

IHSA BOARD MEETING  
January 24, 2024

**Members Present:** Sharon Burke, Meghan Judisch, Matthew LeClere, Cindy Davis (left early), Gina Randall, Taylor Lynch, Denise Tapscott (left early), Kim Puetz (attended later, left early), Tonya Weber

**Ad Hoc Members Present:** Lori Ferris, Monica Garner (left early), Katherine Harrington, Brenda Spurgeon

**Guests:** None in attendance.

**Members Absent:** Alyssa Caldbeck, Robert Welch, Danielle Segebart

**Public Forum:** None in attendance.

Meeting called to order by Sharon Burke at 9:02 AM. Mission read by Taylor Lynch.

Agenda Items	Agenda Item	Discussion/Action Taken/Task Assignment
Approval of Agenda		Taylor Lynch moved to approve the Agenda. Denise Tapscott seconded. Motion carried.
Approval of Minutes		Matthew LeClere moved to approve the Minutes. Gina Randall seconded. Motion carried. Lori asked to amend the meeting minutes to state that her salary decreased by \$2.50. Motion carried.
Partner Reports	ICAA  T/TA  HSSCO  Region VII Head Start Association  NHSA	<p>Can access ICAA Legislative Priorities here: <a href="https://iowacommunityaction.org/advocate/">https://iowacommunityaction.org/advocate/</a> Some key highlights: trying to maintain stance on 16 year olds not having access to supervise 0-5 year olds; AEA teacher bill – wondered how to connect IHSA board and ICAA board on this; Statewide Preschool – would like HS and EHS to be at table for those discussions, ensure no erosion of current revenue streams. Notified yesterday that Iowa HHS has done another reorganization/re-alignment. Encourage IHSA representative to participate in Childcare Coalition meeting. FaDSS Day on Hill Jan. 25<sup>th</sup>. Legislative Breakfast Feb. 14<sup>th</sup>.</p> <p>Brenda Spurgeon, new early childhood manager for Region VII TTA. Disabilities Institute in March, virtual. Home Based institute in May, virtual. QCIT training currently happening. MAP training Tues &amp; Thurs April 23- May 7, virtual. Securing support for April 3 IHSA networking. Two job vacancies on TTA team.</p> <p>Early Access will not be divided from AEA. The Department of Education will have more engagement and compliance roles. Grant notices will be coming out from Dept. of Education soon. Monica is wearing several hats on committee now. Trying to get community more active with involvement on Childcare Subsidies. Wendy Hoogeveen will join April IHSA networking to discuss CCA. FaDSS being moved in state government. SNAP, FIP, Foster Care – would streamline the system forever that HHS would share info with DOE and would allow Iowa HS programs would be able to obtain this list every month. Conversation with WIC is not off the table. EC-PBIS state leadership team has new member as a data expert. Program wide EC-PBIS applications are open now. Explained various programs that are on the list to be cut or combined based off HHS Alignment. DOE website is updated.</p> <p>Still working on dates for Fall Conference due to hotel shortages. Region VII Board Meeting on Feb. 7<sup>th</sup>.</p> <p>No updates.</p>
Treasurer's Report	Fiscal Report  Bills to pay	Fiscal Committee met Monday. Lori created a new draft of the budget based off salary and benefit changes, income based off networkings/trainings/sponsorships, etc. See Fiscal Report. Matthew LeClere moved to approve the Fiscal Report and Budget Update. Tonya Weber seconded it. Motion carried. See Report. Matthew LeClere moved to pay the bills – Denman and ICAA. Denise Tapscott seconded. Motion carried.
Strategic Plan	Strategic Plan Review	See Strategic Plan.
Executive Director Report	Executive Director Report	See Executive Director Report.
Committee Reports	Education Committee  Marketing Committee  State Awards	<p>No chair since Julie stepped back and no volunteers yet. Trying to support Planning Committee with April 2-3 Conference. Hope to do Active Shooter/De-escalation training in June or July that's beneficial for all levels of staff. See Professional Development calendar.</p> <p>Chairperson Meghan reported – professional wear on sale now until January 26<sup>th</sup>; brainstorming new t-shirt design; continuing marketing for upcoming legislative breakfast and April conference. Lori asked for a few volunteers to review the nominations – Sharon Burke, Tonya Weber, and Denise Tapscott volunteered.</p>

