

IHSA BOARD MEETING May 17, 2023

Members Present: Sharon Burke, Alyssa Caldbeck, Meghan Judisch, Matthew LeClere, Cindy Davis, Taylor Lynch, Kim Puetz, Danni Segebart, Dr. Robert Welch, Denise Tapscott

Ad Hoc Members Present: Lori Ferris, Monica Garner, Cathy Schwackhammer, Katherine Harrington

Guests: None

Members Absent: Julie Lang, Gina Randall

Public Forum: No one in attendance

The meeting called to order by at 10:00 a.m. by Kim Puetz. The mission statement read by Taylor Lynch.

Agenda Items	Agenda Item	Discussion/Action Taken/Task Assignment
Approval of Agenda		Lori Ferris shared some additional agenda items to be discussed. Cindy Davis moved to approve the agenda with changes. Danni Segebart seconded it. Motion carried.
Approval of Minutes		Sharon Burke moved to approve the March minutes. Cindy Davis seconded. Motion carried.
Treasurer's Rport	Fiscal Report	Lori Ferris explained the new presentation of fiscal reports. Matthew requested a projected balance be included as well. It was discussed having the Finance Committee meet prior to the Board meeting. Matthew Leclere moved to accept the fiscal report. Danni Segebart seconded. Motion carried.
	Bills	No bills due at this time.
Strategic Plan		The Strategic Plan was reviewed. It was discussed to move it to a 5 year plan when we meet in-person at the July Board Meeting.
Executive Director Report	Website	See Director's Report in packet The updated website is close to going live. Lori reviewed the website pages. It was suggested to include the State Collaborative Office, T&TA , and ICAA partnerships to be included on the Board membership page. Discussion was held on continuing with Eventbrite as a booking agent. Lori recommended that we continue with it but pass along the processing fee to the programs. IHSA will offer the option to send invoices for no additional fee. Membership benefits also include a Job opening page with online application links to agencies. Board information/resources will be housed on the website as well with a secured login. The domain name will be changing to IowaHeadStart.org with old website being forwarded to new
	Award Winners	Discussed having a spring networking and Award recognition event in the future to recognize our award winners in a more timely manner.
	Automatic Bank transfer	Lori requested that her monthly payment be automatically transferred between bank accounts. Danni Segebart moved to approve the automatic bank transfer, Sharon Burke seconded. Motion carried.
	Region VII – Iowa Basket	Discussion was held on cost for purchasing items for the Iowa Basket for Region VII Denise Tapscott moved to spend \$100-\$125 for the Iowa Basket, Matthew Leclere seconded. Motion carried. Lori will purchase the items.
Committee Reports	Education Committee	The training calendar was shared. The Real Colors training on June 20 th has been changed to a virtual training. Discussion was held on benefits of implementing this on a systems level. Classroom Teachers Assistants Bookcamp to be held in August virtually. Discussion was held on options for recording this event. Specialty groups are requesting additional opportunities to build stronger networks across the state with additional meetings and communications. Considering a Spring in-person network. Moving towards IHSA becoming the state organization for coordinating state training.
	Annual Meeting Planning	The annual meeting/networking event will be held on November 3 rd from 9-3 at the Merle Hay Holiday Inn. The committee is exploring speakers and break-out sessions. Kim Puetz volunteered to join the planning committee.
	Marketing	Working on Website updates, discussion was held on New Director/promotional gifts. Welcome cards, banners, and tablecloths have been purchased. Award winners have been announced. Lori shared information on what would be available at the Region VII conference state table. The Sponsorship draft flyer was reviewed. Matthew Leclere moved to accept the flyer, Meghan Judisch seconded. The motion carried. Discussion was held on how to increase our Facebook following. It was suggested to reach out to partnering agencies to promote our Facebook page and consider agency incentives. It was discussed looking at additional social media platforms in the future. National PBIS modules have been released on NCPMI. Train-the-trainer booster events will be scheduled in the future. EC-PBIS statewide committee is looking for additional representation from western Iowa, preferably in the area of family engagement

