile Annual Report for the membership	MAY
Develop agenda (April) for and facilitate the Annual Membership Meeting (June)	APRIL/JUNE
Update Meeting Schedule for next year	SEPTEMBER

## BOARD OPERATIONS AND STRATEGIC PLANNING

REVIEW THE STATUS OF COMMITTEE PLANS (March, June, Sept, Dec)	QUARTERLY
REVIEW AND UPDATE ADMINISTRATIVE OPERATIONS CALENDAR	SEPTEMBER
REVIEW THE MISSION, PURPOSE, PRINCIPLES AND VISION	OCTOBER
REVIEW PROGRESS OF STRATEGIC PLAN (March, June, September, and December) take corrective action as needed	QUARTERLY
CONDUCT STRATEGIC PLANNING EVERY TWO YEARS	OCTOBER
RECOGNITIONS AND STATEMENTS OF APPRECIATION	NOVEMBER

## MANAGEMENT SUPPORT CONTRACT

REVIEW MCS EVALUATION DEVELOP MCS IMPROVEMENT PLAN	JULY
PRESENT MCS IMPROVEMENT PLAN TO FULL BOARD	AUGUST
REVIEW MCS PROPOSAL Establish goals and objectives for the next year	AUGUST
NEGOTIATE CONTRACT Full board reviews MCS proposal, goal and objectives and negotiates contract	SEPTEMBER
REVIEW PROGRESS OF MCS IMPROVEMENT PLAN (Jan, April, July and October) take corrective action as needed	QUARTERLY
RFP PROCESS	

## NHSA BOARD

SELECT NHSA REPRESENTATIVES Select every two years.	JUNE
COMPLETE BOARD CERTIFICATION ON AN ANNUAL BASIS	AUGUST
REGION XI REPORT AS NEEDED Submit a report to the NHSA board on updates and activities in Region XI. Feb, March, May, July, Oct, Nov.	