

**National Head Start Association
Board of Directors Minutes
Doubletree Hotel, Crystal City
Arlington, Virginia
February 1, 2008
9:00 a.m. – 12 Noon**

The meeting was called to order at 9:00 a.m. by Board chair; Mr. Ronald Herndon. Roll call was taken by Ms. Joan Scales, NHSA secretary.

-Attending Members of the Board included:

Region I: Janis Santos, Patti Passmore, Donna Harley
Region II: Ruth Neale, Heather Martindale, Annie Caban-Rios
Region III: Mary Gunning, Maxine Ashford
Region IV: John E. Hales, Joyce A. Welch, Deloris Johnson
Region V: Joan Scales, Telleah Rogers, Marietta Lamberson, Johnnye Gibbs
Region VI: Jo Ann Williams, Karen Jones, Ricky Pondexter, Terrance St. Julien
Region VII: Suzan Obermiller, Kay Mitchell, Kristin Donze
Region VIII: Elaine Laird, Renee Olson
Region IX: Wassy Tesfa, Ed Condon
Region X: Ronald Herndon, Jana Evans, Dean Stephen Kauffman
Region XI: No Members Present
Region XII: Dennis DeMers, Sylvia Montalvo, Jose Martinez

-Members not present, but excused:

Region I: Jim Houlares
Region III: Deborah Tisdale, Linda Moles
Region IV: Madine Cummings
Region X: Shari Shell
Region XI: Mavany Verdugo, Antonia Dobrec

-Quorum established.

-Non-Members Present:

Lois Butler, Chris Montemayor, Denota Watson, Charmayne Thomas, Charles McCabe, and Ted Waters, counsel from Feldesman Tucker Leifer Fidell LLP.

A special presentation made by one of the four groups that attended the NIKE Leadership training. Ben Allen, one of the members, gave the green group's presentation: "The Flame Keepers."

Adoption of Agenda / Minutes

Motion made to accept the agenda by Ms. Maxine Ashford. Seconded by Ms. Johnnye Gibbs. Motion carried.

Motion made to accept the minutes from the August 9, 2007, October 5 and 6, 2007, and December 5, 2007 Board meetings by Mr. Dennis DeMers. Seconded by Ms. Patti Passmore. Motion carried.

National Office Report:

Mr. Michael McGrady- Interim NHSA President/CEO informed the Board of staff changes and budget alignments. He informed the Board that his focus for the next couple of months would be on the following priority areas: (1) Membership; (2) Effective Communication; (3) 2008 NHSA Conference; and (4) NHSA Database

Mr. McGrady thanked Cheryl Miller and Johnnye Gibbs for all of their support and help in making the Parent National Conference a success. Ms. Miller gave comments on the highlights of the conference and thanked everyone for their hard work and dedication in making the conference a success. All evaluations were positive and Ms. Miller noted that NHSA should still be working towards better communications.

Ms. Lori Burke, the NHSA Conference Coordinator, then gave a summary of Parent Conference accomplishments and informed the Board members of the upcoming National Conference to be held in Nashville, Tennessee in April 2008. Her updates centered on the exhibits, sponsorships, registrations, hotel accommodations and conference book process. Mr. McGrady also informed the Board of dates for the next conference mailings and that there would be three special tracks featured at the conference focusing on: reauthorization, administration and fiscal. There will also be a special event sponsored by NIKE. Areas of improvement for the conference are: creation of a new design and graphic, new marketing campaign, and recruitment of new members. He said he was very pleased with the good working relationship with the executive directors and appreciated all of their hard work and commitment.

Mr. Ted Waters, NHSA's legal counsel, made remarks regarding the new Head Start Reauthorization and its implications. He included issues and concerns such as the effective date, new regulations, and ACF's interpretations. He stated that some of the positive effects include 50% of T/TA funds will now go directly to local programs, and that the funding formula is simpler. He stated the next priority needs to be Appropriations to ensure programs have enough funding to be able to comply with all of the new requirements. He explained that the next step is for programs to comment on the public notices of draft regulations that will be published in the Federal Register. The more people comment, the better it will be for programs. Board members were encouraged to inform everyone to work closely with states, regional and executive directors, to ensure that the Head Start community is well-apprised of what is occurring. All questions or concerns are to be forwarded to Mr. Luis Burguillo with the Government Affairs Division, and he will forward them to Mr. Waters. Mr. Waters explained to the Board that the Executive Committee approved a series of 6 Reauthorization Monographs (Issue Briefs) that will be available from NHSA in PDF form for the Head Start community for no charge. The first one will be on the changes to governance in the new Act and will explain the changes that were made, and give explanation and guidance.