	Statewide Service Committee	or mental/behavioral health. Changes happening with ECI structure, but lots of uncertainty. Shared Visions Council is looking for a HS parent representative.
Old Business	IAEYC Fall Institute	Have not asked for our sponsorship. Lori recommended that we remove Fall Institute from our agenda under old business.
New Business	Annual Meeting Date	Will be held November 3 rd as part of the Networking event.
	By-Laws, Policies & Procedures and Job Descriptions Review	Lori reviewed the proposed changes to reflect current practices. The By-Laws and Board Minutes will be posted on the website. Sharon Burke moved to accept the Policies/Procedures and Job descriptions with proposed changes. Meghan Judisch Seconded. Motion carried. Danni Segebart Moved to accept the By-Laws with the proposed changes and posted to Website for public access with final approval at the July meeting after public forum discussion. Matthew Leclere seconded. Motion carried.
	Travel request	Tom Rendon, Friend of the Region VII Head Start Association Board, requested travel and 1 night's lodging and food expenses for the Region VII Conference for the Region VII annual board meeting. Mathew Leclere moved to approve the expenses. Danni Segebart seconded. Motion carried.
	Meeting Dates	Lori Ferris proposed adding a September board meeting on Sept. 27 th in-person with a virtual option. Danni Segebart moved to accept the proposal, Taylor Lynch seconded. The motion carried. The calendar was set for the 2023-2024 Board year: Nov. 3 rd annual meeting, Nov. 15 th 9-12 virtual, Jan 24 th 9-12 virtual, March 13 th 9-12 virtual, May 15 th 10-3 in-person/virtual, July 17 th 10-3 in-person/virtual, Sept. 18 th 10-3 in-person/virtual. In-person meetings going forward will be held at the Merle Hay Holiday Inn.
Statewide Partner Committee Reports	ICAA	Katherine Harrington reported on the completed legislative session. No significant legislation was passed regarding early childhood issues. Discussed strategies to coordinate legislative site visits with HS programs and host poverty simulations across the state. Shared information regarding the reorganization of the State government. Iowa Community Action has secured a bureau designation under the Community of Access within the Health and Human Services Department. Lori Ferris added that we are planning for more intentional discussions prior to the next legislation session regarding the IHSA agenda regarding the ICCA Advocacy Contract. Katherine Harrington shared information regarding an Advocacy Academy on Sept. 12-13 for regional Community Action agencies.
	Iowa AEYC	No report. It was decided to invite IAEYC (Ashley Otte) to report to the Statewide Service Committee meeting.
	HSSCO	Monica recommended moving the Statewide Service Committee report to the Partner Report section to avoid duplication. Monica presented her HSSCO Goals for 2023-2028 for her 5 year HSSCO grant. Grant goal are aligned to the Federal Priorities.
	CDC	No report.
	Region VII HSA	The Regional Conference will be held June 12 th -15 th .
	NHSA	No report
	ECI Steering	See Statewide Service Committee report
	State PBIS	See Statewide Service Committee report
	Family Support Leadership	See Statewide Service Committee report
	T & TA	Kathy Schwackhammer reported that they are wrapping up the end of the contract year which ends June 30 th . T&TA will be hosting a Planned Language Approach training to be held as a pre-conference training at the Region VII conference and will include additional break-out sessions during the conference. Also offering trainings on child development and challenging behaviors at the conference. Completed the Home-Based institute last week.
Agency Messages	Agency messages	Annual Meeting-Save the Date and upcoming PD/Networking, Promoting Real Colors, Networkings, Newsletter will go out in July.
Next Meeting		July 19 (in person with zoom option), September 27, 2023 (9-12 virtual and in-person)
Adjourn		Meeting was adjourned at 2:39 p.m.