

# REGION VII HEAD START ASSOCIATION

The Region VII Head Start Association promotes and supports the effectiveness of Head Start Associations and members to ensure quality services for children and families.



## Region VII Head Start Association Board of Directors Meeting

Tuesday, January 8, 2008

### Present/Participating

Kim Young Kent, IA Director  
Korey Hensley, KS Director  
Karen Marsh, MO Friend  
Sue Obermiller, NE Director \*\*  
Sue Fitzpatrick, MO Staff  
Amber Knapp, IA Parent

Larry Little, IA Staff  
Kay Mitchell, KS Staff \*\*  
Kristen Donze, MO Parent \*\*  
Steph Knust, NE Staff  
Tara Goering, KS Parent

### Others Present

Donna Veatch, R7HSA ED  
Carolyn Weinhold, KS HSSCO  
Eleanor Kirkland, NE HSSCO  
Tom Rendon, IA HSSCO

April Noe, DVG  
Linda Benoit, Region VII TA  
Mary Baskett, KHSA ED

### Absent/Not-Participating

Keri Griswald, IA Friend  
Jim Chisham, KS Friend  
Jose Zapata, NE Friend

Challa Trew, NE Parent  
Glenda White, MO Director

### Roll Call and Welcome

- Kay Mitchell, R7HSA President, called the meeting to order.

### Hot Topic: Head Start Reauthorization (Update) and the Future of the Head Start Program

- OHS IM January 3<sup>rd</sup> located at:  
[http://eclkc.ohs.acf.hhs.gov/hslc/Program%20Design%20and%20Management/Head%20Start%20Requirements/IMs/2008/resour\\_ime\\_001\\_010308.html](http://eclkc.ohs.acf.hhs.gov/hslc/Program%20Design%20and%20Management/Head%20Start%20Requirements/IMs/2008/resour_ime_001_010308.html)
- Additional resources: CAPLAW PowerPoint (sent to all R7HSA Board Members last week); Howard Gesbeck webinars re: reauthorization; Link to CAPLAW from R7HSA website. Provide additional links to resources as they become available
- Tuesday of the NHSA January Leadership Institute, Pat Brown, Acting Director of OHS and OHS staff will be presenting an update on The Improving Head Start for School Readiness Act of 2007.
- The OHS will hold the national Collaboration Office meeting in February as well as host a call prior to the meeting to provide information regarding reauthorization as it pertains to the role of the Collaboration Office.

### Partner Reports

- ICF/TA Network

Linda Benoit, TA Acting Program Manager reporting

- Staffing changes: Linda Norred has accepted a part time position as the fiscal specialists, Julie new from Indiana has also joined the Region VII staff.
- Staffing assignments will be made and sent out to programs in the very near future.
- Nancy Schwachter, former ICF/TA Program Director, Region VII will be working as an ICF contractor directly with the OHS.
- Work is moving forward on the content of the Management Acceleration Program training. Friday, Jan. 11 there will be a MAP workgroup meeting. R7HSA, TA, and RO all have partnered and are working together to ensure a comprehensive training for this effort.
- Ms. Benoit reported that TA representation should continue at State Association meetings. The Board asked if the TA office could provide a written report as well at State Association meetings.

- State Association and Head Start State Collaboration Office Reports
  - Iowa Head Start \*
    - Written reports were sent to Board members prior to GoToMeeting
  - Kansas Head Start \*
    - Written reports were sent to Board members prior to GoToMeeting
  - Missouri Head Start \*
    - Written reports were sent to Board members prior to GoToMeeting
  - Nebraska Head Start \*
    - Written reports were sent to Board members prior to GoToMeeting

#### NHSA Rep Report

- NHSA Update
  - Board reiterated the confidentiality protocols.
  - An Executive Conference call is scheduled tomorrow at 2:30 pm. Update from Michael McGrady, approval of CEO Job posting,
  - A potential contract with Ted Water's office is expected to begin the development of monographs regarding key points of Reauthorization. Program Governance will be the first monograph released. A total of six monographs each being 6 – 10 pages in length will be developed and available to the field. Information will include what's changed, what you need to know (legal considerations), what you can use (sample language). In addition to Program Governance, monographs will be released on: Reporting Requirements, Finance and Human Resources, Grants, Privacy Concerns and Enrollment.
  - The collective response to the Blue Ribbon Review Panel Report with input from Regions will be presented at the National Head Start Association Board Meeting February 1<sup>st</sup>
- NHSA Parent Leadership Conference (Kristen Donze, reporting)
  - Attended the event for the first time and shared that it was a very good experience.
  - Parent award winners were announced and honored.
  - PA has passed law (?) that will exempt agencies from paying unemployment when employees are out for the summer. Concern as to how this will affect Head Start agencies.
  - Reauthorization update of information was shared with parents in attendance.
  - Information on sessions attended is available at the Association office.
  - The 2008 Parent event will be in September. The NHSA Annual Conference is scheduled for April '08 in Nashville, TN.