NHSA Committee Reports:

Budget and Finance- Ms. Karen Jones, Treasurer and Chair

Ms. Jones informed the Board that the Committee reviewed the December 2007 Financial Reports, 2007-2008 Budget cuts, Cash Balance Report through January 30, 2008, Line of Credit, and new ideas for new funding opportunities. She also stated that NHSA's audit firm gave NHSA a clean audit for fiscal years ending June 30, 2006 and June 30, 2007. Charles McKay then presented the Financial Reports and the proposed budget for the year ending June 30, 2008. At the next Board meeting, the Board will vote on acceptance of the audit report. The audit has been posted on the NHSA members' only web page for members to review.

Action Items:

1) Motion to adopt the revised operational budget for the year ending June 30, 2008 made by Mr. Ed Condon. Seconded by Mr. Terrance St. Julien. Questions-none. Motion carried.

2) Motion made to accept the Financial Report by Ms. Maxine Ashford. Seconded by Mr. Dennis DeMers. Questions-none. Motion Carried.

By-Laws- Ms. Suzan Obermiller- Chair

Ms. Obermiller gave a summary of the Blue Ribbon Panel Report results from all 12 regions. All 12 regions gave input. The main themes from that summary were: (1) Membership-representatives should stay the same (Director, Staff, Parent, and Friend); (2) Term Limits-several different ways to think about them were presented; (3) Systems- NHSA should move forward with effective communication. Next Steps: A conference call will be set up to review the By-laws. The Committee will take recommendations from the Blue Ribbon Panel report and work with Ted Waters to develop draft By-laws incorporating the changes during February/March, with Board members receiving the draft changes in advance of the April Board meeting.

The Chair thanked Board members and Committee members for their input and noted that comments and recommendations are still welcome.

Action Item: None at this time.

Motion made to accept By-Laws/Nomination Report by Ms. JoAnn Williams. Seconded by Mr. Terrance St. Julien. Questions-none. Motion Carried.

Government Affairs (GAD) - Dennis DeMers, Chair

Mr. DeMers noted that the GAD Committee activities have consisted of: (1) a review of Legislative Updates regarding Reauthorization & Appropriations; (2) the NHSA 2008 Legislative Strategy; (3) Dollar per Child Report and Discussion; (4) GAD Updates on Coalition Building; (5) the Development of a Mission Statement; and (6) Goals and Objectives for 2008.

Action Items:

1) Motion made by Mr. DeMers to make the Head Start Reauthorization a major track at the NHSA Conference in April 2008. Seconded by Mr. Ed Condon. Questions-none. Motion Carried.

2) Motion made by Mr. DeMers to work with existing systems in the “Every Child Matters” effort to enhance voter registration and voter participation for 2008. Seconded by Mr. St. Julien. Questions-none. Motion Carried.

3) Motion made by Mr. DeMers to generally endorse the Child Care Now Coalition platform while retaining the integrity of NHSA’s singular association mission, goals and objectives. Seconded by Mr. St. Julien. Questions-none. Motion Carried.

4) Motion made by Mr. DeMers to support the target of \$472 million for a possible supplemental appropriation in 2008. Seconded by Ms. Kay Mitchell. Questions-none. Motion carried.

5) Motion made by Mr. DeMers to support the base year 2002 funding target of \$1.072 billion to bring Head Start funding to the amount needed to meet the promises of the existing Head Start authority. Seconded by Ms. Wassy Tesfa. Questions-none. Motion Carried.

6) Motion made by Mr. DeMers to work with our partners and advocates to embed the Head Start program into evolving early care and education legislation. Seconded by Ms. Tesfa. Questions-none. Motion Carried.

Ron Herndon closed the GAD report by asking that we compare notes of the successes and failures and other issues surrounding Pre-K at the National Conference in Nashville.

Human Resources- Ms. Deloris Johnson, Chair

The Committee reviewed and discussed the following issues as presented by Michael McGrady, Interim President/CEO:

- 1) NHSA’s current organizational structure and assigned roles and responsibilities.
- 2) The proposed plan to reduce operational costs to realize needed savings in the current fiscal year’s projected budget.
- 3) Mr. McGrady will review and discuss new work assignments with national staff at his earliest convenience.