	Statewide Service Committee	Monica shared updates from PBIS, Family Leadership, ECI, Shared Decisions, Early Access, and Iowa AEYC.
Old Business	Legislative Breakfast  April 2-3, 2024 IHSA Spring Conference	March 7 <sup>th</sup> . Lori creating an invite to be given to each state legislator with an infographic on back sharing a Head Start overview and Iowa program data. Will be held before our Board Meeting.  First day – partnering with CCR&R to bring Tweety Yates, open to everyone. Second day – focused on Head Start and networking, followed by speaker Sarah Ennis. Lori asked for volunteers for an open Q&A panel from 10:30-12:00 on April 3 <sup>rd</sup> – Matthew LeClere and Tonya Weber volunteered, Meghan Judisch nominated/volunteered Michelle Skadburg from her agency.
New Business	IHSA Non-Profit Insurance  ICAA Contract Updated budget 1.1.24  Updated Executive Director Contract  Review by-laws, policies & procedures, job descriptions           Tom Rendon’s proposed legislative changes           Legislative Breakfast	Matthew LeClere moved to approve and pay invoice for the non-profit insurance policy with Philadelphia Insurance Company. Kim Puetz seconded. Motion carried.  Matthew LeClere moved to approve the ICAA Contract. Meghan Judisch seconded. Motion carried.  Matthew LeClere moved to accept the updated budget as presented. Denise Tapscott seconded. Motion carried.  Change noted that hourly rate should be corrected. Matthew LeClere moved to accept the updated Executive Director Contract with corrected hourly rate – see in packet. Tonya Weber seconded. Motion carried.  By-laws reviewed. Matthew brought up discussion on Article XIII, Section 1 – would like it to state “...at the discretion of the board”. Matthew brought up concern with the language of “friend” utilized throughout the by-laws, wanting further definition of what “friend” means, expectations, and the compensation statements. Discussion held around Article X, Section 4 wording. Discussion around the Friend position. Tonya Weber moved to approve the following by-law changes: Article XIII, Section 1 to state “Audit shall be done <b>at the discretion of the board</b> and in accordance with financial procedures.” and Article X, Section 1 to state: “The Iowa Head Start Association shall <b>appoint</b> four representatives (one each: Director, Staff, Parent, and Friend) to the Region VII Head Start Association.” to go into effect after public commenting period announcement of 20 days. Matthew LeClere seconded. Motion carried.  Financial Policies and Procedures reviewed. Discussion around language change. Matthew LeClere moved to change language from “Credit Card Purchases” to “Debit Card Purchases” and to remove the word “Annual” on Audit/Tax Filing and separate the Audit and Tax Filing statements into different sections. Denise Tapscott seconded. Motion carried.  Code of Conduct Policies and Procedures reviewed. No changes desired. Tonya Weber moved to approve Code of Conduct Policies & Procedures with no changes. Meghan Judisch seconded. Motion carried.  Job Descriptions reviewed. See Board Packet for changes. Matthew LeClere moved to approve the Executive Director Job Description as presented. Denise Tapscott seconded. Motion carried.  Matthew LeClere moved to approve the Board President, Vice President, Treasurer, and Secretary Job Descriptions as presented. Denise Tapscott seconded. Motion carried.  Lori reviewed the email request Tom Rendon sent regarding proposed changes to 256C.3 (see Board Packet). Tom recently stated he has sent his proposed changes on to a Legislator on the Education Committee. Discussion held. Board members desire further information behind the proposed changes from Tom. Matthew LeClere moved to table discussion until Tom can meet with the Executive Board with further explanation on proposed changes. Meghan Judisch seconded. Motion carried.  Discussed earlier in meeting.
Agency Messages	Upcoming PD/Networking, Spring Conference, Award nominations	Toward end of the meeting, we were not able to meet quorum. A reminder will be sent out to Board Members of the importance of letting Lori know in a timely manner if you cannot attend the meeting.
Next Meeting	March 7, 2024	10am-2pm – in person with virtual option
<b>Adjourn</b>		<b>Meeting adjourned at 12:06 PM.</b>

Submitted by Taylor Lynch, IHSA Secretary, on January 24, 2024.