#### Executive Director Report (\*)

- Professional Development
  - Leadership Conference to be held in May at the Westin Crown Center Hotel, Kansas City, MO
  - A report was given on unpaid sponsorship of events associated with the 2007 Conference. Efforts are underway to collect the unpaid monies pledged to Region VIIHSA.
  - Bids have been reviewed and the RVIIHSA Executive Committee on a conference call meeting approved the RFP of the Hyatt Regency Hotel for the 2009 & 2010 Leadership Conferences. Dates will also shift to Tuesday through Thursday for those events to ensure that the conference does not run into a May holiday weekend.
  - The 2008 Directors Caucus will be held at the Argosy Hotel & Spa, Riverside, MO.
  - The Coordinated Think Tank bi-annual meeting will be scheduled in March.
- Financially Solvent & Accountable
  - State Associations were invoiced for membership.
  - The current CD was recently renewed.
  - All past two invoices have been processed.
- State Associations are Strong and Effective
  - Ms. Veatch was able to attend each State for their annual conference/ annual meeting.
  - Foundations of Support™ to state associations continue to expand with the following services now provided: State Champion Award Recognition, Regional Award Recognition, Coordinated Training

Think Tank bi-annual meetings, GoToMeeting Services, free exhibit space to State Associations, State President orientation packet developed, Parent Advocacy Network, Consultant/Trainer Database 2008 Foundations of Support™ MAP, Survey Monkey services, Program Initiative Tracking System

- Public Policy and Marketing
  - Website: continue to expand and improve. Members were encouraged to send corrections or information to the Association Office regarding the website.
  - Bi-Annual Publication will be distributed this month.
- Partnership
  - Regional Award nominations were sent to NHSA in December.
  - Tom Mayer Award information has been distributed to State Associations.
- Additional Activities
  - Ms. Veatch was invited to attend the RO Conference: Fitting the Pieces together. Poor weather conditions resulted in a lower than anticipated attendance. Ms. Veatch reported that the content was very good.
  - Travel and planning for Region VII Reps has been processed for the NHSA January Leadership Institute and Board Meeting.

#### Business Meeting

The Business meeting called to order by Kay Mitchell, President. Sue Fitzpatrick move, Kim Young-Kent second to approve the agenda as submitted. Motion carried. Attendees were asked to review the minutes of October 2007 meeting. *Motion made by Sue Obermiller, second by Korey Hensley, to approve minutes as submitted. Motion carried.*

#### Financial Report

April Noe, DVG presented the financial report. Discussion was heard regarding outstanding invoices. Sue Obermiller suggested that the Association review the process for invoices that are past due and how registrations are handled for the 2008 event. Executive Committee will review/suggest a policy for Board consideration at the March 2008 meeting. *Sue Fitzpatrick moved, Korey Hensley second to approve the financial report as presented. Motion carried.*

#### Unfinished Business

- Officer Appointments (to fill vacant positions for 1 year)
  - Kay Mitchell, President
  - Kristen Donze, Vice-President
  - Kim Young-Kent, Treasurer  
*Sue Obermiller nominated, second by Korey Hensley for Kim Young-Kent to serve as Treasurer. Motion carried.*
- OPEN, NHSA Friend Rep

A recommendation was made that the description of the Friend representative position be reviewed and consideration of a State or Regional Association ED to fulfill this role. Executive Committee will review this and report back at the March 2008 meeting.
- Directors Caucus Contract
  - As heard in the ED Report, a contract has been signed for 2008 at the Argosy Hotel & Spa.
  - Executive Committee has given approval to sign for 2009 at the special rate and free meeting room space.
- Credit Card Processing/Foundations of Support™
  - Board requested in October 2007 that Association office research offering credit card processing to State Associations. At this time due to the unfeasible nature of processing for four different entities and tracking finances, it is not the recommendation of the Board to offer this service.
  - Donna Veatch requests that Region VII Board approve use of the DVG credit card processing system for 2008. This will allow programs an option to pay with a credit card for the Leadership Conference. All unpaid invoices would still show as R7HSA outstanding invoices/liability. *Tara Goering moved, Sue Obermiller second to proceed with the DVG credit card processing system for the 2008 event/pilot year of the process and then present a formal report at the end of the fiscal year June 30, 2007. Motion carried.*

- Discussion was heard regarding extending free registration to other Regions to attend Leadership Conference. Avenue to share R7HSA with other regions across the country.
  - Tabled to March 2008 Board Meeting

#### Winter Committee Reports (\*)

The Association office will send out a distribution list of committee members and definition of the committees so that those who are not on a committee may join the committee of their choosing

- Executive Committee
  - Will have monthly GoToMeetings
- Advocacy Committee
  - State Champion Award information was sent to State Associations with deadline of March 30<sup>th</sup>.
  - Discussed Hot Topics: funding, reauthorization, SCHIP funding, foster care, child care registry for abuse & neglect.
  - A more intentional approach to showcase HS programs regarding Hill visits was discussed. It was recommended that anyone who plans to visit a Legislator take photos of children and parents as well as staff at the program level.
- Partnership Committee
  - It was noted that efforts to increase the award nominations were successful and we need to continue to encourage participation. A state breakout report of nominations will be sent out.
  - Reviewed Tom Mayer Award, updated time lines, information distributed to States.
  - Sue Obermiller, Tom Rendon and Stacey Owsley will assist in presenting the awards at the 2008 conference.
- Professional Development Committee
  - Upcoming Meeting is scheduled for next week

#### New Business

- Board Retreat: Will be held in March for 2 days. The agenda has been sent to Board members. If anyone has an addition or suggestion regarding the process of working through and integrating the state strategic plans into the regional plan, please send comments to the Association Office. March 10<sup>th</sup> is set as the Board meeting. March 11<sup>th</sup> set aside for Strategic Planning

#### R7HSA Report to NHSA

- Table to March Board meeting
- Executive Committee can revisit on February call

*Kristen Donze moved, Sue Obermiller second to adjourn. Motion carried.*

Executive Committee adjourned for closed meeting for evaluation and review of the Executive Director contract.

Respectfully submitted, April Noe, Executive Assistant, The Donna Veatch Group, LLC

\* denotes written report on file