Action Item:

Motion made by Ms. Johnson to approve the recommendations presented by the Interim President/CEO and the Finance Committee to take appropriate measures in order to bring projected operating expenditures in line with projected revenue for the current fiscal year. Seconded by Dennis DeMers. Questions-none. Motion carried.

Research and Evaluation- Ms. Janis Santos, Chair

Mr. Ben Allen, Research and Evaluation Director for NHSA gave an overview of the Research and Evaluation Department. Upcoming activities include: highlighting professional development events at the NHSA Conference; distributing surveys and evaluations projects to ensure that NHSA is providing high quality training and services and many activities that support the NHSA advocacy efforts, including estimating the impact of various funding formula and FY 2008 appropriations bills on Head Start programs. Also reviewed the “Research Nuggets” Updates, a quarterly e-mail highlighting the latest research of interest to the early childhood community. A sample of the e-mail publication was distributed to all members present. An open discussion on Reauthorization followed.

Action Items: none at this time

Motion made by Mr. Condon to accept the Research and Evaluation Report. Seconded by Ms. Maritta Lamberson. Questions-none. Motion Carried.

NHSA Chair Report- Mr. Ron Herndon

Mr. Herndon presented his recommendations for Board approval for the 2008-2009 appointments for Committee Chairs. He recommended:

- 1) Budget/Finance- Ms. Karen Jones
- 2) By-laws/ Nominating- Ms. Sue Obermiller
Assistant- Ms. Antonia Dobrec
- 3) Government Affairs-Mr. Dennis DeMers
Assistant- Ms. Wassy Tesfa
- 4) Human Resources- Ms. Kay Mitchell
Assistant- Ms. Ruth Neale
- 5) Research and Evaluation- Ms. Janis Santos
Assistant- Ms. Shari Shell
- 6) Parliamentarian – Ms. Mary Gunning

He reminded the Board that the Executive Committee consists of: the 4 Elected Officers; the 3 Appointed Officers; the Parliamentarian; the Assistant Treasurer; and the Chair of Human Resources, as well as the Ex-Officio Past President.

Action Items:

1) Motion made by Ms. Patti Passmore to accept the Board chair recommendations for Committee chairs and their Assistants’ appointments. Seconded by Ms. Deloris Johnson. Discussion-none. Motion Carried.

2) Motion made by Ms. Karen Jones to extend the hiring of new CEO/President for 6-12 months. Seconded by Ms. Ruth Neale. Discussion –none. Motion Carried.

3) Motion made by Ms. Kay Mitchell to send all resumes to Ted Waters and that the hiring process be handled by the Executive Committee and Committee chairs. Seconded by Ms. Maxine Ashford. Comment: Mr. Demers asked that when the Executive Committee and the Committee Chairs make a decision to hire, their recommendations be brought back to the

Board for final discussion and a vote to approve or disapprove of their recommendation. At such time, Mr. Demers would like to recommend that the vote be a roll call, and not a general vote by a show of hands or private ballot.

Motion Carried.

4) Motion made by Mr. Dean Stephen Kauffman that the President /CEO title be changed to Executive Director. Seconded by Mr. Ricky Pondexter. Discussion: Recommendation that a head hunter firm be hired to search for qualified applicants. Decision will be guided by funding availability. Motion Carried.

Mr. Herndon concluded his report by informing the Board members about the Head Start Think Tank: V. Rich, B. Haxton and J. Ruther will be key leaders. They will select and invite 40 people from around the country and items of discussion will focus on Head Start's future.

Additional Action Items:

1) Ms. Ruth Neale made a motion to approve the Executive Session Meeting Minutes for August 9, 2007. Seconded by Ms. Mary Gunning. Questions-none. Motion Carried.

2) Motion made by Ms. Maxine Ashford to approve the Executive Session Meeting Minutes for October 5, 2007. Seconded by Mr. Dean Stephen Kauffman. Questions-none. Motion Carried.

3) Motion made by Ms. Mary Gunning to approve the Executive Session Meeting Minutes for December 5, 2007. Seconded by Ms. Johnnye Gibbs. Questions-none. Motion Carried.

There being no further business to come before the Board, motion made and seconded by the multitude to adjourn the meeting. Motion Carried.

Meeting Adjourned.

Respectfully Submitted by Joan Scales
NHSA Secretary