

**VAHSA Board of Directors Meeting Agenda**  
**Tuesday, April 27, 2021 at 9:00 – 11:00 am**  
**ZOOM meeting, [Access all Documents electronically](#)**

- **Alison Noble, President**
  - Meeting called to order: 9:04am
  - Present: Alison Noble, Dawn Ault, Shikee Franklin, Kathy Channell, Jacqueline Wake, Taundwa Jeffries, Kim Hill, Jennifer Tonkin, Isha Barrie, Brandi Miller, Kimberly Austin, Julie Greene, Joyce Jones, Ramona Fisher, Fay Butcher, and Mariela Gonzalez.
  - Approval of January 2021 Minutes – motion made by Kathy Channell, seconded by Julie Greene; motion carried.
  - Communication & Events Manager – position has reposted.
  
- **Past President Report - Shikee Franklin**
  - National Community Action, Head Start Task Force update: Working on a document to share with OHS concerning Head Start community within the states. Concerns raised related to unifying preschool programs in addition to facilities and competitive pay.
  - Early Childhood Advisory Committee update: Productive meetings and group is open for suggestions and hearing concerns. DRAFT has been made public, final approval should be in May.
  
- **TTA – Brandi Miller**
  - Continuing to work with programs to identify T/TA needs and plans to support programs. Plans should be complete by the end of June.
  - PD planning for 2021-22. Working with National Centers and Regional Offices.
  - PD Bulletin Board available. Programs can sign up for updates/alerts, submit questions, link to event information and registrations, and professional development resources. Links to T/TA staff are also available.  
<https://app.smartsheetgov.com/b/publish?EQBCT=8ff0e273b12344bca981f75913a24245>
  
- **Treasurer’s Report – Dawn Ault**
  - Reviewed the Board of Directors Google Drive with detailed information and bank statements shared with Governance/Finance Committee and available to all Board Members.
  - Payroll Protection Plan 1 amount (\$26,000) forgiven and PPP2 (\$28,069) was received March 2021.
  - Financial report shared. Motion to approve made by Joyce Jones, second by Kathy Channell; motion carried.
  
- **Executive Director - Dawn Ault, written report can be found in Google Drive**
  - In addition to PPP1 and PPP2 Loans for Covid Relief Aid, our Employee Retention Tax Credits (ERTC) was approved for 2020 4<sup>th</sup> quarter (Q4) and 2021 1<sup>st</sup> (Q1) quarter. The tax savings will total \$14,000.
  - Advocacy: ZOOM meetings with Parent Ambassadors and House of Rep. members on March 11. American Rescue Plan Act passed with \$1 billion earmarked for EHS/HS.
  - VDSS is developing work groups to discuss the State of Virginia’s Plan to Prevent Child Abuse and Neglect. Parent Ambassadors have applied to participate.
  - Families Forward Virginia is organizing Parent Advocacy Training sessions to bring attention to families’ economic needs. Information shared with program directors. Parents who participate will meet virtually with State Senators and Delegates and will receive a \$100 gift card for participation.
  - NHSA is still unsure about the September Fall Leadership Institute being in-person or virtual.

- HS Enrollment needs to be ensured before VPI enrollment; MOU needed with LEA due to the need for coordinated enrollment. Working with programs who are struggling to build relationships with LEAs and those who are discussing the possibility of converting HS slots to EHS slots.
  - New eligibility criteria for Child Care Assistance. As of April 1, 2021, changes will allow more families to be eligible (eligible while looking for work, Child Support Enforcement not required, and higher income limits).
  - Maternal Infant Early Childhood Home Visiting (MIECHV) increased funding to support virtual home visits and emergency supplies for families.
  - American Jobs Plan proposed funding which includes supports for childcare infrastructure. Major challenges with recruitment of qualified workforce.
  - T/TA Coordinated State Plan, Region III. Currently working with Brandi Miller, Sally Byard, Latasha Shears, and Kathleen Pathan for 2021-22 state plan. Focusing on state priorities of collaboration and coordination with other ECE programs.
  - Building partnerships with Corporate Partners to share training and information on VAHSA website. Working to create new partnership with HATCH to promote “Ignite with Teaching Strategies Gold.”
  - Conference update – Director’s Council (June) registration is open. Topic is Transitions. NCECDTL will be presenting one day of the two-day conference. Ideas for virtual networking (Paint Party) discussed.
  - Conference committee will discuss Annual Conference scheduled at the Hotel Madison, JMU (November 2021) and Health Institute in Charlottesville (March 2022).
- **HSSCO Collaboration Office Director** – Taundwa Jeffries, written report can be found in Google Drive
    - COVID-19 Vaccines expanded to individuals age 16 and older.
    - Office of Early Childhood at VDOE continues to unify the ECE System. VDSS Child Care Licensing staff will transition to VDOE effective July 1, 2021.
    - Communications Specialist position will be added to the Office of Early Childhood.
    - “Building a Unified Early Childhood System” webpage has been added to share information on the unified measurement and improvement system [Building a Unified Early Childhood System](#)
    - Early Learning Development Standards have been updated and are available for programs to use [Virginia’s new, Board of Education approved ELDS](#)
    - Workforce Development - The G3 program received funding to cover tuition, fees, and books for higher education.
    - HSSCO Advisory Council has completed strategic planning for the new budget period.
    - Education Leads Home Community of Practice was awarded a grant to focus on supports for ECE, K-12, and secondary students who are dealing with homelessness.
- **Health Advisory Committee** – Updates – Julie Greene
    - Meeting held in February, next meeting scheduled in May. Programs are working diligently to meet requirements and address needs.
- **Conference/Scholarship Committee** (Isha, Jennifer, Julie, Jackie, Mariela, Taundwa, Ramona, Kimberly)
    - Scholarship Applications
      - Head Start Alumnae High School Senior – William Gentry (back-up Jamia Harris)
      - Elmore Staff Scholarship – Elizabet Minter (back-up Wendy Rogers)
      - Elmore Parent Scholarship – Ashton Lietuvnikas (back-up Jinelle Reynolds)

- Team to review proposals for Annual Conference in November 2021 in Harrisonburg. Possibly going in-person.
- **Finance/ Governance Committee** (Dawn, Alison, Shikee, Kathy, Fay, Joyce, Kim)
  - Operations Manual and Bylaws discussed. Discussed few incidences where paper checks need to be written. This still requires two signatures but President can approve via email statement and Executive Director will keep a copy of the approval with other documentation. Membership dues were raised in July 2020 and will continue at \$7 per child.
  - Review of proposed budget for FY22. Projected income and expenditures are uncertain due to virtual/in-person changes for conferences. Discussion of the additional PPP2 income received in FY21 and addition of storage, ZOOM, and website costs. Discussion to include a portion of part-time employee's phone and internet stipend on monthly basis.
- **FY22 Budget**
  - Closed session for discussion and review FY22 Budget. Motion made by Jackie Wake, seconded by Julie Greene; motion carried.
  - Discussion of personnel and budgeted expenses. Vote for 5% raise effective July 1, 2021. Motion made by Kathy Channel, seconded by Julie Greene; motion carried.
  - FY22 Budget Approved with additions and corrections made. Motion made by Kathy Channel, seconded by Joyce Jones; motion carried.
  - Closed session ended. Motion made by Jennifer Tonkin, seconded by Joyce Jones; motion carried.
- **Regional Reports**
  - Dawn noted that NE Region has met a couple of times this winter/spring via Zoom for networking and will continue to do so to help problem-solve issues, especially related to Covid.
  - No other regions have expressed an interest to meet however Dawn reiterated that she would be happy to organize Zoom meetings if the desire is there.
- Meeting Adjourned at 11:07am

**Next Meeting:**

**Mon June 21, 2021, 12:00-3:00 pm - Zoom**

- Review of next 5YR Strategic Plan, current plan (we revised it in October & January) is completed at the end of 2021 – please be thinking of ideas, goals and objectives
- Board Roster and vacancies

Minutes approved at 6/21/21 Board Meeting.

*Dawn Aulet*